



The Association for the Advancement of Education, DBA, The Hawbridge School
Board of Directors Meeting Minutes
Wednesday, August 24, 2022, 6:00 p.m.

I. Call to Order – 6:02PM

II. Roll Call

Attending Board Members:

Christina Fisher, Megan Glancy, Nick Harrison (Secretary), Joshua Horton, Renee Lynch (Vice Chair), Amanda Rose (Treasurer), April Williams (Chair)

Attending Directors and Faculty/Staff:

Cheryl Beierschmitt (Director of Lower School), Jonathan Farmer (Upper School Faculty Representative), Kierca Kimbel (Lower School Faculty Representative), Lynne Pierce (Assistant Director of Operations and Athletics), Cameron Ratliff (Assistant Director of Business and Communications), Jennifer Shelton (Director of Upper School)

III. Approval of Agenda

The agenda was approved unanimously.

IV. Public Comment

No public comments were offered.

V. Consent Items

A. Approval of previous meeting's minutes

The board approved minutes from the July 20th meeting unanimously.

B. Future Meetings/Events:

- Proposed Board Meeting: Wednesday, September 28, 2022, at 6:00 p.m.

April Williams (Chair) proposed that the next board meeting be held

in-person. The typical practice is to hold board meetings on the fourth Wednesday of each month, although holidays and school calendar events can affect scheduling. Prior to the pandemic, the board was meeting in the Lower School commons area. Now we have the opportunity to hold an in-person meeting, which can be good for community building.

J. Shelton commented that the school can provide assistance to set up and test microphones prior to the meeting. However, the school may need to order microphones as part of that effort. Since Wi-Fi is still coming online at the Upper School, the Lower School is the most practical location to broadcast an in-person board meeting that could also include attendance from remote viewers. A. Williams said that if logistical challenges arise to the in-person portion of the meeting (i.e., technical difficulties with the microphones), the onsite portion of the meeting can be modified as needed. If the in-person portion of the September board meeting does not look possible due to logistics, the board will plan to try and notify folks that this meeting will be virtual-only.

A motion was made to hold the next board meeting on September 28, 2022, at 6PM in the commons area of the Lower School. The motion passed unanimously.

VI. Reports

A. Board

■ Committee Selections and Updates

A. Williams introduced the members of this year's committees. Committees meet once a month and then report back to the board on their work, research, action items, and pending decisions. Each board committee should draft their short- and long-term goals and then post those goals to the board's shared Google Drive. This written format will help inform the full board of these goals and facilitate work through the course of the year. With the start of the year now behind us, individual committee work is expected to begin in earnest soon.

a) Fundraising

Members: Renee Lynch (Chair), Natalya Barker, Megan Glancy, Amanda Rose

R. Lynch reported that the committee had a brief initial meeting on Monday (8/22) to share the history of the fundraising committee and orient new members to what it does. The Capital Campaign is launching this year. While the Hawbridge Business Director is

largely in charge of the effort, the Fundraising Committee also wants to play a supportive role.

While the State of NC provides financial support to the school, a gap must still be bridged between state funds and what things cost on a day-to-day basis. The Capital Campaign and the Annual Fund are ways to bridge the gap. The goal set for this year is \$50K, and this money will be used to improve equity, student engagement, and outdoor engagement. R. Lynch commented that the Upper School opening ceremony raised \$6K. There is a general plan for how to use raised money. A Lower School playground is anticipated to cost about \$25K; Upper School grounds work is \$50K; equity and student needs are \$4K.

In terms of future work, the committee is working to identify what specific projects at the school can receive fundraising for. Planning for Fall Festival is beginning. Collaboration with PASTA, the Fundraising Committee, school members and school administrators is starting to occur. More info will be coming.

Effort on the creation of an alumni list continues, with the goal of sharing fundraising information to a broader community and to help keep families connected after they leave Hawbridge.

b) Justice, Equity, Diversity, and Inclusion (JEDI)

Members: Davida Reid (Chair), Christina Fisher, Megan Glancy, Joshua Horton

The JEDI Committee met this month to discuss D. Reid's Phase I Training at REI, which she attended recently. This information will be compiled into a document that can then be shared with the rest of the committee. A number of REI (Racial Equity Institute) trainings may become available for board members in the near future.

A continuing effort from last year is the goal to translate correspondence into Spanish. The committee plans to begin pursuit of this goal when the proper resources and supporting logistics can be obtained.

c) Strategic Planning

Members: Christina Fisher (Chair), Natalya Barker, Nick Harrison,

April Williams

The committee has not had its initial meeting, but the historic Hawbridge strategic planning document (dated 2015) has been shared with the board and committee. There may be opportunity for mutually-supporting goals between fundraising and strategic planning. C. Fisher mentioned that it would be good for historical context if those who have been involved with Hawbridge for several years might participate in an initial review of this strategic document. Both J. Shelton and J. Farmer were present at Hawbridge when the previous strategic document was drafted, and they agreed to be available for questions. A meeting to review the document will be scheduled soon.

B. Directors

■ Lower School Director

Lower School Director Cheryl Beierschmitt expressed gratitude to Emily Martin (Assistant Director) for organizing a recent professional development event that provided training for restorative practices and aided community building. C. Beierschmitt also expressed appreciation to PASTA and Sprout for afterschool and outdoor workdays.

The new school library is open, and many volunteers donated books to make that event possible. The new kindergarten classes are settling in; many classes are going outdoors. Work continues to help car lines run more smoothly.

