



The Association for the Advancement of Education, DBA, The Hawbridge School  
Board of Directors' Meeting Proposed Minutes  
Wednesday December 15<sup>th</sup>, 2021 at 6:00 p.m.  
Virtual

- I. Call to Order: 6:03
- II. Roll Call: Natalya Barker (Chair), Kathryn Brown (Vice Chair), Dawnya Bohager (Treasurer), Megan Glancy (Secretary), April Williams, Christina Fisher, Renee Lynch, Davida Reid, and Todd Nicolet  
Attending Executive Director and Faculty/Staff:  
Jennifer Shelton (Director), Emily Martin (Assistant Director), Jonathan Farmer (Upper School Faculty Representative), and Kierca Kimbel (Lower School Faculty Representative)
- III. Approval of Agenda – approved unanimously
- IV. Public Comment: Community member and former Board member expressed gratitude for the variety of work that the Board has done throughout the semester; B. Massingill, father of 5 Hawbridge students expressed concerns regarding the number of staff and teacher turn over; expressed that it has been an extreme situation with teachers leaving on short notice and the amount seems extraordinary; expressed hope that the Board is addressing issues of retention. Second concern raised was regarding a perceived lack of information sharing; expressed concern that the school has not explained some recent events and how a lack of information allows for rumors to grow. Expressed that a lack of information cultivates grounds for mistruths to grow. Expressed concerns regarding recent posts made to Facebook regarding unwanted touching in a lower grade classroom and concerns regarding a perceived lack of support for teachers as evidenced in the post. The next speaker, L. Fink, expressed gratitude for the previous comments and expressed additional concerns about a perceived lack of transparency. Expressed similar concerns regarding troubling events occurring in the school and a lack of information being shared. Expressed that their child was called a racial slur at school yesterday; also expressed deep gratitude alongside the concerns. Expressed concern that the handbook is not being followed and a lack of accountability; expressed gratitude for the opportunity to voice concerns and offer support. N. Barker expressed that the school has a grievance policy for parents to utilize when needed and that the Administration is available for private conversations regarding concerns and grievances. Parent, F. Cook, expressed gratitude for the community at the school but also concerns regarding the use of racial slurs. Expressed that they had reached out to the

administration regarding concerns and the proper steps appeared to be in action; expressed that the school community needs to reinforce our norms and lack of tolerance for these types of behavior. Expressed encouragement for the school staff and faculty to reach out and report instances in the future.

V. Consent Items

A. Approval of previous meeting's minutes – unanimously approved

B. Future Meetings/Events:

- Proposed Board Meeting: January 26, 2022 @ 6pm via Zoom

VI. Reports

A. Board

- Committee Updates and Selections: Fundraising (K. Brown): Fundraising did not meet this and will reconvene in January; Communications (A. Williams): Communications met virtually and are in the process of compiling a FAQ document for the community, end of year message, and a message from the Board. Communications is developing tools for ways to update the community regarding construction updates. DEI (C. Fisher): DEI met to develop a draft mission and vision statement draft. The subcommittee is still in need of more time to develop a fully flushed out and not redundant vision and mission. Discussed a desire to ensure that this mission be specific to this committee and not a repetition of the schools mission and vision; shared the working draft as a benchmark of progress to share with the community.

B. Director (J. Shelton): Since the last meeting we have had an open house event for the lower school; one of the most well attended open houses in recollection; upper school open house is planned TBD for 2/2022; teachers had a hard hat tour of the upper school building; enthusiasm is high amongst teachers; school leadership team met last week, currently both LS and UP are working together; as a result we are going to restart Haw buddies (January) which is a mentoring program which pairs older and younger students; discussed plans for developing a lower school student council; LS director search committee has met and narrowed it down to 5 candidates for virtual interviews; we hope to bring in 2-3 people for school wide interviews (in January) where candidates will meet community members; reviewed the collaborative/shared governance model for the school; discussed how the administration structure will unify by linking the K-12 students; school lottery is open and more details will be available in January; so far the lottery is on track with past years and we will have very few slots with more than enough students for 4 K classes so far; lottery is last day of Feb and will be public.

C. Treasurer: 42% of the way through fiscal year; keeping up with the operating budget; reviewed the over expensed items identified in the budget last month; identified how some were misclassified, etc; budget is exactly as it should be at this point in the year.

D. Faculty Representatives: (J. Farmer) Reported that it has been a rough year thus far and the upper school faculty is tired yet optimistic and passionate about the school

and the students; excited by the tour of the new building; expressed that we started the year with many problems yet the work that has been done by Jennifer and Emily is remarkable and the faculty is grateful; expressed a desire for more support for current administration; reiterated the need of Ms. Cook's request and will reiterate to faculty the need to report and identify issues immediately; expressed gratitude for the community and a shared sense of optimism and enthusiasm for the future.

(K. Kimbel) echoed sentiments regarding the value of support received and promise of for the future; discussed how reorganizations taking place have lifted her spirits and that the meetings are energetic and encouraging; expressed that the need for unity between the schools and the interactions between schools is essential to building the Hawbridge culture; expressed gratitude for the office managers and the work they are doing to improve the emotional health of the school and faculty; expressed joy at Judith and Kristina and the many ways they demonstrate their support and care throughout the community; apprehension in staff members is apparent but the hope is also apparent.

#### VII. Unfinished Business

- A. Mask Policy: T. Nicolet shared the latest guidance from DPI which has not changed; transmission rates are going up in the area with the rate in Alamance at 9.9% which is considered the high range. Mask policy was unanimously approved as it is currently written.
- B. Pods (E. Martin): Remaining work can be completed in the next 2.5 weeks; work includes grading which will begin on Monday of next week; portable sidewalks will simplify the process and have been ordered; power is connected; we are at the final stages and the process is moving along; anticipated date of Jan. 4<sup>th</sup> but this will depend on the county and getting inspections and approvals; news will be shared as it is available; may host a moving in event to bring in furniture and occupy the PODs.
- C. Hawbridge Expansion Update (Little Diversified and Aspire Construction): B. Culp reported the current status of the US, contractor is making progress installing windows, brick, metal siding has arrived, base layer is being installed, final grading around the site. Inside metal studs are being installed, classrooms are receiving paint. However, a great deal of work is still needed; the date of 2/15 is still anticipated by the builder but appears difficult to meet. B. Culp indicated that he anticipates that the actual date of completion will be 2-4 weeks after this date. States the builders do appear to be making a push to complete the project but the progress is not likely to meet the deadline; will provide updates. Shared recent photos of construction progress; discussed locations for the planned community garden; contractor is going to put together a video walkthrough of the space which will be shared with the community; N. Barker expressed gratitude for those participating in the construction process.

#### VIII. New Business

- A. Bylaws Amendment: Board has received proposed amendments to the bylaws reflecting the changes to the administrative structure; discussed options for the new Business Director position, should this be a school or Board hire; clarified that the changes to the by-laws reflect that the ED will be replaced by the LS and US director and officially add a

LS and US faculty representative; the role of the business director is still being discussed.

B. Move to closed session

IX. Adjourn: 8:44