**Board Members:** Rachana Creeth, Nikki Doughty, Kathryn Love, Anne Miller, Tim Rowbottom, John Ross, & Mary Stillman (Chair)

**Washington University Sponsor:** Vicki May

**Staff:** Robyn Wiens

Meeting Start Time: 5:45 p.m.

Meeting End Time: 7:44 p.m.

1. **Approval of minutes**
   1. Mary made a motion to adopt the May 14, 2014 board minutes, John seconded and all board members voted in favor of the motion.
2. **Building Acquisition: John Ross**
   1. Purchase and Sale Agreement for 1901 Kingshighway signed on August 20, 2014
      1. The Hawthorn Foundation will purchase the building for $1,950,000. Seller will finance $450,000.
      2. Hawthorn Leadership School for Girls will lease the school from the Foundation.
      3. Closing is scheduled for December 10, 2014.
   2. Due diligence status
      1. All due diligence processes must be completed by December 10, 2014.
      2. Title, survey, environmental and building inspection are in place and moving forward.
   3. Next steps/timeline
      1. Determine whether to purchase the adjoining land. It is currently appraised at $16,000.
      2. Define parking needs by determining faculty/staff growth over the next five years.
      3. Facilities Committee will meet with IFF to complete the loan application. The goal is to submit the application by October 6, 2014.
3. **Building Renovation: Tim Rowbottom**
   1. Architecture firm selection process and outcome
      1. Three firms were invited to bid on the project. The Grice Group was chosen as they could do the job in a shorter time at a competitive fee. The Grice Group is highly experienced in school renovation. It is a minority owned business.
   2. Scope of project
      1. There will be a programming and planning process and were interviewed. Grice will also do an ADA assessment and manage the bathroom renovation process.
   3. Next steps/timeline
      1. September 10, 2014 is set for the execution of the Grice agreement and October 30, 2014 as the deadline for Grice to submit a final space plan.
4. **Foundation: Kathryn Love**
   1. Purpose and function
      1. The organization was created to support the Hawthorn Leadership School for Girls. The function of the foundation is to provide financial and development support to the school.
   2. Formation documents/governance structure
      1. The Articles of Incorporation were filed on July 24, 2014. Bylaws were adopted in August 2014. A Form 1023 request for recognition of tax exempt status was filed with the IRS in August. The Foundation has opened a bank account and can begin to receive donations and cover expenses incurred related to the purchase of the building.
      2. The officers are: Chair, Kathryn Love; Treasurer, Rachana Creeth; and Secretary, Nikki Doughty.
   3. Election of board members
      1. The board will add additional members once the 501c3 is approved.

1. **Principal’s Report: Robyn Wiens**
   1. 90 day plan
      1. Robyn outlined her 90-day entry plan to set the formation of staffing, systems, students, community relationships, curriculum, instruction, facilities and personal professional development.
   2. Student Recruitment
      1. Robyn outlined the student recruitment plan and timeline.
      2. Hawthorn will begin accepting applications in October 2014.
2. **Marketing/Recruitment: Mary Stillman**
   1. Captiva marketing plan
      1. Mary and Robyn met with the marketing team to develop marketing materials for student recruitment including a direct mail plan. Captiva is working for Hawthorn on a pro bono basis.
3. **Finance: Rachana Creeth**
   1. Selection of Commerce Bank
      1. Mary developed an RFP and received proposals from Bank of America and Commerce Bank. The Commerce Bank proposal was superior in terms of services, clarity, and laying out the fees.
      2. John made a motion to approve the selection of Commerce Bank and to adopt the resolutions provided by Commerce Bank. Anne seconded and all board members approved.
   2. Ed Ops agreement (back office support)
      1. Ed Ops has submitted a proposal for working with Hawthorn on financial and accounting services. The proposal is broken into three phases: Phase I includes setting up accounting systems, grant management and payroll and will be billed at $110/hour. Phase I runs from Sept. – December 2014. Phase II includes budget revision, support for employee recruitment and onboarding, procurement and development of policies. Phase II runs from January through June of 2015 and will be billed at $2000/month. Phase III includes ongoing accounting and finance, including accounts payable, monthly accounting, Form 990 and audit support. The fee for Phase III will be determined based on the level of services offered.
      2. Kathryn made a motion to approve the contract and Tim seconded with all board members approving.
   3. Federal Charter Start Program Grant
      1. Hawthorn was awarded $150,000 for start-up support from the Federal Charter Start Program.
      2. The grant covers six specific activities, including technology, library, principal salary, professional development, classroom furnishings, building maintenance and operations (a portion of each of those)
   4. Approval of 2014-15 budget
      1. Rachana presented the 2014-15 budget with explanation of revenue and expenses.
      2. Nikki made a motion to approve the FY 2014-2015 budget, Tim seconded the motion and all board members approved.
   5. Fundraising update
      1. Nikki reported that to date, over $2.2 million raised (in hand and in pledges) by the Foundation and the School
         1. Donors (Individuals, Foundations) – Over 60 donors have currently provided financial support or commitments to the school.
      2. Steps moving forward
         1. Grant research and application development is underway. The current plan is to raise money to support the current FY budget as well as the capital expenses related to the purchase and renovation of the building.
4. **Board Business**
   1. Board member nominees
      1. Discussion of potential members and plan for recruitment. Board members asked to submit nominations to Mary.
   2. Strategic Planning
      1. Anne Miller will begin planning the outline for the strategic plan process.
   3. Board training: Friday, January 23, 2015