



The Association for the Advancement of Education, DBA, The Hawbridge School
Board of Directors Meeting

Date: Wednesday, September 22, 2021

Location: Zoom

I. Call to Order – 6:01p.m.

II. Roll Call

Attending Board Members:

Natalya Barker (Chair), Kathryn Brown (Vice Chair), April Williams, Christina Fisher, Megan Glancy (Secretary), Todd Nicolet, and Davida Reid

Attending Executive Director and Faculty/Staff:

Daryl Feldman (Director of the Lower School), Jennifer Shelton (Director of the Upper School), Emily Martin (Assistant Director of the Upper School), Mathew Bello (Lower School Assistant Director), and Kierca Kimbell (Lower School Faculty Representative to the Board).

Other Attendee:

Elizabeth Osbourne

III. Approval of Agenda

The agenda was approved unanimously.

IV. Public Comment

A. Monika Caruso noted that there was a large turn out for the meeting. Credited Zoom and requested this format be considered for future meetings. Public raised questions regarding when IEP's will be scheduled for students. Comment was made that IEP's had been pushed back from original administration date. Expressed interest in more information.

B. Public raised questions regarding status of the executive director. Requested update and more information about plans.

- C. Concerns were raised regarding new EC director. Concerns regarding students not being pulled out of classes for services despite past presidency. Parents have not been informed and requested more information.
- D. Parent of a 10th grader raised questions regarding the benefits of having the upper school in hybrid format. Appreciates FAQ's and appreciates stress on all involved. Concerns are there are no guarantees regarding new facilities; could this go on? Strongly encourage the Board to consider other options; asked to find ways to address the mental health and well-being of being online for these students; can we use the week of break to bring students in person?
- E. Parent of 6th and 10th grade students offered parental support for the administration and Board as well as the faculty. Offered reflection on the gravity of the current situation and compounding events; offered thanks and faith in the future of the vision of the school as a parent.

V. Consent Items

- A. Approval of previous meeting's minutes
The board unanimously approved minutes from August 24, 2021.
- B. Future Meetings/Events: October 27th @ 6pm via Zoom

VI. Reports

- A. Board Committee Updates:
 - Fundraising (K. Brown) - Committee met for first time this week; shared regarding current projects and past efforts; reviewed current proposals including the full size gym; discussed grants; discussed on-going and formative relations with PASTA; reviewed committees charge and undertaking discovery.
 - Communications (A. Williams) - N. Baker begin by revisiting the previous discussion at the last Board meeting regarding hiring a communications professional; clarified that this request was no reflection of the efforts or abilities of current team; reflected on how this request was in line with past president and not reflection on current activities. A. Williams added thanks for community participation and presence in the meeting; detailed the 9/8 communications committee meeting; discuss need for regular meetings; reviewed recent action items including parent communications and FAQ's regarding Upper school and portable classrooms; outlined the feedback received thus far regarding FAQ's; indicated feedback was positive; offered thanks to the Board for the group effort involved in developing the recent communications to families and FAQ's; discussed need to regular communications on construction and ways to communication with stakeholders; began addressing faculty representatives questions from last meeting regarding the "Hawbridge Way" of communicating with respect;

identified that the language is in the code of conduct; committee will direct stakeholders to this information; grievance policy is approved and available.

- Diversity, Equity, Inclusion (C. Fisher) - Committee met for an introduction and shared interests and goals for initiative; committee has begun exploration of the topic and develop a charter for the initiative; reviewed the committees discussion of best language or framing for the committee; reviewed the on-going discussion of naming and framing; reviewed the committees discussion of privilege, equity, and inclusion; outlined need to develop charter and further develop mission; R. Lynch shared a community resource - LaShauna Austria, REI and Saxapahaw Social Justice Exchange; discussed importance of naming the focusing committee and including community resources and trainers.

