



The Association for the Advancement of Education, DBA, The Hawbridge School

Board of Directors Meeting Minutes
Wednesday, November 30, 6:00 p.m.
Virtual

I. Call to Order: 6:03PM

II. Roll Call

Attending Board Members:

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

Attending Directors and Faculty/Staff:

Cheryl Beierschmitt (Director of Lower School), Kierca Kimbel (Upper School Faculty Representative), Cameron Ratliff (Assistant Director of Business and Communications), Jennifer Shelton (Director of Upper School), Lora Wilder (Lower School Faculty Representative)

Absent: Davida Reid

III. Approval of Agenda

A motion to approve the agenda was passed unanimously.

IV. Public Comment

- A. Peter Morcombe offered a public comment on behalf of his organization: Financial Reform for Excellence in Education (FREE). FREE works with charter schools in the Alamance County area. FREE has recently acquired a building in the area with 250 seats, and if Hawbridge ever needs to use those seats for school expansion purposes, FREE is willing to provide that space to Hawbridge. P. Morcombe referenced a digital copy of a FREE presentation that had been emailed to A. Williams prior to tonight. Although P. Morcombe acknowledged that Hawbridge is probably not looking to expand beyond the new Upper School Building at present, he did say that if Hawbridge is in a different position next

year to please keep FREE in mind for that.

V. Consent Items

A. Approval of Previous Meetings' Minutes

Meeting minutes from a special session of the Board held on October 3rd, 2022, were approved unanimously. Meeting minutes from the Board's regularly scheduled October meeting, held on October 26th, 2022, were also approved unanimously.

B. Future Meeting: Wednesday, December 14, 2022 (Virtual)

Due to the upcoming holidays and the fact that the school will be closed on the fourth Wednesday of December, the next Hawbridge Board of Directors meeting is proposed to take place at 6PM on December 14th, 2022 (the second Wednesday of the month). The meeting will be held virtually via Google Meet.

VI. Reports

A. Directors

■ Lower School Director (C. Beierschmitt)

C. Beierschmitt reported that a new fourth grade teacher has been hired. The new teacher began one week before the Thanksgiving break.

The next phase of the mold remediation effort (the mold was originally discovered in late September) was completed over the Thanksgiving Break. The student classes that were displaced due to the remediation effort are now back in their normal classrooms. In two classrooms where mold had been visibly detected, those areas underwent a thorough cleaning. Items in the affected classrooms were hand-cleaned. Where applicable, drywall was also cleaned. Air quality was tested. HVAC and ductwork were subjected to cleaning also.

On November 27th, 2022, the school received the go-ahead that the fourth-grade classrooms would be able to return to their spaces after Thanksgiving. Large air scrubbers have been operating in the proximity of these areas; those scrubbers remain in place for the time being. The school has opted to bring in some additional air scrubbers to ensure air quality remains high in those spaces. The final phase of mold remediation is expected to be complete over Winter Break.

Plans for the new playground continue. A drawing of what the playground might look like was provided to PASTA earlier. C. Beierschmitt recently

met the planner to review options and provide input. Donations have been received for the grounds and materials, which are greatly appreciated. The school does need all the support and donations that might be available to bring this effort to completion.

C. Beierschmitt concluded with some highlights from the Lower School classrooms. Ms. Robertson, the counselor, met with her classrooms before Thanksgiving for an activity where students would draw the name of another classmate or staff member from a hat. The student would then make a card for that classmate to share some words of appreciation or gratitude. Also, in the fifth-grade math classes, Mr. Gould led the students in a lesson on volume, which the students then used to build model cities.

R. Lynch had a question about the upcoming Community Workday for the Lower School. C. Ratliff responded that she and Mac Jordan (who drew the plans for the playground originally) put this event together to help clear the grounds above the former site of the school trailers. Any community or school member who is available to help clear the slope above the flat space where the trailer once was is welcome to attend on Saturday, December 3rd, from 9AM to 1PM. No heavy power tools (i.e., chainsaws) are needed, but if attendees wish to bring hedge trimmers, that will help take care of the yard work. Rakes are also good to bring. Plants, EcoTurf, and mulch have been obtained by the school. A fence will be installed soon. If there is a future Community Workday, C. Ratliff will share details at that time. Community Workday can be considered “kid friendly.”

