**Hawthorn Board of Directors**

Minutes of Board Meeting 6/20/16

Hawthorn Leadership School for Girls

1901 Kingshighway Blvd, St. Louis, MO 63113

**Board Members Present:** Kathryn Love (Chair)

Tim Rowbottom, Jessica Portis, Edes Gilbert,

Jason Hall, Sara Goellner, John Ross, Nikki Doughty (by phone)

**Staff:** Mary Stillman, Robyn Wiens

Dalayna Jackson (minute recorder)

**Washington University:** Vicki May

**Other:** Paul Greenwood (by phone)

The meeting was called to order by Kathryn Love at 5:40 p.m.

1. The Board unanimously approved the consent agenda which included minutes from the May 16, 2016 board meeting and review of the check ledger for May 2016.
2. Budget and Finance
   1. Paul Greenwood presented the May financial statements and forecasts through the end of the fiscal year. We predict that we will close the year with ample cash reserves to satisfy DESE’s requirement.
   2. Paul Greenwood and Jessica Portis presented the budget for FY 17, highlighting the following:
      1. Target enrollment is set at 180 as a landing number (starting the year with 200 students to allow for normal attrition).
      2. This budget has not built in any projected increases in state funding
      3. The budget includes a projected $600,000 in supplemental support from the Foundation
      4. The Charter Start Program grant will be available for a third and final year at $121,000
      5. The budget reflects a 2% salary increase for returning faculty
      6. Once the loan from IFF to the Foundation converted to a principal and interest payment schedule, the school began paying an increased rent payment and that amount is reflected in the FY17 budget.
   3. In response to questions from the Board, Paul Greenwood clarified the method for calculating public funding based on WADA.
   4. John Ross moved to approve the FY17 budget. Edes Gilbert seconded. The Board voted unanimously to approve.
3. Board Reports
   1. Governance
      1. Edes Gilbert reviewed the results from the Board’s self-evaluation which was conducted at the May Board meeting. The feedback was primarily positive. Two themes emerged: that the Board concentrate on more high level strategic issues in the future and that meetings be more efficient, recognizing members’ time constraints.
      2. In response to those recommendations, the Board Chair will make changes regarding submitting board reports for review ahead of meeting times, formalizing Board committee structures, and including time allotments in the agendas.
      3. The Governance Committee nominated the following persons to the offices of this school set opposite their respective names, to serve in accordance with the Bylaws of this school, and at the discretion of the Board for a one year term until their respective successors are elected and qualify or until their earlier resignation or removal:

Board Chair: Kathryn Love

Treasurer: Jessica Portis

Secretary: Nikki Doughty

John Ross moved for approval and Edes Gilbert seconded. The Board voted unanimously to approve such slate.

* + 1. The Governance Committee nominated the following persons as Directors of the school to hold office for a three-year term ending at the annual meeting of School in 2019 or until their successors are elected and qualified:

Rachana Creeth

Nikki Doughty

John Ross

Kathryn Love moved for approval and Edes Gilbert seconded. The Board voted unanimously to approve such slate.

* + 1. The Governance Committee nominated the following persons to each serve as a member of the Board of Directors of the Hawthorn Leadership School Foundation for a one year term until their respective successors are elected and qualify or until their earlier resignation or removal:

Rachana Creeth

Nikki Doughty

Kathryn Love

John Ross

Mary Stillman

Kathryn Love presented the slate of nominees to serve on the Foundation Board. Edes Gilbert moved for approval and Tim Rowbottom seconded. The Board voted unanimously to approve such slate. Kathryn reminded the Board that the Foundation Board can and will elect other members to its Board of Directors.

* + 1. Kathryn will be sending around conflict of interest statements for all to complete.
  1. Building and Grounds
     1. Tim Rowbottom reported that Tarlton will begin construction on the new administrative offices and that the bid came in higher than originally planned. This is a Foundation expense, though the furnishings will be purchased by the School.
     2. Planning for renovation of the 3rd floor to meet our high school program’s needs will begin in the fall of 2016.

1. Executive Director’s Report
   1. Liddell et al. lawsuit:
      1. Hawthorn has joined a consortium of charter schools for legal representation in the suit.
      2. Two families with students in charter schools in St. Louis have filed a motion to intervene on behalf of charter school students/families
      3. The state has filed a motion seeking to move the proceeding from federal court to state court which the US Department of Justice has opposed.
   2. We have hired and Assistant Dean who will work with the Dean on student support and also manage student recruitment and onboarding.
2. Principal’s Report
   1. Student enrollment and attendance – We ended the year with 110 students. We have increased our number of students on IEPs as we continued to identify students who will benefit from being on an individualized plan. Attendance in June was predictably low, in the mid 80% as our school year ran two weeks longer than most.
   2. Student recruitment – We have sent out Intent to Return forms and have a good rate of return, though we are hoping that more families will get them completed or they risk losing their spots. We currently have around 70 new students enrolled between 6th and 7th grades. Our June Open House was well attended and we have received 11 new students from that event so far.
   3. Standardized testing – Dr. Wiens presented the NWEA results from fall, winter and spring which showed tremendous student growth.
   4. We have made two new teacher hires for 2016-17 and have 5 more vacancies to fill.
   5. The end of the school had many exciting events, including “Hawk University,” a skate party, and a service learning project we called “Who Are the People in Our Neighborhood?”
3. Executive Session

Roll Call to go into closed session at 7:22p.m. pursuant to Section 610.021 (3) RSMo, relating to the review of student information and employment matters within the scope of the statute.

* 1. All Board members present (Love, Ross, Gilbert, Doughty, Rowbottom, Goellner, Hall, Portis voted aye to enter closed session. Ms. Stillman and Ms. May were invited to stay and all other non-Board members were dismissed.
  2. All Board members voted by roll call vote to exit closed session at 7:35.
  3. Ms. Love reported that the Board voted to ratify the Employment Agreement entered into between the School and Dr. Wiens in closed session.

1. Ms. Love motioned for the meeting to adjourn at 7:35. Mr. Hall seconded. The meeting was adjourned.