



The Association for the Advancement of Education, DBA The Hawbridge School
Board of Directors Meeting
Draft Minutes
Wednesday, September 27, 2023, at 6:00 p.m.
Huth Commons

- I. **Call to Order** - 6:06 PM
- II. **Roll Call**
Attending Board Members:
Renee Lynch (Chair), Ted Teague (Vice Chair), Josh Horton (Secretary), Sara Abernethy, Dylan Bondy, 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), Jennifer McDuffie (Upper School Faculty Representative); Emily Martin (Dean of Students)
- 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 August 2023 meeting minutes were approved.
 - B. **Future Meeting.** Upon a motion duly seconded, the Board set the next meeting for Wednesday, October 25, 2023, at 6:00 p.m.
- 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. J. Shelton noted that the ADM for the first 60 days was 600, while actual enrollment is 604. State testing results "exceeded growth" standards for the year. Hawbridge has job postings for EC teachers; however, there's a statewide shortage largely connected to the legal requirement that EC

teachers be certified. Disciplinary referrals are up from prior years and are concentrated in three grades.

C.Ratliff added that Hawbridge received a Whole Foods grant for \$3,000 for building the horticulture program. The planned grass amphitheater at the Upper School should be installed in October.

B. Faculty Representatives

■ **Lower School Representative (G. Kapity)**

The written report is annexed unto these minutes.

■ **Upper School Representative (J. McDuffie)**

The written report is annexed unto these minutes. J.Horton asked what “bridge time” is, and J.McDuffie explained that bridge time is instructional support time at the end of the day. It is used for meeting time for clubs, once a week for honors classes, for extra support from teachers, to make up tests and quizzes, peer tutoring, etc. J.Horton asked what “BETA Club” is, and she explained that it is an honors society requiring high academic standards, good community involvement, and a nomination from a teacher to participate.

J.McDuffie invited Board input on improving reporting from Faculty Representatives. R.Lynch said that if faculty has any desire to report on the “state of the faculty,” the Board would be happy to hear it.

C. Board

■ **Committee Updates**

a) Governance (R. Lynch)

The Governance Committee met on September 12th. We established our commission goals, that document is in the committee folder and is in alignment with board approved annual goals. Ted shared that he and Kemp are working on a draft for a gift acknowledgement document for the land donors of the Upper School land. The committee discussed the goal of updating board bylaws by the end of the year. The committee agreed that it is important to provide transparency to all stakeholders throughout the process of bylaw revision. Jennifer shared that DPI has adopted a new process for bylaw changes and is planning to look into what that means for the committee's work. The committee reviewed the Policy Manual. School administrators requested the addition of a policy regarding contracts and large purchases made by the school. Jennifer and Cameron agreed to work on a draft that aligns with their respective daily duties. The committee discussed new policy changes outlined by the state. Renee is

working with the school's attorney to best understand what these new policies mean for Hawbridge and the board, and what the timeline for implementation will look like. The committee reviewed the Parent/Student Handbook and the Employee Handbook. Both are up for approval by the full board in tonight's meeting. The committee shared insurance documentation showing the school's compliance with DPI requirements and the current school charter.

b) Strategic Planning (S. Abernathy)

The Committee met on September 21, and consists of Sarah Abernathy, Josh Horton, Jonathan Farmer, Emily Martin, and Luke Weingarten (Parent Representative). The main task was ensuring everyone is on the same page. J. Farmer gave overarching goals as a faculty member, including ensuring everyone is in the loop and no one is excluded. Other goals for the Committee include making strategic planning fun, and in the short term, to set a spectrum of short, middle, and long term goals, and ensure that the goals are measurable. The Committee agreed to reach out to prior Committee participants to see if they would like to reengage.

c) Board Selection (K. Watson-Ormond)

The Board Selection Committee has not met yet. The Committee needs a PASTA representative - this could be promoted through the Friday Updates email blast. Faculty representatives are Keirca Kimble and Danny Moore. Plan is to have the first meeting to identify a PASTA representative.

d) Finance (J. Buck)

The Finance Committee met on Wednesday, September 20. The Committee spent time on getting a general overview and education on fundraising efforts and results from recent years, as well as learning about various projects and potential projects that could benefit from fundraising support, and the relationship between school fundraising and PASTA efforts. The Committee broadly considered the strategies and goals for '23-'24 fundraising and '24-'25, and further discussed the process and potential candidates for non-board member spot on the Committee.

