



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

Date: Wednesday, August 24, 2021

Location: Huth Commons, The Hawbridge School

I. Call to Order – 6:05 p.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 (Lower School Director), Jennifer Shelton (Upper School Director), Emily
Martin (Upper School Assistant Director), Matthew Bello (Lower School Assistant
Director) and Jonathan Farmer (Upper School Faculty Representative to the Board)

Other Attendee:

Ben Culp (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 July 28, 2021.

B. Future Meetings/Events:

The Board unanimously approved our next meeting for September 22, 2021, at 6:00 p.m. to be held virtually via Zoom.

VI. Reports

A. Board

- Natalya Barker reviewed the responsibilities and role of the Board - see documents for more details. Key focus was outlined including:
 - Ensuring mission is guiding focus of school
 - Properly managing and be accountable for funds
 - Creating policies
 - Taking responsibility for student learning and ensure school is meeting standards
 - Facilities
 - Creating strategic plan

- Fundraising Committee
Kathryn Brown provided a brief overview of the fundraising committee and its recent activity, specifically requesting new committee members.

- Communications Committee
April Williams provided a brief overview of the communications committee's recent activity. Board bios have been updated on the webpage. Committee is working on a welcome email from the Board to the parent community. We have been waiting longer than typical to send this annual email due to the increased communication coming from the school at this time regarding emergent situations. Plan is to generate this email virtually.

Faculty member recommended including in said Board welcome email language (maybe pre-existing from the policy manual?) about communication expectations in the Hawbridge community, specifically the expectation for communications to be respectful and kind, in order to frame stakeholder expectations. Discussed potentially outlining the norms for communicating with teachers (hierarchy of communications) and administration for the broader community. Discussed where to find appropriate information regarding communications, including in the bylaws.

Communications committee is interested in attaining new members. Potential members were directed to the communications committee folder for details on

role of committee and encouraged to consider the future of the committee and its mission.

Natalya Barker shared that the faculty has requested routine updates from the committee on the status of the expansion. Faculty would like more regular updates to allay fears that generate in the absence of information. Board member suggested composing a timeline outlining the progress of the renovations and expansion which could be made available to the public. Natalya discussed the need for less of a reactive approach to communications moving forward and an increased focus on reaching out to the community.

Natalya Barker opened discussion regarding bringing in a part-time consultant to help with communications. Asked School admins to consider if this would be helpful to them as well. Board discussed how such services have been beneficial to other organizations and how it could potentially be utilized by the Board and/or Hawbridge. Discussed how this could be a short-term, project-based expense vs. a long-term budget item, especially as increased communication is necessary due to the expansion. Faculty representative reiterated the need to keep teacher salaries in mind in all hiring decision-making or budgeting issues; advocated for keeping teacher salaries a priority. School was asked to reflect on their needs and indicated they would need time to do so. School requested feedback on what the community needs in regards to communications and updates. Discussed current techniques (social media, etc).

Discussion involved making faculty committees to provide updates on various pressing issues (COVID, expansion, etc). Discussed reservations regarding transferring responsibility to faculty. Faculty representative reiterated that faculty enjoy their limited committee responsibilities and expressed concerns that this request would not be well-received. Discussed the flow of information and system currently in place to create and distribute communications. Discussed how existing structures are no longer enough to meet current challenges. Discussed how to improve communication channels, potentially a flow chart of information.

Discussion was tabled for further consideration. Board plans to revisit the question of onboarding a communication professional.

- Diversity, Equity, and Inclusion

Natalya Barker introduced the formation of a new committee this year, which we are tentatively calling the Diversity, Equity. Focus of committee is inclusion and official name is TBD.

Discussed make up of new committees for 2021-2022. Discussed how

committees function and typical schedule of events and responsibilities. Board members signed up for new committee responsibilities as follows:

- o Fundraising – Kathryn Brown, Renee Lynch, Todd Nicolet
- o Diversity, Equity, and Inclusion – Davida Reid, Christina Fisher, Megan Glancy
- o Communications – April Williams, Dawnya Bohager, Natalya Barker

Discussed possibility of allowing non-Board members to serve on committees. Board member shared that past Board members and/or community members would potentially enhance the committees' work. Determined that committees should assess their needs and recruit and accept help as needed.

Emily Martin (Upper School Assistant Director), discussed the racial equity task force currently in place at the school and potential collaboration with new inclusion focused committee. Last year, 4 members (teachers) as well as Ms. Martin participated; new member recruitment meetings will be happening sometime soon. Ideas include a lunch program and policy manual revisions. Board representation on the committee was requested. Per Emily, goals include opening work to students and the broader community in the future.

A. Lower School Director

Daryl Feldman reported on the recent Meet the Teacher Event. Reported positive feedback from families regarding renovations and event. First day of school - K-7 290 students, 1st and 3rd are full, 2nd is the least full. Still enrolling and offering seats through the first 20 days of school.

