



The Association for the Advancement of Education, DBA The Hawbridge School
Board of Directors Meeting Minutes
Wednesday, January 24, 2024, at 6:00 p.m.
Upper School

I. Call to Order 6:02 PM

II. Roll Call

Attending Board Members:

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

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 seconded the Board approved the Proposed Agenda as the Agenda for this meeting.

IV. Public Comment – No public comments were offered.

V. Consent Items

A. Approval of Previous Meetings' Minutes

Amanda Rose noted that the proposed draft of the minutes stated that she was present at the last meeting, when she was not present.

Upon a motion duly seconded, the proposed December 13, 2023 minutes were approved with the revision of removing Amanda Rose from being in attendance.

B. Future Meeting: Wednesday, February 28, 2024 at 6:00pm

VI. Reports

A. **Directors** (J. Shelton/C. Ratliff)

The Directors presented their report, which is annexed unto these minutes.

B. Faculty Representatives

■ Lower School Representative (G. Kapity)

We have continued our school-wide community building meetings on Mondays. We enjoy each class having leadership opportunities and sharing activities/songs/information with the whole school. This week Mrs. Gribbin's wildflowers shared their morning song with us all.

We are in the planning stages of a lot of Spring events for the school year, including Black History Month, Earthday, and our EOY Celebration.

Our Black History Month celebration will take place on Feb. 27 with guest speaker James Shields sharing with students about African music. Teachers have already been doing a lot of work teaching students about important topics related to diversity and racial equity beginning with MLK day.

A committee of K-4 teachers has formed to explore options for a k-4 math curriculum that would provide more cohesion between grade levels while still allowing room for teacher autonomy. All teachers are completing peer observations this quarter.

2/27	Black History Month Celebration
3/8	Career Day 8:30-10:30
3/28	4th Grade Wax Museum
4/11	Art Show 3:45-6
4/19	Earth Day Celebration (tentative date, set in February)
4/24-4/25	5th Field Trip to DC
4/3-4/5	6th Field Trip to Earthshine Lodge

■ Upper School Representative (K. Kimbel)

The IC Reps have been working on a few things lately—Securing an artist in residence and planning for our ACT day on February 27th.

Running club will be starting in late February.

The middle school student council is hosting a D&D night this Friday after school. High School Student council is currently working on plans for the winter formal dance on February 16th and getting ready to participate in the polar plunge (with Beta) on February 23rd in order to raise money for the Special Olympics.

Zoe Nahatis and Logan Robertson have been working on plans for Career Day and 6th Grade Shadow Day.

The Hawbridge Beta Club has earned the All Star Service Award for 2023-2024 after hitting the 450 service hour completion mark. They will be receiving a Congratulatory letter, All Star Service Pins for each member, and a plaque for the club. Beta Club members will be at State Convention in Greensboro on Friday! Individually some completed online testing in the areas of English, Math, Spanish and Agriscience. Others completed online testing in the areas of Quiz Bowl, Book Battle and Musicology. Beta will also

submit projects in person for the following competitions: Apparel, 3D Design, Art (Painting), Trading Pin, and Service Learning Showcase.

Sports update from Champion: Basketball season is coming to an end next week. Flag football will be starting sometime in March.

Ms. Danford is well underway with play rehearsals for the spring production of *The Wizard of Oz*.

C. Board

■ Committee Updates

a) Governance (R. Lynch)

Our committee met on January 9th. We discussed the drafted Land Donor Recognition Letter (thank you Kemp for your work on this!). Ted is continuing to work with Kemp on edits before we share with the full board for approval, and then send to the land donors.

Our committee reviewed and agreed upon a proposed Large Purchases Policy. We are bringing that policy to the full board for approval as a later agenda item at tonight's meeting. We also began discussion around drafting a Gym Rental Agreement in response to community members requesting to rent the space. In this discussion we expressed a need for: staff presence at gym events, a security deposit and proof of insurance or a waiver, cleaning fee, and facilities use agreement. We look forward to providing updates on this next month.