- B. Lower School Director - Many thanks to families and communities for donations of many needed items; discussed recent "Letterland Parade" which 1st and 2nd grades performed for the Kindergartens; reviewed financial concerns such as recent need for hot water heater and roof top HVAC unit; discussed the need to complete the full repair at this time vs. patching. M. Bellow discussed the need for repairs in more detail; outlined the current maintenance needs including windows which will not open, windows that fall open; discussed potential need to replace windows to address these functionality issues as well as improve ventilation and prevent teachers from having to handle windows frequently to remove screens; additionally the lower patio door is faulty and can no longer be fully utilized; Mr. Bello discussed the need to address the underlying causes of these issues vs. doing small fixes; outlined how the door is a safety issue. D. Feldman reiterated the need to address these issues and the schools understanding of budget limitations; Enrollment update; lotteries are closed; 290 in Aug; 295 student enrolled as of today. Board member raised question regarding costs of door and window repairs; school has not received an estimate but has contacted vendors; Board members reiterated need to have an estimated cost in order to factor contribution for repair; D. Feldman estimates the lower patio doors have been repaired 8-10 times previously and previous estimates were roughly \$8,000; school will provide estimates asap.
- C. Upper School Director - Upper school continues to do hybrid learning; J. Shelton thanked teachers and community for strong support including the use of community spaces for teachers doing hybrid instruction; strong storm toppled a tent yet the outdoor skills students were able to resolve the issue and offer a repair; 3 new teachers due to the expansion includes a new Art instructor; J. Shelton shared a Power Point of Surrealist art by students which was amazing; 8th grad is 59 students. 64 9th, 49 10th, 39 11th, and 38 12th. 2 sections of 11th and 12th grade; total 249; goal was 45 additional students; J. Shelton indicated that enrollments at charter schools are down around the state not just at Hawbridge.

- D. Treasurer - D. Currently used 17% of the years operating budget; not concerned regarding status of spending or budgeting; do not anticipate much additional revenue until October; experiencing slowed expensed due to not being in the new building; renovations are coming in under budget; perhaps some savings can be used for maintenance but at this time the breakdown would need to be established prior to redistribution; budget line item for maintenance on new building will also be under utilized this year offering some budget cushion; 90 day cash on hand; on target with budget. Board member asked if the Board can use money for repairs as it was previously discussed in negotiations regarding renovations or if the Board should vote; discussed voting on these expenses just to ensure transparency; Question was raised regarding the lower than expected enrollment in the Upper School and if it will impact spending or budget; more information is needed to fully address this question but what is known is that the budget was healthy and currently has a healthy buffer; J. Shelton identified a State wide initiative to hold Schools harmless for lower enrollments as it is a wide spread issue; offered more information for interested parties and discussed how the school may receive compensation based on projected enrollments if this action is approved at the State level; Board requested more information; discussed sharing with PASTA; PAST representative shared that PASTA has already shared this on Facebook.
- E. Faculty Representative - Kierca Kimbell (Lower School Faculty Representative to the Board) shared regarding the climate at the Lower School; reported being very busy but routinizing; indicated there is some division in the school between the returning and new faculty in regards to support and stress; indicated that many faculty are feeling that the climate is impacted by the growth and additions.

VII. Unfinished Business

- A. Modular Units Update (Emily Martin) - Reiterated how supportive and responsive teachers have been; a resurvey of the land was required before modulares could be approved; survey was completed (thanks to hard work and after hours efforts); permitting is underway; Bruce Walker has been helpful and reliable as a resource in this process (many thanks); county reports that the survey permits should be approved this week; pods will be delivered 9/27 regardless of approvals; installation will take approximately 1 week while other providers will install utilities; hard deadline of 10/25 is the goal and everyone is doing all they can to ensure the date will be met. N. Barker reiterated that the FAQ document regarding the modulares and expansion will be updated regularly.
- B. New Business
- A. Parent calls - Community member asked that the recorded calls sent in previous years be reinstated; J. Shelton indicated that parents will need to opt in and this process will begin during fall break; discussed the time intensity of creating the robot call system; indicated focus will shift from emergency management to tasks such as this as school progresses; discussed options the school is exploring to

improve communications and mechanisms for sending emails as we await enrollment in the robo system.

