



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

Date: Wednesday, July 28, 2021

Location: Virtual Meeting

I. Call to Order – 6:02 p.m.

II. Roll Call

Attending Board Members:

Natalya Barker (Chair), Kathryn Brown (Vice Chair), Dawnya Bohager (Treasurer), April Williams (Secretary), Christina Fisher, Megan Glancy, Renee Lynch, 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), and Jonathan Farmer (Faculty Representative to the Board)

Other Attendee:

Jason Imhof (Aspire Construction Management)

III. Approval of Agenda

The agenda was approved unanimously.

IV. Public Comment

A. There was no public comment.

V. Consent Items

A. Approval of previous meeting's minutes

The board unanimously approved minutes from June 23, 2021, and from the special closed session on July 13, 2021.

B. Future Meetings/Events:

After brief discussion, the board agreed to continue meeting regularly on the fourth Wednesday of each month at 6:00 p.m., with the following exceptions:

<u>The board will meet on...</u>	<u>Instead of...</u>	<u>To accommodate for...</u>
November 17, 2021	November 24	Thanksgiving holiday
December 15, 2021	December 22	Winter Break
March 16, 2022	March 23	Spring Break

The board unanimously approved our next meeting for August 25, 2021, in-person, at 6:00 p.m. in the Hawbridge Lower School commons area.

If anyone cannot meet in person due to medical reasons and needs accommodations due to COVID, please let Natalya Barker know.

The board agreed to a hybrid approach to future meetings, with a return to the virtual format in September, potentially alternating between in-person and virtual meetings, to be determined.

## VI. Reports

Prior to the reports, Natalya invited board members and school administrators to introduce themselves for the benefit of new board members and the public attendees. She also provided a brief explanation of the committee structure.

### A. Board

- Renovations Committee (Renee Lynch)

Renee reported that the volunteer workday on July 15 went well, with good turnout by staff, administrators, parents, students, and community members. Directed by Sprout Community, volunteers worked hard weeding, spreading mulch and dirt, building raised beds, and preparing the school's exterior for further beautification.

Renee invited Daryl Feldman, Director of the Lower School, to provide a renovation update, and Daryl reported the exciting news that by Friday, the renovations will be 99% complete! Beginning next week, furniture will be moved in, and teachers will be able to access their classrooms. Everything looks wonderful: fresh paint on all the walls, new doors, carpet in the new music space, sound boards coming next week, brand-new entrance for extra security, improvements to the downstairs including lowered ceilings, LED lights, five settings for the lights and dimmers.

With the completion of the renovations, there will no longer be a need for a formal committee; however, informally, the group will continue to coordinate volunteer efforts not only for the ongoing beautification of the school, but also for regular repair and maintenance to provide general upkeep and support.

- **Beam-Signing Ceremony Committee (Kathryn Brown)**  
 Kathryn reported that the beam-signing ceremony on July 6 was a great success, with a large turnout by community members, the land donors, and Hawbridge families. Other board members echoed this report, noting that it was especially touching how many students came out and how excited everyone seemed to be to sign the beam. April reported that she had picked up a flash drive of the photos taken at the event from the photographer, Danny Pesta, and asked if anyone knew of the best way to store the photos for future use by the school and the board. Discussion followed about the school's ability to archive photos, and Jennifer agreed to check if the school already has access to a cloud-based service or some other photo storage solution.
- **Fundraising Committee (Kathryn Brown)**  
 Kathryn provided a brief overview of the fundraising committee and its recent activity, including opportunities to re-envision the scope of the committee's responsibilities, as last year we found the board's fundraising efforts were overlapping with those of PASTA (the Parent Administrator Student Teacher Association). We want to make sure that we're collaborating with PASTA to maximize the results of our efforts to benefit the school. Since old members have cycled off the board, the committee is now down to just two members, one of whom is our board chair, so we need more members, particularly if anyone has experience with grant-writing.
- **Communications Committee (April Williams)**  
 April provided a brief overview of the communications committee's responsibilities and directed everyone to a document in the board's shared Google drive July folder called "Charge Communication Committee," which outlines last year's short- and long-term goals. April reported that the committee delivered letters to the Mulberry Lane neighbors in response to a neighbor's email about the noise from the tree removal and grading in the back lot; the letter was well-received, and the board received a nice email reply from the neighbor. April also reported that she met with Linda Pucci this month, who is interested in starting a regular "Youth Corner" for the *Saxapahaw Current* newsletter where Hawbridge students can submit regular articles, poems, and drawings about Saxapahaw. April also informed the group that the committee has draft bios for the new members and will be coordinating with the school to update the Board web page as well as sending out an e-mail introducing new members to the Hawbridge community. Finally, April reported that the communications committee will put together a new internal contact list for all the board members.
- **Election of new Secretary**  
 April Williams, the current board secretary, provided a brief explanation of the secretary's role and responsibilities. Megan Glancy was nominated for the