We are also making progress with the US Director Evaluation. I met this week with Megan (from last year's evaluation committee) to gather insight. I have also met with our director to discuss goals, self-reflection, and overall progress. I will plan to share progress at the next month's meeting in closed session for employee confidentiality purposes.

b) Strategic Planning (S. Abernethy)

The Committee met January 17, and the next meeting is February 13 (virtually). We discussed the Spring Fundraising Event, and trying to create a more distinguished plan with that, with the hope to have the event occur around Earth Day. We are working hand in hand with finance on that. We are continuing to work with PASTA on the "No Fuss" Fundraiser next month. We talked about and continue to research fundraising in general (e.g., monthly sustainer donations). We are working on messaging for large dollar donations. Emily is working on the Comprehensive School Climate Inventory (from Colombia University) in order to get input from the broader community – we don't know the questions that will be asked in advance. The Inventory will be conducted with a hands-off approach and will go to everyone (students, parents, teachers, admin). We want one comprehensive evaluation, and there will be more info to come. The goal is to finish the inventory in late spring with results reported in early summer.

Additionally, the Committee considered the possibility of doing an exit interview for seniors, as it would be interesting to get their feedback.

c) Board Selection (K. Watson-Ormond)

The Committee met last night. It reviewed timeline and details from the Bylaws. The Committee discussed skill sets and roles to be filled over the next year and the next three years. Data collection was discussed, as well as the benefit of Board members with experience in HR, and organizational leadership. The Committee reviewed the prior year's application and discussed whether and how to revise the application. The Committee's next meetings are February 13 and February 27, in order to have revised Application considered for individual Board member input and a final version ready by February 28. It would be helpful to know if current Board members with expiring terms are going to reapply for a position.

D. Bondy informed Board Members have opinions they'd like to share about the application process, they should share them with K.Watson-Ormond or D.Bondy. He said that the committee was considering lowering the barrier to entry and focusing on the things that are most valuable, discussed potentially even having a simple first application with the possibility of a supplemental ask for additional information.

d) Finance (J. Buck)

The Committee met January 17, and reviewed the budget, and discussed the Spring 25th Anniversary Celebration. The big picture plan is to have both Fall and Spring festivals every year, with the 25th Anniversary Celebration being the first Spring fundraising event. Also discussed was the investment plan for the school – the school has some liquid cash that has been in bank accounts, and the Committee is investigating whether there are ways to hold the funds that generates more interest while not incurring substantial risk. Information was received that Hawbridge needs to have an investment policy before a fiduciary wealth advisor would be willing to work with us. The Committee intends to develop a draft investment policy for consideration by the Board. Finally, the Committee has yet to fill the public committee member seat, though J. Buck has another prospect identified for the seat.

The Committee's next meeting is February 20.

e) Hiring (R. Lynch)

The Hiring Committee has been collecting application documents since the job posting went live in November. We have a total of 15 candidates at this time and have been working asynchronously to review them as they came in. I have worked to consolidate applicant experience and qualifications into a scoring grid to allow us to narrow down candidates. The experience/qualifications highlighted are those that the committee specifically expressed a strong need for in the job

description/job posting. Our committee is scheduled to meet tomorrow to finalize a timeline and process for moving forward. We are confident that, much like the previous hiring process, there will be opportunities for faculty and parent stakeholder involvement.

■ **Treasurer (A. Rose)**

As of the end of December we were halfway through the fiscal year. To date, we've recognized 49% of anticipated revenue and 51% of anticipated non-surplus expenses.

In the month of December, we received approximately \$86K of state supplemental funds for teacher compensation which were not in the budget. Those funds were distributed to teachers in December.

There are three expense items that we are working through increasing the working budget projections for:

- (1) building maintenance, furniture, infrastructure,
- (2) technology and
- (3) contracted legal,

all of which are outpacing initial expectations, though there may be some discrepancies as to where certain costs are reflected. A review of costs within the building maintenance line item should be completed by the next board meeting and I expect to have revised working budget figures at that time. Assuming reasonable and known increases in these three expense items, we are tracking in line with the board approved budget for surplus for the year after adjusting the initial budget for the security system capital improvements.

VII. New Business

- A. **Large Purchases/Contracts Policy.** C.Ratliff drafted a large purchases/contracts policy, included in the materials presented to the Board. The policy's intention is to create checks and balances in large transactions. A.Rose recommended the Board table the policy while the Governance Committee, with advice from A.Rose, revises the draft policy to consider including triggers that are cumulative (rather than single transaction) over a reasonable period of time. The Committee will redraft the policy with input from A.Rose and the remainder of the Board before the next Governance meeting (February 9).
- B. **BOD Mid-Year Communication.** R.Lynch discussed the mid-year communication that the Board sends out. She'd like to cover S.B. 49 with input from Committees, and also would like to have a section on restorative practices guidance and information. She would like to have Emily speak to the Board to inform the communication.
- C. **Open House.** Board Volunteers (Feb 6th, 5:30-7:30pm) needed.