This year the capital fundraising goal is \$25,000, to include Fall Fest profits. Fall Fest staffing and supply needs were discussed.

D.Bondy asked if it is possible to create a shared Board Calendar for events.

■ **Treasurer (R.Lynch on behalf of A.Rose)**

As of the end of August, we are 17% of the way through the fiscal year. As of today, DPI has not yet finalized the funding amount per ADM or per EC ADM. DPI has advised schools to use an estimate of \$6,439 per ADM, which is \$111 higher per student than was budgeted. A placeholder has not been recommended by DPI for funding amount per EC ADM. Hawbridge's final ADM (headcount) for this year is 600 excluding EC students. This is 20 less students than the budget anticipated. The total impact to the budget will not be known until the funding per ADM amount is finalized; using the estimate of \$6,439 the school will experience a revenue shortfall of approximately \$60,000 within the State Funds line item.

The working budget has been updated to reflect the impact of various anticipated expense reductions, such as one less monthly mortgage payment transfer occurring this fiscal year (due to being transferred early in June of 2023) and lower salaries. These anticipated expense reductions are greater than the anticipated revenue shortfall.

Overall, the expenses are tracking largely as expected, including use of surplus funds for capital improvement projects that were discussed previously (e.g. HVAC, security system improvements and corresponding 10 year licenses). As of the end of August, there are three areas which may exceed budgeted amounts given year-to-date expense:

- (1) building maintenance, furniture, infrastructure currently at 30% of budgeted expense
- (2) instructional supplies currently at 41% of budgeted expense
- (3) contracted - legal currently at 42% of budgeted expense

These expenses will be monitored and concerns will be raised to the board in the future if necessary.

VII. Unfinished Business

A. Hiring Committee (R. Lynch)

R.Lynch recited past composition of the Committee for hiring the Lower School Director, including the Board Chair, Vice Chair, plus an additional Board member, 2 Lower School faculty, the Dean of Students, and the Upper School Director. Upon a motion duly made and seconded, the Board unanimously approved using this composition for the Committee.

J.Shelton outlined the process that was used previously. There were six zoom interviews, followed up by three in-person meetings with the administration, plus a community meeting where the Hawbridge community at large could ask questions. Following this, the Hawbridge community was given a survey to

collect information and impressions. J.Shelton managed the data last time. The work of the Committee was largely asynchronous in the past, but also included a couple of meetings that took a couple of hours to conclude. R.Lynch said that last time the Committee had a strong desire to not have a sense of urgency but to take the time needed to make wise decisions. J.Shelton offered to solicit interest for recruiting Committee members among faculty. Johnny Buck was selected to be the additional Board member on the Committee.

VIII. New Business

A. Approval of 23/24 Parent-Student Handbook

As presented in Board materials, annexed unto these minutes. Attendance policy/discipline procedures once voted by Board will be Board policies.

S.Abernathy desired inclusive language be used in the student handbook in the future.

Upon a motion duly made and seconded, the Board unanimously approved the 23/24 Parent-Student Handbook as the official policy of the Board.

B. Approval of 23/24 Employee Handbook

Upon a motion duly made and seconded, the Employee handbook was adopted as the official policy of the Board.

IX. 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 7:23 PM. Upon a motion duly made and seconded, the Board unanimously voted to move to open session at 8:18 PM.

X. Adjourn - Upon motion duly made, the Board voted to adjourn at 8:18 PM.



The Association for the Advancement of Education, DBA, The Hawbridge School
Directors' Monthly Board Report
September 27, 6pm

Enrollment

2023-2024 ADM: 600

Grade Level	Active Enrollment	Target Enrollment		2024-2025 applications (Lottery opens in November)
Kindergarten	33	34		
1st grade	33	34		
2nd grade	34	36		
3rd grade	35	36		
4th grade	44	44		
5th grade	45	44		
6th grade	44	44		
7th grade	58	66		
8th grade	49	48		
9th grade	57	66		
10th grade	70	66		
11th grade	62	66		
12th grade	40	40		
Total	604	624		

Academics

State Testing Results, Spring 2023

The Hawbridge School EXCEEDED GROWTH for the year. Breakdown by subject:

