



The Association for the Advancement of Education, DBA The Hawbridge School
Board of Directors Meeting
Draft Minutes
Wednesday October 25, 2023, at 6:00 p.m.
Upper School Commons

I. **Call to Order** - 6:06 PM

II. **Roll Call**

Attending Board Members:

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

Attending School Directors and Faculty Representatives:

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

III. **Approval of Agenda** Upon a motion duly made and seconded, the Agenda was unanimously approved.

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 proposed September 2023 meeting minutes were approved. Amanda Rose abstained.

B. **Future Meeting.** Upon a motion duly seconded, the Board set the next meeting for Wednesday, November 15, 2023, at 6:00 p.m., virtual.

VI. **Reports**

A. **Directors' Combined Report (Upper School Director: J. Shelton, Lower School Interim Director: C.Ratliff)**

J. Shelton and C. Ratliff presented the written Directors' Combined Report, annexed unto these minutes. Second grade teacher welcomed on Monday. Dean of Students sent out 57 attendance letters.

B. Faculty Representatives

■ Lower School Representative (G. Kapity)

Parent Teacher Conferences were last week. Teachers are excited to start Q2 and we are all thrilled to welcome our new second grade teacher Ms. Kennett. Our Hispanic Heritage Month Celebration was a success. We had numerous classes participate in signing and dancing activities at the amphitheater as well as other classes display projects in the halls. Thank you to Mrs. Underwood for leading the planning committee. The mobile library is coming every 3 weeks. We are grateful for this opportunity for our students. 5/6 Bridge clubs began a few weeks ago on Thursdays.

On Friday, the Eli Whitney FD will be here with a fire truck to discuss fire safety and prevention. Classes will rotate throughout the day out at the blacktop where they will be hosting the event.

On Friday 11/3 we will be hosting a Native American speaker in the morning at the amphitheater. He will be sharing some of the Cherokee language, telling a Cherokee legend, and inviting students to ask questions.

Also in Nov. on the 14th, the Lower School staff will be participating in an after school PD with Board Certified Behavior Analyst Amy Swaim who will be discussing how to identify the functions (root cases) of student behaviors and strategies for behavior management.

Finally, we are now in the beginning stages of planning our Black History Month Celebration and exploring opportunities for that.

■ Upper School Representative (K. Kimbel)

IC Reps have been working on club scheduling and instructional council budgeted funds:

- Brainstormed several ideas for assemblies, an artist in resident, SEL support, and safety and response training
- Club committee elicited club proposals from students, reviewed them and will have a club fair on Monday, October 30th. Students will sign up for clubs on Monday, November 6th. Clubs will likely start the week after we return from Thanksgiving Break and will meet on Mondays and Fridays.

Susan Anderson has been working with her horticulture classes and The North Carolina Botanical Gardens to plant 300 perennial plants around the school that were donated by the Gardens.

Student Council is hosting the first fall dance this Friday, 4-6 pm for grades 5-8, and 7-9 pm for grades 9-12. Next week is spirit week with a costume contest on Tuesday, the 31st.

Ms. Denny's Beta Club has been celebrating Founder's Day which is Friday October 27th. This year we are celebrating 89 years of Beta! Members have focused on a kindness-based project this week and involved the student body by encouraging them to send a kind card to someone at Hawbridge the week. After this week, Beta will be preparing to the NC Senior Beta State Convention happening in January in Greensboro, NC. This involves selecting members for competitions and also preparing for academic testing in December. Beta Club is very excited to represent Hawbridge and hope to do well!

We have several upcoming school trips, including Mr. Greenberg's AP Environmental classes going to the UNC Cogeneration Power Plant, Ms. Estrada's Spanish 1 classes going to the Eddy's Pub for Day of the Dead festivities including cupcake decorating, Ms. Anderson's Honors Horticulture class is going to the Mellow Marsh, and Student Council officers will be attending the LEAD conference in Washington, DC.

