

Hawthorn Board of Directors Meeting

Monday, June 10, 2019

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

**Board Members Present**: Kathryn Love (Chair), Rachana Creeth, NIkki Doughty, Edes Gilbert, Jason Hall, Jessica Portis, John Ross, Mary Stillman

By phone: Sara Goellner

**Hawthorn Staff Present**: Daphne Robinson

**Others Present:** Vicki May, Lori Sommer, Shonda Gray

The meeting was called to order at 5:07 p.m.

Ms. Love introduced Daphne Robinson who became Hawthorn’s Head of School on May 24, 2019 and Shonda Gray who will be the Associate Head of School for Operations and Community Engagement on June 17, 2019.

The motion to approve the consent agenda was approved unanimously.

Ms. Love gave the Board Chair report. The Head of School job duties and responsibilities are being refined and Ms. Robinson and Ms. Love are working together on goal setting for the year.

Washington University has updated the performance measures it will use to evaluate Hawthorn’s progress and remains committed to the school’s success. The Board will meet later in June for a special meeting to approve the SY20 budget. The Board will also meet in July this year.

Ms. Robinson gave the Head of School report. She described the need to establish a clear “college ready bar” which defines the profile of a Hawthorn graduate’s educational attainment. She stressed the essential need to have high expectations, strong college advising, quality staffing and a clear course sequence to support the college preparatory program. All students should adopt a college bound mindset and be prepared for the opportunity to pursue college even if they choose a different path. Hawthorn should also provide support to our graduates to persist in college.

Ms. Robinson emphasized the importance of academic rigor and preparation in creating in our students a “scholar identity.” Middle school students should all receive a “double dose” of math and ELA. Upper school students should have a full year of ACT prep built into the day. She noted the importance of access to dual credit courses which help prepare students for college work and also make their applications to college more competitive. Students must have access to extended day, week or year to gain the extra support they need to succeed.

Ms. Robinson reiterated the importance of ongoing assessments to get baseline data and measure growth toward standards. This data allows us to understand if teachers are effective. Summative assessments are also key to demonstrate mastery. It is imperative that we not only collect the assessment data, but respond to the data in our instruction.

In terms of academic support, Ms. Robinson noted that she will implement grade book audits to look for patterns. Weekly progress reports will be sent home and signed by parents. Meaningful homework will be assigned and accountability for it. Teachers will check weekly for understanding and to look for areas requiring additional supports. It is essential that staff be accountable and that we engage with parents on an ongoing basis about their student’s progress.

Ms. Robinson discussed the importance of intentional ongoing professional development and her plan to build this into the yearly school schedule. This will include looking at student data to inform instruction and responding to that data. Professional development will also entail creating deliverables and one-on-one instructional coaching.

Ms. Robinson is considering extending the school day to 4:00 and extending the school year. She would also like to build in weekly professional development while the students engage in enrichment programming.

Curriculum in a variety of subject areas is being reviewed and selected for purchase. College advising will include individual counseling starting junior year and group work for younger grades. Family access to information about college is critical. There will be expectations for application protocols for seniors.

Ms. Robinson is in the process of reviewing student transcripts to refine the course sequence for high school.

Ms. Robinson presented her draft of an organizational chart. She will be defining the new positions and creating new job descriptions.

The Board discussed the enrollment policy, which originally allowed enrollment only for grades 6, 7 and 9 and closed on October 31 of each year. Ms. Robinson shared her thinking about the school calendar.

An event for current and future Hawthorn families to meet Ms. Robinson is scheduled for Thursday, June 20 and other open houses will be scheduled.

A motion to designate the School Social Worker as the McKinney Vento Homeless coordinator was seconded and unanimously approved by the Board.

Mr. Hall on behalf of the Governance Committee of the Board of the School nominated the following persons as Directors of the school to hold office for a three year term ending at the annual meeting of School or until their successors are elected and qualified:

Three-year Term ending 2022

Nikki Doughty

John Ross

The motion was seconded and unanimously approved.

Mr. Hall on behalf of the Governance Committee next 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 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

The motion was seconded and unanimously approved.

Mr. Hall reported that an ad hoc committee reviewed the draft of the strategic plan that had been created during the past school year with school administration and the input and support of The Opportunity Trust. This group is working with the new Head of School to refine the draft, including defining the profile of a Hawthorn graduate.

Mr. Hall distributed the Conflict of Interest policy and asked Board members and key administrators to review it and complete the COI form.

Ms. Love made a motion, which was seconded and approved, that effective June 30 the Interim Executive Director role be eliminated in order to most effectively transition the school to new leadership in alignment with the school’s fiscal year. Ms. Love thanked Ms. Stillman for her tremendous work.

Ms. Portis presented the Finance Committee report. The current budgeting process assumes enrollment of 150 students and the Board discussed the Head of School’s need to proceed with hiring at this time in advance of approval of the 2019-20 SY Budget. A motion was made to delegate to the Head of School the authority to hire and terminate staff up to an aggregate salary level of $1,200,000. The motion was seconded and unanimously approved by the Board.

Ms. Portis reviewed May financials and the forecast through the end of the fiscal year. The goal is to end FY19 with 30 days’ cash on hand.

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

Rachana Creeth – aye

Mary Stillman – aye

Edes Gilbert – aye

Sara Goellner -- aye

John Ross – aye

Jason Hall – aye

Nikki Doughty – aye

Jessica Portis – aye

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

Kathryn Love – aye

Rachana Creeth – aye

Mary Stillman – aye

Edes Gilbert – aye

Sara Goellner -- aye

John Ross – aye

Jason Hall – aye

Nikki Doughty – aye

Jessica Portis – aye

The meeting was adjourned at 7:04 pm.