VII. **Closed Session** – No closed session.

VIII. **Adjourn** - 7:42 PM



The Association for the Advancement of Education, DBA, The Hawbridge School
 Directors' Monthly Board Report
 January 24, 2024

Enrollment

20-day ADM: 600

Grade Level	Active Enrollment	Withdrawals since last board meeting	2024-2025 applications (Lottery opened November 1)
Kindergarten	33	0	94
1st grade	32	1	32
2nd grade	34	0	29
3rd grade	35	0	27
4th grade	42	0	16
5th grade	44	1	21
6th grade	38	1	31
7th grade	58	0	21
8th grade	47	0	16
9th grade	53	3	33
10th grade	66	1	8
11th grade	62	0	14
12th grade	39	0	1
Total	583	7	343

Currently working on the 24-25 school calendar to present at the February board meeting.

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	33	3	0
December	27	5	2
January	50	12*	1
February			
March			
April			
May			
Total			

*12 meetings in progress, not yet held

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	0	0	30 / 13
December	2	1	16 / 12
January	0	1	8 / 7
February			
March			
April			

May			
Total			

Restorative Practices

Training for parents was held on Wednesday, January 10. Roughly 30 parents were in attendance.

Training for faculty and staff occurred on Tuesday, January 16, from 8:30-12:00.

Lower School Mid-year Literacy Benchmark Report

Teachers in K-3 have been completing MOY (middle-of-year) assessments in literacy, in compliance with State requirements. Grades K-2 have completed their testing. The tests assess age-appropriate phonemic awareness, real and nonsense word decoding, oral language, reading fluency, and basic elements of comprehension.

Teachers administered a baseline assessment at the beginning of the year; at that time, across grades K-2, 51% of students were measuring at or above benchmark. At midyear 61% of students measured at or above benchmark. The assessment for midyear expects advancement to meet benchmark already, so this indicates noteworthy growth.

There are four designations our assessment tool uses: well below, below, at, and above benchmark. In further good news, 27% of students demonstrated enough growth to rise to the next designated level and 100% showed growth. Keep in mind that if a student is at the top level to start, of which we had many, they cannot jump to another level.

Hawbridge does not use these assessments to evaluate teachers; rather, individual teachers use this data to help them organize reading groups, determine which students need interventions, and even to differentiate instruction in individual lessons to elevate students' literacy where they need it.

Business and Operations Report

We will hold our second open house for the lottery on 2/6, 530-730. We are advertising again on 102.1 and adding 101.1 to appeal to a more diverse range of families.

Our fire panel upgrade is fully complete at the Lower School. This concludes the planned surplus expenses for renovations and systems upgrades the board approved in summer 2023.

Our Health and Safety Team convened this January. We will send our office managers to specialized crisis event (active shooter) training in March, and they will support staff training. In February/March, we will train key personnel on crisis prevention through behavior management and the permitted and correct use of restraint.

Red Dirt Construction will complete upgrades to the playground beginning in February.

Important Dates for Next Month:

February 19: Holiday (no school)

February 27: ACT (11th graders) with Black History Month activities for non-testing students

February 29: Lottery (4pm)

Large Purchases

Purchases greater than \$1,000 are approved by the Business Director, Lower School Director, and Upper School Director.

Purchases greater than \$10,000 are approved by the Board of Directors.

Generally, the Business Director seeks two quotations for purchases greater than \$10,000 where at least two suppliers are available for that service or product. The Board of Directors may request additional quotations or waive the requirement based on reporting from the Business Director.

Expense Approval

The Business Director shall review and sign off on reimbursement requests, credit card expenses, and bill payment requests. The Upper School Director shall sign checks associated with Upper School or joint expenses; the Lower School Director shall sign checks associated with Lower School.

If one of the three positions referenced above is vacant (Lower School Director, Upper School Director, or Business Director), the other two directors shall arrange a balanced procedure for temporary purchase approval and check signing and share with the Board of Directors.