Fall sports have been wrapping up and now we are gearing up for winter sports. Basketball will start next week.

We've made it through the first quarter--most teachers had two full, successful days of conferences, and this week we started strong with the second quarter. The faculty has noted the EC department's workload due to understaffing and appreciate all the hard work that our EC teachers are doing. Faculty members have also noted the huge job that our student services professionals are doing (Tiana for MTSS, Emily, Logan, and Zoe) and often noted that it would be wonderful to "have another" of them. Finally, faculty have expressed a desire to continue the efforts to increase diversity in our staff.

C. Board

■ Committee Updates

a) Governance (R. Lynch)

The governance committee met on October 10, 2023. The committee reviewed information about the procedures for updating the bylaws. Ted Teague agreed to create an initial working draft of bylaw updates to share with the full board. The committee agreed to continue working with Donna Rascoe on best practices for bylaw updates. The committee reviewed the proposed parental leave policy. The committee is in agreement that the school should opt into this policy and plans to present it to the full board on the next monthly meeting. The committee also began discussion around the evaluation process of the directors. The committee determined that it makes the most sense for Jennifer to

work on Cameron's evaluation (as she is not a board hire) with the support of the board. Jennifer shared her self evaluation and goals with the committee to help move forward with the evaluation process. Renee agreed to work on drafting documents that will show growth and progress towards these goals over the school year. The committee also discussed a proposal to create a policy around large contracts/purchases. Ted agreed to work with Cameron on drafting language to present to the committee.

b) Strategic Planning (S. Abernethy)

Met October 10, discussed doing 1 year, 2 year, 5 year plan to allow seeing growth. This year engagement and growth – faculty and staff participation to get their greater vision, and to promote more engagement with kids in Upper and Lower Schools. First step to survey staff, asking how long they've been with Hawbridge, would they recommend teaching at Hawbridge to other teachers, why do you teach here, how can we support you, what works, what needs improvement. Looking at 2 to 5 years out, focusing on financial sustainability, administrative growth, student diversity, faculty and staff diversity, nutrition and transportation solutions for students, competitive and consistent compensation, employee engagement, student engagement.

c) Board Selection (K. Watson-Ormond)

Has not met, but set standing time for next month's meeting. Still working on identifying PASTA representative. The Board discussed how PASTA works.

d) Finance (J. Buck)

The Finance Committee met on October 17, 2023. Fall Fest cleared a solid profit, but hard to tell actual attendance. Didn't make as much money as last year's fest (approx. \$9,300). This year's profit will be around \$6,000. The Committee identified potential members of public to join the Committee. Starting to plan for fall capital fundraising campaign, and to think about a 25th Anniversary celebration for The Hawbridge School.

e) Hiring Committee (R. Lynch)

The hiring committee met on October 16, 2023. The committee reviewed the immediate mission and goals and drafted a commission to share with the full board. The committee reviewed the Lower School Director job description used in the last hiring process and representatives from each stakeholder group shared their thoughts on edits. The committee determined that the overall

job description needed simplification and a more “Hawbridge” feel. Renee and Alex agreed to work on a video that could be hyperlinked in the document that would give potential applicants an idea of the Hawbridge culture. Filming for this video took place on Tuesday, October 25th and the committee expects to get footage back from the videographer in the next week. The committee also discussed the timeline for the hiring process and decided on the following:

1. Revise the job description and share with the full board by 11.06.2023.
2. Take into account suggested edits and make final revisions by 11.17.2023.
3. Post the job by 11.20.2023. Jennifer Shelton noted that over the Thanksgiving break folks tend to look at job listings, so the timing is great. The committee agreed to post the job “until filled” rather than setting a specific deadline for hiring. Emily Martin agreed to research new places where the job can be posted and present these ideas to the committee.

