



The Association for the Advancement of Education, DBA The Hawbridge School
Board of Directors Meeting Minutes
Wednesday, July 26, 2023, at 6:00 p.m.
Virtual Meeting

I. Call to Order 6:02 PM

II. Roll Call

Attending Board Members:

Joshua Horton (Interim-Chair), Amanda Rose (Treasurer), Ted Teague (Interim- Vice Chair), Sara Abernethy (Acting as Secretary), Dylan Bondy, Johnny Buck. Renee Lynch joined the meeting as a voting member after being elected to the Board.

Attending School Directors and Faculty Representatives:

Jennifer Shelton (Upper School Director), Cameron Ratliff (Assistant Director: Business and Communications (K-12)), Gretchen Kapity (Lower School Faculty Representative), Emily Martin (Dean of Students)

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 Meetings' Minutes

Upon a motion duly made and seconded, the Board unanimously approved the minutes of the June 2023 Board meeting.

B. Future Meetings:

August 8th - Board Training (8:30am-12:30pm)

August 11th - Peaceful Practices (9am -3pm)

August 12th - Board Training (8:30am-12:30pm)

August 23rd - Board Meeting, in person (6pm)

VI. Reports

A. Directors

■ Upper School Director (J. Shelton)

J. Shelton introduced the written Directors Report to the Board, outlining how they will be shared with the Board a day or two in advance of a Board meeting. Said report is annexed unto these minutes (see [here](#) notes). She shared that all AP scores are in, and show an increase in performance over last year; and that EOG results will measure our growth, with more information to come in September/October 2023. She invited all board members to the Peaceful Practices meeting on August 11th.

B. Faculty Representatives

■ Gretchen Kapity, Lower School

G.Kapity reported on the Lower School. The Lower School library was relocated to create more room for the 5th and 6th grade classes. Multiple families assisted the effort. It was a great experience. New teachers are in and setting up their classrooms, meeting and collaborating with existing teachers.

C. Board

■ Treasurer (A. Rose)

A.Rose reported on the budget. June was the twelfth and final month of the fiscal year. The activity in the month of June was largely in alignment with the revised budget which was approved by the board in May. There was one timing related exception specific to moving funds between Hawbridge bank accounts for the upper school mortgage. The upper school mortgage related payments are set to draft on the 1st of each month. Because the 1st of July was on a Saturday, the payment drafted the last day of June. This caused both June and July mortgage and USDA reserve amounts to be reflected as operating expenses in the month of June. Had the funds of approximately \$44K not been moved from the Hawbridge operating account, the total surplus would have been in excess of the board approved total surplus for the year by ~\$20K. The final 2022-2023 surplus was nearly \$210K, bringing the total cumulative surplus to nearly \$1.79M.

Going forward into the 2023 - 2024 year, we will observe 11 months of mortgage payments within operating activity as the payment for July was already recognized in the prior year.

VII. Welcome to new Board Members/Board Election/Officer Election

1. Sara, Dylan, and Johnny introduce themselves
2. Election of new Board member.
 - a. J. Horton made a motion to nominate Renee Lynch to fill the Board vacancy. T.Teague seconded, and the motion passed unanimously.
3. Nomination of officers
 - a. Chair. J. Horton nominated R.Lynch as Chair. T.Teague seconded the motion, and it was unanimously approved.
 - b. Secretary. A.Rose nominated J.Horton as Secretary. J.Horton seconded the motion, and the Board unanimously approved.
 - c. Vice-Chair. D.Bondy nominated Ted Teague as Vice-Chair. J.Horton seconded the motion, and the Board unanimously approved.

VIII. New Business

There was no new business.

IX. Closed Session

To Consider Confidential Matters Pursuant to N.C.G.S. § 143-318.11(a)(5)-(6)
Upon a motion duly seconded, the Board voted to move into closed session at 6:42 PM. The Board returned to open session at 6:53 PM.

VIII. Adjourn

Upon a motion duly seconded, the Board voted to adjourn at 6:55 PM.

Respectfully Submitted,

Sara Abernethy (Acting Secretary)



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

Jul 26, 2023

6:00 pm

Enrollment

Projected 2023-2024 ADM (Average Daily Membership): 624 (LS 272, US 352)

Grade Level	Projected Enrollment	Class Sizes	Withdrawals since last board meeting	2024-2025 applications (Lottery opens in November)
Kindergarten	34	17		
1st grade	34	17		
2nd grade	36	18		
3rd grade	36	18		
4th grade	44	22		
5th grade	44	22		
6th grade	44	22		
7th grade	66	22		
8th grade	48	24		
9th grade	66	22		
10th grade	66	22		
11th grade	66	22		
12th grade	40	20		
Total	624			

Academics

[AP Score Reports 2023](#)

In May, students in grades 3 through 8 took End-of-Grade (EOG) tests in Reading and Math. Students in grades 5 and 8 also took a Science EOG test. Students in grades 9 through 12 took End-of-Course (EOC) tests. Individual score reports were sent to parents along with the student report cards. An update on school performance will be shared in the fall once we receive the full school data report.

Personnel

Current Vacancies:

[Teacher Assistant \(Kindergarten and 1st Grade\)](#)

New Hires:

Part-time, Lower School Librarian, Hannah Jewell

5th/6th Social Studies/Science, Holly Prall

Compliance Reporting

School-year reports to include:

- [EC information](#)
- [Performance Framework Updates](#)
- [Beginning Teacher Support Plan compliance](#)

Update on Strategic Plan Goals

Strategic Plan forthcoming during 23-24 school year

Dean of Students Report

Attendance

Month	Attendance letters sent	Attendance meetings held	Attendance contracts issued
August			
September			
October			
November			
December			
January			
February			
March			
April			

May			
Total			

Behavior

Month	In School Suspension	Out of School Suspension	Behavior Referrals Major/Minor
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
Total			

Restorative Practices Update: All faculty and staff will receive a full-day training from [Peaceful Schools](#) on Friday, August 11. This will be the second year of our work with Peaceful Schools.

Business and Operations Report

Facilities Update: Painting was completed at both buildings; we're on the way to a new student services office at LS to be finished before school opens; we have periodic maintenance completed for both schools' hvac systems; we expect our new LS hvac units to be installed in late August, and we are nearing a plan for installation of our updated fire system at the LS. We were able to honor almost all our teachers' requests for their classrooms to provide them with improved working conditions and teaching environments.

Health and Safety Update: Immunization requirement letters were sent to rising kindergarten, seventh grade and twelfth grade families on July 18.

We are working on some additional record-keeping procedures to better track illness and injury incidents for students and staff.

Install of new security system will occur before August 15 for both buildings. The system provides state of the art, cloud based security and monitoring and ease of entry using card swipes for all staff.

Teachers will receive a refresher training on safety drills during their August professional development days.

Important Dates for Next Month:

Board Training: August 8, August 12

New Teacher Training: August 9

Teacher workdays: August 10-16

Back to school nights: LS, 8/14; US, 8/15

First Day of School: 8/17