- Upper School Director (J. Shelton)

J. Shelton commented that school routines continue to return to normal post-pandemic, and the recent reintroduction of student clubs is yet another sign of that. With the Hawbridge Instructional Council formed earlier this year, the faculty took on the idea of organizing clubs, and so far, it appears to be going well. For example, two basketball teams are now practicing in the gymnasium daily.

The Capital Campaign is raising money not only for a new playground but for landscaping work at the Upper School. Pollinator gardens, outdoor garden spaces, and other planting will be beginning soon with donated trees. At a recent PASTA meeting held at the Upper School gymnasium, Peaceful Schools discussed with parents the methods they are sharing with Hawbridge faculty and staff. Hawbridge has contracted with Peaceful Schools to go over the teacher (and student) training taking place and also what parents could incorporate at home. On the week of November

28th, Peaceful Schools met specifically with 6th, 8th, and 9th grade teachers. In December or January, Peaceful Schools facilitators will be coming onsite to work with some students directly. The school plans to have regular work with Peaceful Schools all year. Parents who attended the PASTA meeting with Peaceful Schools expressed positive sentiment about the training.

On December 10th, an Open House will occur at the Upper School and Lower School. The Open House will be held from 10AM to 2PM, with administrators and teachers onsite. Student ambassadors will give tours of the Upper School during this time.

The Hawbridge School Lottery for the next year opened in October; this was a "soft opening" as it began without active promotion. Even so, over 90 applications have been submitted for a spot at Hawbridge for the 2023-2024 school year. Another Open House is scheduled for February 7th from 5:30PM to 7:30PM. The February Open House is typically more attended as that time of year brings parents who are seriously considering Hawbridge for the following year.

A. Williams offered to have a board presence at the upcoming Open House, which is similar to previous years. N. Barker commented that while board members who participate in the February Open House may not be able to speak to every specific question that parents may ask about during the event, there is still a lot that board members can speak to in regard to student growth and development, as well as the new Upper School building. R. Lynch will create an internal sign-up form to identify which board members might be available on December 10th. J. Shelton and C. Beierschmitt both expressed support for board members to attend the December 10th or February 7th Open House events.

B. Faculty Representatives

- Lower School Representative (G. Kapity/L. Wilder)

L. Wilder reported that teachers are thrilled to be back in the classroom and are looking forward to when the air scrubbers (placed in the school during the mold remediation effort) can be removed and their work done. Progress reports for K-4 students were sent home on November 17th, and grades were updated in PowerSchool for the 5th and 6th graders.

The Student Council Elections are generating a lot of excitement among the students; on November 30th, students were watching candidate videos of those classmates running for office. Campaign signs and stickers are posted all over the place. They are looking forward to voting

on December 1st.

During the last Instructional Council Meeting, the Council split into two groups to discuss activities that might be done across the Lower School. A parent has offered to do a recycling event, and that will try to be incorporated as an Earth Day activity. Other possible activities included a Black History Month activity, a field day, a spelling bee, a play, and Career Day activities. The main point of the Instructional Council meeting was to get a sense of activities the Lower School might be interested in pursuing.

- Upper School Representative (K. Kimbel/J. McDuffie)

K. Kimbel reported that the student clubs are underway and that this has been going well; student clubs were probably the first major task for the Instructional Council representatives to undertake. The last meeting with the faculty was used to get feedback about this.

Next on the to-do list for the Upper School representatives is to investigate place-based education and professional development for the faculty. Field trip requests are coming in from the faculty, and also events like Poetry Outloud (which is scheduled to occur on December 14th).

K. Kimbel expressed support for Peaceful Schools as a positive resource, especially since there are check-ins scheduled over the course of the year. Teachers and students are able to work harder and are becoming accustomed to their "circles."

J. Horton asked about the Peaceful Schools circles. K. Kimbel responded that Peaceful Schools has the concept of restorative practices and the "circle," which is a sort of discussion held by the teacher and students in the classroom to go over various topics while seated in a circle. A circle can be used to inform the class about something coming up in the future. Other examples might be to ask what a student's favorite food was during the break, or asking how a student might be feeling at any given time. Less frequently, circles can also be used to settle down after a disruption in the classroom has taken place. It can be used to help bring a kid back into the classroom if some sort of misbehavior has taken place.