■ **Treasurer’s Report (A.Rose)**

We are a quarter of the way through the school year as of September 30th. Approximately 18 percent of revenue and 24 percent of total non-surplus expenses have been recognized to date. Total expected annual revenue is subject to change as the funding per ADM amounts have still not been finalized. The revenue recognized to date is lower than expenses due to the fact that county funds are not distributed at the start of the year; the first distribution of county funds typically occurs in October. There are no concerns to bring to the attention of the board related to September revenue or spending activity.

M.Glancy asked about investment of surplus funds. C.Ratliff is investigating options.

VII. New Business

A. Approval of Parental Leave Policy

This policy already exists at Hawbridge, and staff do already receive eight weeks of paid parental leave. The only change that we are voting on is that the state is giving the school the option to receive financial reimbursement for the funds used to pay for substitute teachers while regular staff are on parental leave. We need to agree as a full board to opt into this in order for the school to receive reimbursement.

Question of what happens if teacher has child during the summer break.
J.Shelton said she didn't have a ready answer at this time.

Upon a motion duly made, the Board unanimously voted to approve the revised Parental Leave Policy.

B. Receival and Acceptance of School Audit

Upon a motion duly made, the Board unanimously voted to receive and accept the school's financial audit.

VIII. Closed Session To consider confidential Matters pursuant to N.C.G.S. §§143-318.11(a)(1).

Upon a motion duly made and seconded, the Board unanimously voted to move into closed session at 6:48 PM. Upon a motion duly made and seconded, the Board unanimously voted to move to open session at 6:53 PM.

IX. Adjourn - Upon motion duly made, the Board voted to adjourn at 6:54 PM.



The Association for the Advancement of Education, DBA, The Hawbridge School
Directors' Monthly Board Report
October 25, 2023

Enrollment

20-day ADM: 600

Grade Level	Active Enrollment		Withdrawals since last board meeting	2024-2025 applications (Lottery opens November 1)
Kindergarten	33		0	
1st grade	33		0	
2nd grade	34		0	
3rd grade	35		0	
4th grade	43		1	
5th grade	45		0	
6th grade	41		3	
7th grade	58		0	
8th grade	48		1	
9th grade	57		0	
10th grade	70		0	
11th grade	62		0	
12th grade	40		0	
Total	599		5	

Personnel

Current Vacancies: EC Teachers

New second grade teacher began on Monday, October 23.

Compliance Reporting

- Beginning Teacher Support Plan 5-year audit is Thursday, 10/26. This audit ensures that we are following the BTSP plan in the Board Policy Manual.
- Annual audit is due to DPI on October 31.

Dean of Students Report

Attendance

Month	Attendance letters sent	Attendance meetings held	Attendance contracts issued
August	2	0	0
September	42	2	0
October	57	7	0
November			
December			
January			
February			
March			
April			
May			
Total			

Behavior

Month	In School Suspension	Out of School Suspension	Behavior Referrals LS/US
August	0	0	12 / 4
September	1	3	11 / 29

October	2	1	11 / 17
November			
December			
January			
February			
March			
April			
May			
Total			

Business and Operations Report

Facilities: LS fire system -- Pinnacle installation is in process and will be completed over Thanksgiving with a final removal of old equipment over winter break.

The security system is still in process of being commissioned. By 11/1 we should have emergency procedures programmed. The cameras and door security are operational with a few technical issues to iron out. The system is robust.

Health/safety: extreme crisis refreshers complete for both buildings from sheriff's dept -- next step is for health and safety teams to meet and discuss specifics for our facilities for improved and memorialized procedures.

Fundraising: \$6k est net from Fall Festival with a goal of \$25k leaves \$19k to raise. Goals: approx even split b/w outdoor recreation and support for gardens at US and playground at LS. Committees at both facilities are established to develop plans with faculty feedback and guidance from community expertise. Working on placing signage and benches promised to larger donors last year during this period to acknowledge those gifts.

Important Dates for Next Month:

November 10: Veterans Day (no school)

November 20-24: Thanksgiving week (no school)