An item that involves both the Lower and Upper Schools is creation of a new instructional council. This intends to provide both faculty and students opportunity to have a voice in the governance of the school: specifically for curriculum and instruction. The instructional council will include C. Beierschmitt; J. Shelton; two faculty representatives from the Lower School; two from the Upper School; and student body representatives. The council will meet monthly to discuss items related to curriculum. This year the focus will be fleshing out what place-based education is and doing research into that topic. The nomination process for the council is nearing completion. The representatives of the council will liaison with the Hawbridge School Board.

C. Beierschmitt also expressed gratitude to Cameron Ratliff stepping into her new role as Assistant Director of Business and Communication.

M. Glancy asked if there were any remaining items the Lower School was still seeking for the new library. Beierschmitt responded that at present new books are being cataloged. After completion of that task, we should have a better idea if there is any category of books that has been missed.

- Upper School Director

Upper School Director Jennifer Shelton expressed gratitude to all those who attended the pre-opening celebrations. A cell phone signal booster has been installed in the new school to increase reception in the building. Delivery of Wi-Fi to the building is still underway. In the meantime, an amazing volunteer in the Hawbridge Community who is knowledgeable about computer networking has provided a temporary workaround that allows the Upper School to have connectivity in the interim. Supply chain issues have delayed the arrival of the permanent Wi-Fi equipment, which is key to implement several other Upper School dependencies forward.

Training for new building facilities has not occurred yet ("How do I turn on/off XYZ in the new school?"). The request for training has been posed to CT Wilson Construction. For a couple of months, J. Shelton has been asking for resources that would help faculty and staff navigate common tasks, like correcting a thermostat in a classroom or understanding proper equipment usage in the science rooms. To date, no training or manuals have been provided. The school is supposed to receive training on the week of August 29th. Two previous training occasions were supposed to occur but did not.

To close on the new building, a number of change order requests from CT Wilson were found not to be prior-approved by the engineer. These change order requests are being worked out at present. Little (the architecture firm for Hawbridge) is scheduling a final walkthrough with a representative from the USDA. J. Shelton is keeping a running list of open items that need resolution before we close. CT Wilson is preparing all their close-out documents. This is necessary to close on the loan. This will include warranties, manuals, and other materials.

There is a matter of liquidated damages. There was an agreement between the school and CT Wilson that if a mid-February date was not met, there would be daily liquidated damages. A meeting was held on the sum that has resulted from this agreement. CT Wilson wants to revisit the amount of liquidated damages in question.

R. Lynch asked if the meeting with CT Wilson has been scheduled yet and if it would be helpful to have someone from the school board in

attendance to help support the school in that discussion. J. Shelton commented that board representation would be helpful when discussing terms of the loan or liquidated damages, and she will share those meeting dates to the whole board when known.

C. Fisher asked about the delayed Wi-Fi equipment to the Upper School. The equipment is on backorder. Due to State of NC procurement procedures, a bid process was required to obtain the equipment originally. Hawbridge worked with the NC Department of Public Instruction (DPI) to place the order. The procurement process does not allow the school to drop the original order and go with someone else. Fiber has been run to the building and feeds the network closet in the building, but it is a manufacturing delay that is delaying the arrival of a permanent Wi-Fi solution.

J. Shelton commented that it is still unknown when the Mod Pods will be fully removed. A portion has been removed at present. C. Beierschmitt shared that it is possible the remainder of the Mod Pods may be removed in the coming week, at which point that space would be freed up for parking.

N. Harrison asked about the presence of a police officer in front of the Upper School who was directing traffic one day and whether this was a permanent arrangement. J. Shelton responded that the police officer was off-duty and had volunteered to direct traffic. It does not represent a standing agreement. In the meantime, traffic flow seems to be improving. C. Beierschmitt added that with the student pick-up ID cards now distributed, this should help the pick-up process as well.

Following the Upper School update, A. Williams introduced the assistant directors who were in attendance: Cameron Ratliff (Assistant Director of Business and Communications), and Lynne Pierce (Assistant Director of Operations and Athletics). Misty Myers is our Assistant Director of Exceptional Children. Emily Martin is our Assistant Director and Dean of Students. Thank you for doing what you do.

C. Treasurer

Amanda Rose provided the Treasurer's report for July 2022, which is the first month of the new fiscal year. There was insignificant revenue recorded during the month, which is an expected occurrence. A. Rose learned that the State of NC revenue increase comes to about \$142 per student (or ADM) vs. what had been planned for. Depending on head count, this could mean that funds may be about \$85K higher than anticipated in the budget. No significant expenses were reported for the month

of July.

D. Faculty Representatives

Lower School Faculty Representative Kierca Kimbel reported that from her perspective, everything sounds like it is going well, and that everyone is feeling good about the start of the year.

Upper School Faculty Representative Jonathan Farmer stated that the start of the year has been pretty fantastic due to folks now having a permanent home in the new building. The views from the new classrooms are great. One student, who is a senior at Hawbridge, said the night of the fundraiser that they have never been so excited for a school year to start. There is a real sense of something being restored at the same time that something new is being created. The sense is that people are feeling very positive right now.

VII. Unfinished Business

The board is working on a "welcome" email to the Hawbridge community to coincide with the start of the new year. A. Williams invited other board members to review the drafted language for this message.

VIII. Closed Session

Motion to move into closed session at 7:05PM. Motion passed unanimously.

- A. To Consider Confidential Matters Pursuant to NC G.S. §143-318.11
 - i. Subsection (a) - (5)

IX. Adjourn: 7:39PM