



The Association for the Advancement of Education, DBA, The Hawbridge School  
Board of Directors Meeting Minutes  
Wednesday, August, 23, 2023  
Hawbridge Upper School

**I. Call to Order - 6:01 PM**

**II. Roll Call**

Attending Board Members:

Renee Lynch (Chair), Ted Teague (Vice Chair), Amanda Rose (Treasurer), Josh Horton (Secretary), Sara Abernethy, Dylan Bondy, Johnny Buck, Kemp Watson-Ormond, Megan Glancy

Attending School Directors and Faculty Representatives:

Jennifer Shelton (Upper School Director), Cameron Ratliff (Assistant Director: Business and Communications (K-12)), Lora Wilder (Lower School Faculty Representative), Kierca Kimbel (Lower School Faculty Representative)

**III. Approval of Agenda**

Upon a motion duly made and seconded, the Board unanimously approved the meeting Agenda.

**IV. Public Comment**

No public comments were offered.

**V. Consent Items**

A. Approval of Previous Meeting's Minutes

Upon a motion duly made and seconded, the Board unanimously approved the minutes of the July 2023 Board meeting. Megan Glancy abstained from voting.

B. Future Meeting: Wednesday, September 27 (Lower School Huth Commons)

The next meeting of the Hawbridge Board of Directors is scheduled to take place on Wednesday, September 27, 2023 at 6 PM. No Board member reported a conflict with the scheduled date and time.

**VI. Reports**

A. Directors (Combined) - J. Shelton presented the Directors report as written and provided to the Board, the same is annexed unto these minutes. R.Lynch requested behavior incidents to be divided between Upper and Lower school in future Director's Reports for data reporting. C.Ratliff said the cost of the fire system is higher than expected because as a school, the applicable safety regulations require a higher rated system than the other condo units in the building. It is suggested that Hawbridge take on some of the additional cost; C.Ratliff will recuse herself from the discussion given her interest in the General Store. There was a general discussion of how the Lottery system operates.

#### B. Faculty Representatives

##### ■ Lower School Representative (Lora Wilder)

The Lower School had five workdays before the start of school that included Peaceful Schools training, collaboration, and time to get our rooms ready for the first day with students on August 17. We had a well-attended Back-to-School Night on Monday, August 14. We started the year strong with a smooth first day and carline. The staff is working to develop plans for Hispanic Heritage Month in October. We began our weekly Community Building School Meeting Monday morning on the playground. Its purpose is to meet together weekly to encourage bonding and communication among all the grade levels at the Lower School.

##### ■ Upper School Representative (Kierca Kimbel)

Student Council hosted a "Walk and Talk" event the week before school started for new Hawbridge families. We had a great turnout and the event was a success overall.

We are continuing our work with restorative practices and Emily Martin (Dean of Students) provided us with prompts for hosting restorative circles during bridge time. We're all still working out kinks as we build relationships with students, but overall, it seems to be a successful whole-school initiative.

We all showed up on the first two days of school to help guide parents to following the new car line procedure of wrapping around behind the building before coming to the front. This felt momentarily successful and really helped keep cars off Sax-Beth road. It seems to be flowing pretty smoothly already now.

Cross country, volleyball, and soccer all have meets and matches in the upcoming weeks, with the first meet being Tuesday for Cross Country, here at home. We are still in need of a middle school basketball coach.

We are at risk of being able to have a team, so if anyone is interested, they should contact Mr. Champion.

Many of the new to Hawbridge teachers have commented in our staff meetings that they have been so pleasantly surprised at the parent support—both on back to school night and in fulfilling wishlist requests.

Overall, we have had a great start to the new school year, and are all just busy getting procedures and routines in place and jumping into a new school year.

R.Lynch asked the Faculty Reps how the Board can help out. L.Wilder said Board presence at Peaceful Schools and Open House was appreciated and great step in the right direction.

M.Glancy asked about how people can get informed on what wish-list items teacher need - L.Wilder emailed parents directly, but they can look into it.