Subject	← Year	← Grade	Growth Indicator	
EOG Math – Gain	2023	4	↘ Meets Expected Growth	
		5	✓ Meets Expected Growth	
		6	↗ Meets Expected Growth	
		7	↗ Exceeds Expected Growth	
		Across Grades	↗ Exceeds Expected Growth	
EOG Math – Predictive	2023	8	↘ Meets Expected Growth	
EOG Reading – Gain	2023	3	↘ Meets Expected Growth	
		4	✓ Meets Expected Growth	
		5	✓ Meets Expected Growth	
		6	↘ Does Not Meet Expected Growth	
		7	✓ Meets Expected Growth	
		Across Grades	↘ Meets Expected Growth	
EOG Reading – Predictive	2023	8	↗ Meets Expected Growth	
EOG Science – Predictive	2023	5	✓ Meets Expected Growth	
		8	✓ Meets Expected Growth	
EOC Biology	2023	N/A	↗ Exceeds Expected Growth	
EOC English II	2023	N/A	↗ Meets Expected Growth	
EOC Math 1	2023	N/A	↗ Exceeds Expected Growth	
EOC Math 3	2023	N/A	✓ Meets Expected Growth	

To see our growth history, visit

https://ncreports.ondemand.sas.com/src/school?school=01D000&year=2022&residing_district=010LEA

Personnel

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

Dean of Students Report

Attendance report as of 9/22/23

Month	Attendance letters sent	Attendance meetings held	Attendance contracts issued
August	2	0	0

September	42	2	0
October			
November			
December			
January			
February			
March			
April			
May			
Total			

Behavior as of 9/25/23

Month	In School Suspension	Out of School Suspension	Behavior Referrals LS / US
August	0	0	12 / 4
September	1	3	11 / 29
October			
November			
December			
January			
February			
March			
April			
May			
Total			

Business and Operations Report

Updates will come from the Finance Committee

Important Dates for Next Month:

10/17: Last day of first quarter

10/18-10/20: Parent-teacher conferences (no school for students)

10/23: First day of second quarter

Lower School Instructional Report - Gretchen Kapity

Progress reports were sent home on Sept. 15. Quarter 1 report cards will be sent home mid October, followed by conference days.

I wanted to highlight a few upcoming events that we are preparing for, that we invite board members to attend if you are around Saxapahaw those days.

Every Monday 8:05-8:20ish, the whole Lower School meets on the playground for a school-wide community meeting. Classes sign up to lead meetings and share an activity with the group. It has been a lot of fun to see what people come up with and it has been a great initiative this year to develop the Lower School's culture.

September 29th from 8:30-9:15 our first grade classes will have their annual puppet show in the amphitheater. You can also take a peek at their lovely garden bed they have planted at the top of the amphitheater. They have been working with Mr. Harry!

Classes in the lower school have been working on Hispanic Heritage Month projects. Projects will be displayed throughout the week of October 9th in the hallways, you are welcome to come and see what they have been learning! Our culminating assembly on **Oct. 13 at 1 p.m.** in the amphitheater which you are welcome to attend! Some classes are preparing dances and songs to share with the school.

Also that week, on **October 9th**, the Eli Whitney Fire Department will be set up all day to do Fire Safety training with our K-6 students, since it is National Fire Prevention Week. We are grateful for this community collaboration!

US Faculty Report - 9/27

Activities are definitely in full-swing at the Upper School!

Riley Hoffmeier, a 10th grade student has begun a monthly canoe clean-up on Saxapahaw Lake. This initiative began as a Biology project and has developed into a community activity in which students and families from both the Upper and Lower Schools have participated. This is definitely Place Based Learning at its best!

Hispanic Heritage Month began on September 15 and the Beta Club hosted a door decorating contest between Bridge classes. We are anxiously awaiting the announcement of the winner. We are also getting ready for the Fall Festival, in which a number of clubs and teachers plan to participate through hosting booths and volunteering.

Many teachers have also planned field trips. Classes have visited ACC for the CACRO College Fair, done lots of canoeing, and will be heading to Alamance Battlefield and to the Paramount Theater for the SpongeBob Musical. Additionally, Mr. Lipscomb has begun the Hawbridge Outdoors program with several upcoming camping and biking opportunities for students.

Hawbridge Sports have been very active as well. Soccer, Middle and High School Volleyball, Dance, and Middle and High Cross Country have had events nearly every week. We are very happy to share that Daniel Ayers has returned to Hawbridge to serve as the Cross Country coach!

The Instructional Council has met with teachers to discuss how to best use our Bridge time and we are establishing shared norms at both the Middle and High School levels. Additionally, we have formed a committee to begin the process of setting up clubs for students, which will begin early in the second quarter. That committee's first meeting will be tomorrow afternoon.