C. Board

- Committee Updates
 - a) Fundraising (R. Lynch)

The Fundraising Committee met on November 14th. The committee has been planning an alumni list, but this will be tabled

until a key staff member returns from leave. The alumni list will ultimately gather key insights from former students.

Efforts to support the Capital Campaign are being finalized, and the committee drafted a letter to contact local businesses by post. These were mailed out on the week of November 28th. This list of business contacts has been expanded through information garnered from the Alamance County Chamber of Commerce, and emails were sent to these additional businesses. A spreadsheet has been created to serve as a living document for future fundraising efforts with this information.

The committee met with PASTA and those that have worked with the SaxConnect Program to identify additional entities that might have a Hawbridge connection. Outreach efforts into other North Carolina counties are being explored for businesses that have similar philosophies to Hawbridge along the lines of place-based education and environmental stewardship. This may reveal additional strategic partners.

A document has been started to organize information for grants that also align with Hawbridge philosophies and needs. The goal for this document is to serve as a living document that can be used year after year for future fundraising efforts by committees and administrators.

b) JEDI (D. Reid)

M. Glancy reported on behalf of D. Reid that the JEDI committee did not meet during the month of November. There were no new updates to share.

c) Strategic Planning (C. Fisher)

The Strategic Planning Committee is now meeting twice a month, and the initial six members of the Strategic Planning "steering committee" has expanded to nine. The new members include Jonathan Farmer - a teacher at the Upper School acting as a representative for faculty - and two Hawbridge parent volunteers: Matt Buckmaster and Emma Jones.

C. Fisher has asked the Lower School and Upper School directors to identify four assistant administrators to serve in the role of facilitators for six sub-teams (the sub-teams being composed of

parents, Hawbridge faculty, a Board representative, and a facilitator to pose questions to the volunteers who have self-identified as being interested in a specific area mentioned in the historic Hawbridge Strategic Plan). The steering committee is currently defining expectations and work products that the sub-teams will be asked to produce through their efforts. The sub-teams should plan to meet in late January 2023, through February, and perhaps into March. The steering committee will then receive the output produced by the sub-teams to synthesize the material into a refreshed Hawbridge Strategic Plan.

A. Williams asked if a check-in email had been sent to those parent and faculty volunteers who expressed interest in offering their time as a sub-team participant. C. Fisher responded that this email will be sent in the coming week to acknowledge the volunteers' continued interest in the effort and also to provide an update about next anticipated steps.

D. Treasurer (A. Rose)

October 2022 represents a 33% completion of the year. The Hawbridge budget shows that 28% expenses were realized and that 28% of revenue was recognized. The concept of cash timing explains the difference between the percentage of the year we have experienced versus the percentage of revenue that the school has now realized (33% vs. 28%). As a result, these monthly financials are within norms.

As an explanatory aside, expenses drive the school budget; on the other hand, revenue represents those funds that were requested and received.

The Hawbridge CPA updated a few items in October's working budget, and compared with the Board-approved budget, revenue is expected to be higher, coming in at \$84,000. Expenses are expected to be higher by about \$16,000, so the school's surplus through October 2022 amounts to roughly \$68,000. This does not take into consideration the mortgage loan that closed in November 2022, but that will further increase the surplus since twelve months of loan payments were originally forecast. No concerns to report otherwise.

VII. Unfinished Business

A. Expansion Update (A. Williams)

A. Williams announced that on November 17th, 2022, the Hawbridge Upper School loan closing documents were signed by both her and N. Harrison. This is

the work of many people over the course of many years! A. Williams expressed additional gratitude to Cameron Ratliff, whose efforts contributed mightily to getting Hawbridge to the point where the paperwork could be signed by board members.

VIII. Closed Session

Motion to move into closed session at 6:48PM. Motion passed unanimously.

A. To Consider Confidential Matters Pursuant to NC G.S. §143-318.11(a)(1)

The board returned to open session at 7:53PM.

IX. Adjourn: 7:53PM

The board unanimously approved a motion to adjourn at 7:53PM.

Respectfully submitted,
Nick Harrison (Secretary)