#### C. Board

##### ■ Treasurer (A. Rose)

Reports provided to the Board and annexed unto these minutes. There are less than \$500 in changes from the month of June from late invoices, etc.

No concerns are reported for the July budget. ADM (average daily membership) and funding per ADM have not been finalized as of the date of the board meeting. ADM will be finalized after the first 20 days of school and funding per ADM will likely be finalized by the NC general assembly next month.

### **VII. Unfinished Business**

A. Bylaws Update (R. Lynch) At the end of last term, some prospective revisions were considered but tabled due to input from Donna Roscoe (Hawbridge Counsel). It is anticipated that the proposed governance committee will take up the charge of completing the revisions and getting them approved by the NC DPI.

### **VIII. New Business**

A. Annual board goals (R. Lynch) - R. Lynch presented the Proposed 23/24 Goals document annexed unto these minutes. There was discussion about where assessment and evaluation work would be completed. T.Teague suggests that it could be a subcommittee of the Governance Committee, which is proposed to be responsible for Board-appointed admin under the proposed committees listed in the Proposed 23/24 Goals document. The material from

last term is archived in the A&E folder in the Board drive. M.Glancy wants to make sure directors know what standard they're being evaluated against.

D. Bondy asked if equity and inclusion for lottery marketing is something the Board should be involved in. C.Ratliff said that Emily Martin has put forward standards that she is working with. Equity and inclusion also is a goal that can be set in the Strategic Plan, which admin, faculty and staff implement. Communications is the general purview of the Chair.

Upon a motion duly seconded, the Proposed 23/24 Goals were unanimously approved.

B. Committee chairs and composition (T. Teague). T.Teague proposed we discuss the proposed committee structure as listed in the Proposed 23/24 Goals. Jennifer Shelton hired the Lower School Director prior to the bylaws changing. T.Teague suggests that we can reserve the matter of forming the Hiring Committee for later. R.Lynch suggests that for non-board Committee members, that the Board post opportunities for parent representation and that admin will handle advertising opportunities to faculty. Board members volunteered for the Committees.

Upon motion duly seconded, the Board approved the Committee structure and membership approved as listed in the Proposed 23/24 Goals.

The Committee should meet with their commission and lay out timeline and goals for presentation to the Board (for those committees whose role is not defined by the bylaws). R.Lynch suggests that the September meeting be the goal for having the fully-constituted committees present their timeline and goals to the Board.

## **X. Adjourn**

The Board unanimously approved a motion to adjourn at 7:18 PM.

Respectfully submitted,

Josh Horton  
Secretary



The Association for the Advancement of Education, DBA, The Hawbridge School  
 Directors' Monthly Board Report  
 August 23, 6pm

**Enrollment**

Budgeted 2023-2024 ADM: 620 (LS 270, US 350)

| <b>Grade Level</b> | <b>Active Enrollment</b> | <b>Target Enrollment</b> | <b>Offers Extended</b> | <b>2024-2025 applications</b><br>(Lottery opens in November) |
|--------------------|--------------------------|--------------------------|------------------------|--|
| Kindergarten       | 30                       | 34                       | 5                      |  |
| 1st grade          | 32                       | 34                       | 3                      |  |
| 2nd grade          | 36                       | 36                       | 0                      |  |
| 3rd grade          | 34                       | 36                       | 2                      |  |
| 4th grade          | 45                       | 44                       | 3                      |  |
| 5th grade          | 44                       | 44                       | 1                      |  |
| 6th grade          | 46                       | 44                       | 0                      |  |
| 7th grade          | 59                       | 66                       | 0                      |  |
| 8th grade          | 53                       | 48                       | 0                      |  |
| 9th grade          | 57                       | 66                       | 5                      |  |
| 10th grade         | 70                       | 66                       | 1                      |  |
| 11th grade         | 63                       | 66                       | 0                      |  |
| 12th grade         | 40                       | 40                       | 0                      |  |
| <b>Total</b>       | <b>609</b>               | <b>624</b>               | 20                     |  |

