Hawthorn Board of Directors Meeting

Monday, August 19, 2019

1901 N. Kingshighway Blvd., St. Louis, MO 63113

**Board Members Present**: Kathryn Love (Chair), Tim Rowbottom, Jess Portis, Angell Farley, Sara Goellner, John Ross

By phone: Chris Motley, Jason Hall, Mary Stillman

**Hawthorn Staff Present**: Daphne Robinson, Shonda Gray

**Others Present:** Anne Schaffa (phone), Kristie Skor, Claire Byrne, Rose Windmiller, Vicki May. Monique Taylor (parent)

The meeting was called to order at 5:05 p.m.

Claire Byrne, Director of Development for the Hawthorn Foundation, and Shonda Gray, the Associate Head of School, were introduced to the Board.

Pursuant to the consent agenda, the minutes from Board meeting on July 12, 2019 were approved unanimously.

Jessica Portis and Anne Shaffa gave the Finance Committee Report. A review of FY19 financials highlighted that revenue came in $222,000 behind budget. Expenses were $160,000 under budget. The school finished the year with 36 days’ cash, exceeding the goal of 30 days’ cash. This was due to a fundraising push at the end of the fiscal year.

The FY 20 budget includes a fundraising goal of $800,000. Budget is based on enrollment of 150. Federal revenue is increased based on school improvement grant money. Hiring has been completed and the employee roster has resulted in a decrease in salaries and benefits as compared to FY 19. A few other expenses have also been decreased from FY 19. The Board accepted the finance report.

Daphne Robinson gave the Head of School Report: Summer Institute for staff occurred for three weeks prior to students returning. This professional development time included the review and discussion of school values, mission, and culture. School wide systems were discussed and practiced. Curriculum and focused professional development allowed time for teaching staff to prepare for classes. Staff team building and culture were a priority.

Ms. Robinson reviewed the school calendar: We exceed the statutorily required number of minutes. Friday afternoons will be for staff professional development, and student extracurricular activities will occur then.

Students returned beginning August 12, and a staggered start by grade level gave us time to adjust and adapt. First days with students included discussions of mission, vision, values. Staff reviewed the student handbook and expectations with students. Students were able to meet teachers and engage in entry activities during which they got to know each other.

Baseline academic assessments (STAR/NWEA) in reading and math will begin after Labor Day. Opportunity Trust would like to support our implementation of the Achievement First curriculum.

The administration is looking into an enrollment management system called School Mint. This system would allow better management of prospective families, touchpoints and engagement with families and digitized applications.

Ms. Robinson summarized that overall the school year has begun with strong instruction and culture. Girls are saying it’s a strong start and seem pleased with the changes.

Ms. Gray reported that school enrollment system was showing 151 students. That said, the student count as of this date was 100, and we are projecting an expected total of 137 students. Ms. Gray reviewed the student enrollment to date by grade.

Ms. Gray reviewed the extracurricular program plan which will occur on Friday afternoons. Activities will include chess club and mentoring programs. These will be solidified over the next few weeks. We will not offer after-school programming on M - Th, though tutoring will be available. There are plans for a basketball and track program.

Tim Rowbottom provided an update on the HVAC gym unit which is not cooling properly and water is leaking from the duct work. The unit is from 2005. We are exploring replacing the compressor or the entire unit. Design engineer, Custom Engineering, has assessed the unit and will help guide the next steps.

Jason Hall gave the Governance Committee report. He reminded Board members to return their completed Conflict of Interest forms. Five School Board Members were nominated to serve on the Foundation Board: Rachana Creeth, Kathryn Love, John Ross, Nikki Doughty, Mary Stillman. The nominations were seconded and unanimously approved by Board vote.

Ms. Love presented the following nominees to serve as committee chairs for the SY2020:

Governance Committee -- Jason Hall

People and Culture -- Arvetta Powell

Finance Committee -- Jess Portis

Building and Grounds -- Tim Rowbottom

Executive Committee -- Kathryn Love

Kathryn Love noted that updates have been made to the Employee Handbook which will be circulated for approval at the September meeting. The September 21 Board meeting at 8:30 a.m. will be focused on strategic planning.

The Board then approved a motion by following roll call vote to enter Closed Session to discuss legal (§ 610.021(1) RSMo.) and personnel (§ 610.021(3) and (13) RSMo.) matters.

Kathryn Love – aye

Sara Goellner - aye

Tim Rowbottom - aye

Chris Motley - aye

Mary Stillman – aye

Jason Hall -- aye

Angell Farley -- aye

John Ross - aye

Jessica Portis – aye

A resolution to exit the Closed Session was approved by the following roll call vote:

Kathryn Love – aye

Sara Goellner - aye

Tim Rowbottom - aye

Chris Motley - aye

Mary Stillman – aye

Jason Hall -- aye

Angell Farley -- aye

John Ross - aye

Jessica Portis – aye

The meeting adjourned at approximately 6:36 p.m.