position and accepted the nomination. The board unanimously approved Megan as the new secretary.

**B. Lower School Director**

Daryl Feldman echoed Renee's report that the volunteer workday on July 15 was a huge success and that it was amazing to see what could get done in just a few short hours. Daryl also reported that the new mural on the exterior of the building is up and looks beautiful, and a student artist, Jordan, completed an indoor mural, centered on the theme of renewal, that students will enjoy for years to come. Daryl shared that on July 23, staff gathered at Cedar Rock Park, including more than half of the new faculty and several of the existing faculty for team building; food from the village was provided, and folks lingered for a while, getting acquainted and forging connections in preparation of the first day of school. Five of the Lower School new hires will be first-year teachers this fall, and they have received their mentor assignments to ensure they are well supported as school begins. Daryl also announced that Meet the Teacher Night will be Monday, August 16, from 5 p.m. to 8 p.m.

**C. Upper School Director**

Jennifer Shelton shared Hawbridge's AP scores with the board and the excellent news that Hawbridge's scores are well above both state and global averages.

Jennifer also reported that a week ago Monday, July 26, the administrative team shared the difficult news with faculty that the Upper School would need to be a hybrid model (part in-person, part virtual) for the first six weeks of school due to unexpected challenges with the portable classroom trailer installation. Though disappointed, faculty have been supportive, offering suggestions and asking how they can help.

The news of returning to hybrid learning for the first six weeks was shared with students and families via email, social media, and the school's website on Tuesday, July 27. A Zoom meeting will be held tomorrow night, Thursday, August 29, at 6:00 p.m. for families to ask questions, learn more about how this decision was made, and get additional details about the first six weeks, including information about drop-off, pick-up, and schedules. Parents can register for the event and submit questions ahead of time so that Emily Martin can include them in her PowerPoint presentation to address as many concerns as possible.

Elizabeth Osborne has begun working with the student council to coordinate some in-person, student-led activities for the Upper School students so that they will be able to spend time with their peers even when they are not receiving in-person instruction. Jennifer agreed to let Ms. Osborne know that the board is willing to help with these events; they will reach out to us once they know how we can best help.

Everything looks to be on schedule with the new portable classroom company so that everyone can return to campus by October 4. Everyone is so disappointed it

can't be sooner. If anyone has suggestions for sites close to Hawbridge that we could use during the interim, please share them; our usual community spaces of Culture Mill, Haw River Ballroom, and Paperhand Puppets are all busy with upcoming shows and events, so those spaces are not available to rent. Keep in mind one of the major limitations is the need for bathroom facilities to accommodate a high volume of students.

#### D. Treasurer

Dawnya reported that June was the last month of our fiscal year, so we have completed our 2020-2021 budget. There were no surprises, as revenue and expenses matched where our amended budget had us sitting for the year.