**Academics**

[School priorities based on teacher EOY survey; Reflective Instruction](#)

## Personnel

Current Vacancies: <https://thehawbridgeschool.org/employment/>

## Dean of Students Report

### Attendance

First attendance letters will go out Thursday, August 24

| <b>Month</b> | <b>Attendance letters sent</b> | <b>Attendance meetings held</b> | <b>Attendance contracts issued</b> |
|--------------|--------------------------------|---------------------------------|------------------------------------|
| August       |                                |                                 |                                    |
| September    |                                |                                 |                                    |
| October      |                                |                                 |                                    |
| November     |                                |                                 |                                    |
| December     |                                |                                 |                                    |
| January      |                                |                                 |                                    |
| February     |                                |                                 |                                    |
| March        |                                |                                 |                                    |
| April        |                                |                                 |                                    |
| May          |                                |                                 |                                    |
| Total        |                                |                                 |                                    |

### Behavior

| <b>Month</b> | <b>In School Suspension</b> | <b>Out of School Suspension</b> | <b>Behavior Referrals Major/Minor</b> |
|--------------|-----------------------------|---------------------------------|---------------------------------------|
| August       | 0                           | 0                               | 0/1                                   |
| September    |                             |                                 |                                       |
| October      |                             |                                 |                                       |
| November     |                             |                                 |                                       |
| December     |                             |                                 |                                       |
| January      |                             |                                 |                                       |

|          |  |  |  |
|----------|--|--|--|
| February |  |  |  |
| March    |  |  |  |
| April    |  |  |  |
| May      |  |  |  |
| Total    |  |  |  |

**Restorative Practices Update:** Teachers participated in an all-day training with Peaceful School on Friday, August 11. Faculty and staff broke into programmatic levels (K-4, 5-8, 9-12) to discuss how to apply restorative approaches in their classrooms, and also discussed goals for the year. The primary goal K-12 is “consistency” in routines and expectations for students.

Ms. Martin introduced a bridge initiative for the 5-12 teachers that will last for the first five weeks of school. During this time students will be practicing the use of proactive circles, specifically for learning about school processes and procedures, and building community within the classroom.

K-6 held our first Monday Meeting today at the playground. We sang together, including a birthday wish for summer birthdays. We learned a call to order using the djembe. Students were reverent and teachers have shared positive reports so far.

**Business and Operations Report**

**Facilities Update**

HVAC units are in, the vendor is in process of rebalancing the rooms to prevent high humidity; installed sensors throughout the building this week to that end.

The Lower School fire system upgrade is still in process. The quote came in higher than anticipated for the other businesses and for the shared unit (less for the school). The school should take on more of the cost to keep the businesses’ costs as-projected and move the project forward without increasing the planned overall expense for Hawbridge unreasonably. The major driver for this request is that the system requires a higher safety standard (more costly) than the other businesses would need b/c we are a school.

**Health and Safety Update**

The new security system is in process of being “commissioned” and as such is not fully functional yet. All cameras are installed, but faculty do not yet have key card access. The door locks have not been optimal either; we are pushing for speedy resolution.

We are seeking a nurse to contract for review of health information in student files (and are grateful for any leads).

We have reviewed emergency plans and procedures with faculty and will have an active shooter annual training for faculty in the fall.

#### Finance Update

We are in the process of hiring a new teacher and a TA per our students' needs. This is a concern for the salary budgeting but we won't know the full impact until the State budget is finalized.

We did not complete the proposed adjustments to the interior of the Lower School, which reduced the planned capital expense from surplus by \$10k.

We were awarded \$79k in REAP grant funding for outdoor improvements; we have an outdoor amphitheater and play field planned (\$25k) and are in process of imagining the best additional uses of the funds for movement/PE, outdoor learning, and gardening areas.

All other budgetary categories are in line with the 23-24 budget for now.

#### Fundraising and Marketing

Nothing to report

#### **Important Dates for Next Month:**

Beginning-of-Grade Testing for 3rd grade 8/24  
September 4: Labor Day (no school)