Teachers have been doing a wonderful job, particularly considering that many (20+) are new as well as 200+ new students. Mr. Feldman expressed how the Hawbridge ethos has been embraced by new teachers and students. First week of school is going well. Testing is scheduled to assess loss of learning and impacts of Covid.

Dismissal has been challenging! First day of school took 60 minutes, 40 minutes Friday, Monday 30 minutes. Reviewed the dismissal app and its implementation in the car line. Discussed the car line backing into the road. As there is no official solution this must be a community resolution. County has informed the school that this is a State Highway Patrol concern. School is communicating with law enforcement to solicit support for managing traffic.

B. Upper School Director

Jennifer Shelton shared updates regarding the tents and the current hybrid format. Discussed 8th grade dismissal, which will be at the Post Office. Faculty escort students there; far this system is quite effective. School will survey 9th graders

regarding their pick-up needs and attempt to have a group being picked up at Post Office on an on-going basis.

Upper school enrollment increased from 2 sections to 3 sections – 294 would be full enrollment. Current enrollment is at 260 students. Per Jennifer Shelton, enrollment is short of goal but still healthy.

- 8th – 61 students
- 9th – 69 students
- 10th – 51 students
- 11th – 42 students
- 12th – 37 students

50 students checked out computers for hybrid learning.

Face-to-face open house was packed due to poor weather and high turnout. Student council has been active, including ice cream socials, game nights, etc.

Discussed status of COVID preparations (what happens if we are forced back online?). Faculty representative expressed the belief that lessons learned will be helpful and valuable. Discussed how students would react to online learning and the need to keep students in classrooms to meet the mission of the school. Discussed how the school is mitigating the risks and focusing on in-person learning. Teachers are prepared to transition online if there is an emergency but hopeful that it will not be called for. Discussed availability of potential COVID relief funds.

C. Treasurer

Dawnya Bohager (Treasurer) was unable to attend. In her absence, Natalya Barker (Chair) reported no significant update and no budgetary concerns.

D. Faculty Representative

Kierca Kimbel will serve as the Lower School faculty representative. Jonathan Farmer has agreed to continue as the Upper School representative. Jonathan described the reaction of Upper School community to news of remote learning. Reported that concern for others is high and that the community is engaged with one another. While exhausting, experience has also been inspiring.

VII. Unfinished Business

- A. Grievance policy has been under revision. April Williams reviewed with the Board the unresolved issues associated with the policy. Input has been received from the attorney yet there are still outstanding issues to resolve.

Defined the “grievant” in the policy. Question is, does the Board want to include students as “grievant”? Determined students can be involved in the informal process but formal grievances are filed by parents/guardians. Revised wording regarding who can file a formal grievance. Discussed the wording on appeals. Agreed to have attorney review all final revisions and edits. Board unanimously approved policy as revised in the meeting, with the stipulation all parties will review the changes asap.

- B. Modular Units Update – Emily Martin (Upper School Assistant Director) reported much work as has gone into getting the portable units in place. They should arrive 9/6 and be open first week of October. Discussed the impacts to parking to Hawbridge and the community. There may be some space for parking near the portables. Discussed impacts to community forthcoming as the set-up continues. Everything is on track.
- C. Hawbridge Expansion Update (Aspire Construction)
Ben Culp (Aspire Construction) reported that contractor has made progress but also experienced delays. Front drive, curb, asphalt is in the works. Building slab is being poured this week. Metal studs, which were backordered, have not yet arrived, contributing to the delays. Other materials including roofing are arriving. Weather has not been helpful, contributing to delays. Working with CT Wilson on ideas to make up time. Most recent schedule shows Jan. 31st move-in date for the new building, one month behind the original contract date. That date was projected 2 weeks ago; further updates regarding the schedule will be coming soon. Discussed possibilities for making up time in the work; Ben was not optimistic that the date could be moved up. Discussed issues with suppliers, which is causing delays. Orders were placed well in advance but orders are delayed for our project as well as others. Appears to be an industry-wide issue.

Discussed how CT Wilson will absorb additional costs incurred due to delays and changes in pricing for materials. Per the attorney, the school is not obligated to cover these additional costs. Aspire requested more time before committing to a date they would support us sharing with the community. Aspire requested until next Board meeting to confirm a date that can be shared with the community. Determined to share this update with faculty as of now, but hold off on another announcement to the community. Discussed how much time faculty needs to move and set up in new classrooms and the need to factor that in when considering a new move-in date.

VIII. New Business

- A. Bylaws currently indicate one faculty representative; Board would like to invite an official representative from the Lower School. Board unanimously approved this change to the bylaws.
- B. Clarification – Attorney is an employee of the Board (not the School). In the past, the Executive Director has had authorization to utilize the attorney’s services.

During Mya Ciccotti's absence, the Board would like to authorize Jennifer Shelton and Daryl Feldman to utilize these services. Discussed temporary approval by Natalya Barker. Board unanimously approved.

II. Adjourn – 9:09 p.m.