#### E. Faculty Representative

Prior to Jonathan's report, Natalya explained that while Jonathan, an Upper School English teacher, currently serves as faculty representative for the entire school, our hope is that the Lower School will be willing to have their own representative to ensure representation from both the Upper and Lower School.

Jonathan reported that faculty were disappointed by the news of having to teach a hybrid model for the first six weeks; however, folks seemed to appreciate how the news was communicated, that it felt open and honest. While everyone is experiencing disappointment on their own behalf and on behalf of our students, we know that these challenges are happening in the context of a culture that's very strong and that we'll make it through this. Upper School faculty are looking forward to being fully established in the new building and having some stability that we haven't had in a long time.

### VII. Unfinished Business

#### A. Hawbridge Expansion Update (Aspire Construction)

Natalya provided a brief introduction of Jason Imhof, our project manager from Aspire Construction, for the benefit of new members and public attendees. The board hired Aspire as our independent project managers to oversee the construction of our expansion project, and their attention to detail and knowledge of the industry have made them invaluable to the process.

Jason reported that we are in the homestretch with the Lower School renovations, close to finishing up on Friday, with a few follow-up items to complete in the last few weeks. We still need the final inspections by Alamance County, but that has been going well so far.

Jason reported that progress on the construction of the new Upper School is behind schedule, with just five months remaining on the timeline to completion. C.T. Wilson estimates that they are behind schedule only by two weeks; however, Aspire thinks that C.T. Wilson is being overly optimistic and that in reality they are more likely a

month behind. Aspire will meet with C.T. Wilson executives either Tuesday or Wednesday of next week to make sure they are aware of the state of the project and to determine how they will make up this time. Jason believes it is still possible to finish on time by mid-December, but C.T. Wilson will need to work at an accelerated pace starting now; we can't delay any further.

Jason had hoped that once the structural steel started going up, it would go faster than anticipated, but it's going about as planned. The structural steel for the full two stories is almost complete. The concrete pour for the second floor is scheduled for early next week—that's a big milestone, which will allow other work, particularly wall framing. The roof is the next pivotal thing; the classroom wing will be the first part of the roof going up. The pre-engineered steel for the gym has been delivered, and in a couple of weeks, it should look pretty good. Other future things to look for: wall framing, installation of duct work, roof drains, sanitary sewer systems, electrical work, some of the curb and gutter work, and the bottom layer of asphalt.

In terms of cost, nothing has changed that will affect the contingency; everything that's needed to be adjusted is still routine. See the update and change orders Aspire recently emailed to Mya.

RFPs (Requests for Proposals) for data and security sub-contractors are going out; this work includes things like installing wireless access points, security cameras, door security systems, networking, and other low-voltage technology. Next week we'll be seeing all the quotes and awarding contracts soon.

We will also soon be starting the FFE portion of the project (Furniture, Fixtures, and Equipment), with help from Mya, Jennifer, and Daryl.

#### B. Renovations Update

In addition to the updates from Jason and Daryl earlier in the meeting, Daryl also shared that the bathrooms are installed in the kindergarten classrooms—toilets are in place, venting, lowered ceilings. The kindergarten teachers will be excited to have that available for their students.

### VIII. New Business

#### A. Account Authorizations

Board Chair Natalya Barker explained that in the past, the Executive Director has been the only person on staff authorized to access the school's bank accounts. With the expansion and its consequent creation of the new Lower School Director and Upper School Director positions, we need to authorize the new directors, Daryl Feldman and Jennifer Shelton, to access the bank accounts so that they can fulfill their duties. To get this approved with PNC Bank, we must provide a signed copy of this meeting's minutes, in which the board approves the new account authorizations; as Chair, Natalya Barker will sign off as the reviewer.

A motion was made for Daryl Feldman, Lower School Director of The Hawbridge School, and Jennifer Shelton, Upper School Director of The Hawbridge School, to have signatory authority on The Hawbridge School bank accounts. The motion was properly seconded and unanimously approved by the board.

IX. Adjourn – 7:30 p.m.