



Hawthorn Board of Trustees
Tuesday, February 17, 2015
Washington University Life Science Building Room 311

Board Members Present: Rachana Creeth, Nikki Doughty, Edes Gilbert (by phone), Kathryn Love, Anne Miller, John Ross, & Mary Stillman (Chair)

Washington University Sponsor: Vickie May

Staff: Benay Hicks

Meeting Start Time: 5:08 p.m.

Meeting End Time: 7:11p.m.

1. Approval of minutes from January 13 Board Meeting
John moved to approve minutes from the Board's January 13, 2015 meeting, Rachana seconded, followed by the Board's unanimous approval.
2. Vector Communications Presentation
Board training on key messages was conducted by Courtney Mueller. The main overview of the presentation is to identify key messages and concepts and ensure that messaging is distinguishable from other educational programs and consistent in message delivery. Mueller provided the board with a packet consisting of detailed information on three key messages, supporting statements for each key message and promotional materials.

Important items to note:

- It is critical to focus on galvanizing people to help support Hawthorn;
- Language should be authentic to your personality and simple;
- Tell a story

Update on media coverage: KSDK has committed to a series that will document Hawthorn's development over the first year. We are hoping for radio interview opportunities. Regarding recruitment, the focus is on building strong relationships with the media so that they can engage the broader community in telling the Hawthorn story.

3. Principal's Report (delivered by Mary in Robyn's absence)
Student recruitment plan is on target. Recruitment is under way with the most recent event being the city-wide charter school recruitment fair on January 24, 2015. While the event was not well attended, it generated media press for Hawthorn with a mention in the Sunday Post Dispatch. Additionally, Robyn and Mary attended an information session at Mathews-Dickey on February 3, 2015, which generated a nice attendance. There are several recruitment events scheduled throughout the city over the next few weeks.

Faculty recruitment plan is underway. Application review is underway for all positions. Formal position postings are located on myEDmatch and MOREAP. The process began with resume review, then phone interviews, followed by group interviews that included Robyn in addition to other individuals who provided input. After review of interview outcomes, Robyn will review a live teaching session of

invited finalist. Additional recruitment events include March 13th at Fontbonne University Teacher Interview Day.

4. Board Approval of policy regarding hiring and termination of employees.
Mary presented the attached policy on Hiring and Termination of employees and asked the board to make a motion to approve the policy. John moved to adopt the policy, Anne seconded and the board unanimously approved. [I think it's a good practice to have the exact policy in the minutes]
5. Update/Request for Board approval for professional services
Legal Matters: Mary and Robyn asked the board to consider hiring the education law firm of Tueth and Kenney. John moved to approve the hiring, Rachana seconded and the board unanimously approved.

Financial Matters: Mary has asked the board to approve opening a banking relationship with Bank of America, in accordance with its 2014 proposal. John moved to approve the move, Rachana seconded and the board unanimously approved.

6. Budget and Finance
Rachana presented a 3-year budget pro forma that included a bar graph showing the gap between public revenues and expenses to illustrate our fundraising needs.
7. Building and Grounds
Renovations will begin on March 2 on 1901 Kingshighway and on February 24th on 1929 Kingshighway

The **Science Labs** are separate costs from the current renovations budget. The in-kind donations from Monsanto have significantly reduced the costs. Mary has also applied for \$250K in tax credits for the specific purpose of build-outs to the science labs.

Security and emergency preparedness plan is currently underway. Mary requests that the board approve the purchase of a closed circuit television security system. John moved to approve the purchase, Rachana seconded and the board unanimously approved.

8. Development
Grants and gifts have been received. Recent grants/gifts awarded are as follows:
Saigh Foundation, Energizer, individuals, Monsanto (lab equipment)

Preparations are underway for the April 18, 2015 fundraiser.

9. Committee on Trustees
Reminder that all trustees must submit the Financial Disclosure Renewal. All present trustees submitted forms for background checks and Conflict of Interest policy renewal.
10. Closed session to consider faculty hiring recommendation and new board member recommendations.

Mary motioned for roll call to close session to consider the Principal's recommendation for hire. Edes seconded.

Roll Call Response to motion to close session:

Rachana - Aye

Anne - Aye

Nikki - Aye

John - Aye

Kathryn - Aye

Mary - Aye

Edes - Aye

Mary motioned to end the closed session, Kathryn seconded.

Roll Call Response

Rachana - Aye

Anne - Aye

Nikki - Aye

Kathryn - Aye

Mary - Aye

Edes - Aye

(John was no longer present)

11. Mary made a motion to adjourn the meeting and it was seconded.

Future Meeting Dates:

March 10

April 7

May 5

June 2

Minutes submitted by Nikki Doughty

Employment Status

Section 1. Employment Status.

Section 1.1. Employees of Hawthorn Leadership School for Girls are considered at-will employees, unless otherwise designated by the Board.

Section 2. Hiring.

Section 2.1. The Board of Directors may, upon recommendation of the Principal, employ certified and non-certified staff members in order to accomplish the School's mission, goals and objectives. The Board of Directors may, in its discretion, elect to delegate to the Principal the authority to hire staff members for positions approved by the Board.

Section 2.2. The Principal or designee shall have general responsibility for training, direction and performance evaluations of staff members. The Principal or designee shall maintain adequate personnel records.

Section 3. Suspension.

Section 3.1. The Principal may suspend employees, with or without pay. The Principal will report the suspension to the Board of Directors, and the suspension will stand unless reversed by the Board.

Section 4. Termination.

Section 4.1. Unless otherwise designated by the Board, employment at the School is at-will, and thus can be terminated by the Board of Directors at any time for any lawful reason. The Board of Directors may, in its discretion, elect to delegate to the Principal the authority to terminate the employment of staff members.