- B. Expansion Report (Jason Imhof and Ben Culp) - progress is being made on metal studs, exterior walls, layout, roofing, and rough ins including conduit being run and sprinklers; earth work is progressing outside; progress is evolving although we are not on schedule; J. Imhof reviewed the construction milestones PDF (Schedule Tracking); shared document with photos; contractor indicates completion (as of yesterday) as 1/31/22; concerns remain regarding contractor being able to meet this deadline; document outlines a doable timeline but critical pieces must be watched closely to remain on track; availability issues are causing concerns and potential delays; CT Wilson has indicated certain varieties of insulation could be unavailable until February which is not tenable with timeframe; will need to reevaluate the type of materials necessary in order to avoid industry wide delays and meet the needs of the project; metal studs which had recently caused delays are finally in place; indicated that now that the roof is in place progress can continue even in rain; Board reiterated request for materials list from CT Wilson regarding materials that might encounter shortages; Aspire indicates this list has not been received; Board reiterated need for Aspire to acquire the list of outstanding comprehensive/key materials which could potentially impact timeline; Aspire ensures they will follow up; K. Brown reiterated the saving on renovations and the role of the Aspire team in achieving these savings. Discussed the need for a lettering package for naming the gym after Mr. Jordan (who donated the land); options include a wall plaque or larger metal letters for the side of the building; discussed previous discussions with Mr. Jordan regarding type of signage; current Board does not have this information but will reach out to previous members; 18X 24 inch plaque with installation = \$2000; 12 inch tall aluminum letters would be similar; discussed what Mr. Jordan would appreciate most; discussed need to have more information about what the final visual for both options; Aspire indicated we have time to revisit this conversation; Board will revisit this discussion after N. Barker meets with Mr. Jordan.
- C. Discussed what expanding the gym from the current half gym option to a full gym; current plan leaves the option for completing the full gym open once funding is obtained; Aspire may be able to provide an estimate and follow up regarding next steps
- D. Covid Update (E. Osborne) - Shared the latest COVID numbers; 7 positive cases in Lower School; 2 positive cases in Upper School who were both already in quarantine due to close contacts and did not expose the community; 6 Upper in quarantine; 7 in Lower in quarantine due to exposures; remediation methods including hand washing, surface washing, etc. appear to be working; Ms. Osborne is offering contract tracking to appropriate close contacts and county health department; classrooms have been notified if there is a positive case in addition to individualized contact with close contacts such as those sitting nearby; Community member asked if families can be notified of any cases not just those

in class or close contact; E. Osbourne discussed the logistical challenges and possible changes that might take place when Upper School returns to campus; discussed opt-in free testing program; described process of tests; outlined nature of the (government run) program, pool testing; molecular testing; as of today 59 Lower; 47 Upper; 16 staff have enrolled; those with recent COVID cannot participate; testing on Tuesday's; follow up on Thursday; testing will be of asymptomatic individuals; clarified that the health department is ultimately responsible for contact tracing although E. Osborne is contacting students as a courtesy and service to our community members; discussed ways to help get buy in for the testing; discussed the role of word of mouth advertising and the use of the robo call to spread the word; hopes for more buy in as more folks become aware were expressed.

- E. Mask Policy Approval - Board reviewed the current mask policy as approved at last (emergency) Board meeting (conducted to address the need to approve the mask policy); reviewed addition of language from Ms. Osbourne regarding 2 layers of washable material per mask; resolved concerns and approved minor revisions; Board unanimously approved the following: Masks covering the nose and mouth according to CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>) are required on school grounds and during school sponsored activities (e.g., field trips, extracurricular activities). The exceptions include: while eating and drinking, during intense outdoor physical activity that leads to increased heart rate and sweating (this exception is outdoors only and when physical distancing is possible), and outdoors when social distancing protocols are in place. Drivers and passengers must wear masks while riding in school vans. Masks are also required for indoor athletic practices and games.

II. IX. Closed Session

A. To Consider Confidential Matters Pursuant to NC G.S. §143-318.11

- Subsection (a) - (5)

III. Adjourn – 9:30p.m.