



The Association for the Advancement of Education, DBA The Hawbridge School
Board of Directors Meeting Agenda
Wednesday, February 28, 2024, at 6:00 p.m.
Huth Commons - Lower School

I. Call to Order – 6:05 PM

II. Roll Call

Attending Board Members:

Renee Lynch (Chair), Ted Teague (Vice Chair), 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. Student Intern Presentations Hawbridge Upper School students Alex Buckmaster, Ryan Cobb, Maya Crumpton, and Leo Vanover gave presentations to the Board about their student internship experiences. The Board thanked the students for sharing their experiences with the Board and the invaluable perspective that they provided in so doing.

VI. Consent Items

A. Approval of Previous Meetings' Minutes

Upon a motion duly seconded, the January 2024 minutes were unanimously approved.

B. Future Meeting: Wednesday, March 27, 2024 at 6:00pm at Upper School.

VII. Reports

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

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

B. Faculty Representatives

■ **Lower School Representative (L. Wilder)**

The Lower School Representative presented their report, which is annexed unto

these minutes.

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

The Upper School Representative presented their report, which is annexed unto these minutes.

C. Board

■ **Committee Updates**

a) Governance (R. Lynch)

Our committee met on February 27th. We discussed revisions to the Purchases/Contracts policy and plan to present that later this evening to the board for a vote. We continued discussion around the process for evaluating our Upper School Director. At this stage in the process we are finalizing plans for soliciting stakeholder feedback. We plan to share more detailed information in closed session as information about specific employees is confidential. (**§143-318.11. Closed sessions.** (6) *To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee.*) Our committee also revisited conversations around establishing a gym rental agreement for use of the US gym. When building the gym we made a commitment to help serve our community with the space, and the extra rental funds definitely wouldn't hurt. The committee determined that the scope of the work is beyond our bandwidth at this time. We are asking the full board if there is interest in serving on an ad-hoc committee to take on this work. Finally, our committee reviewed the current employee leave policy. There are a few teachers who have exceeded their leave time for the school year and a few more who are approaching the limit. Our committee is working to review these policies to ensure that we are serving our faculty in the best ways that we can within our means.

b) Strategic Planning (S. Abernethy)

Met Feb 13, next meeting march 26 5:30 virtual. Discussed the spring fundraising event . Asked the question, what does activating the community look like? In hopes that we can be thoughtful for the Strategic Plan. Decided to table an event because we had the realization that there was not enough time to do it properly. Also had a mission check to see where we were in creating a cohesive plan that serves the next 2 to 5 years. Looking forward to the comprehensive inventory in Spring. Plan to give an overarching but thoughtfully detailed report by year's end, a first draft of the plan and by August to have the plan complete.

Support PASTA's no fuss fundraiser in March. Took a look at 10th grader in-person feedback versus what they said on the online survey – that information is available.

R.Lynch commented that having feedback was one thing, while drafting the plan was fraught, for the aborted planning process last

Board year, and asked what the Committee plans to do for actually drafting the plan. S.Abernathy said that a preliminary rough draft strategic plan has been drafted and is available for Board review, and the Committee is going to take care to be transparent in the finalization of the draft plan. Community survey going out in April.

c) Board Selection (K. Watson-Ormond)

The Committee met twice since last meeting, on the 13th and 27th of February. There is now a proposed final version of the application. The Committee would appreciate feedback from Board members on the application. It would be ideal if the Board application can be posted next week. Committee suggests mid-April as the deadline for receiving applications. This would afford applicants 6 weeks to apply.

d) Finance (J. Buck)

The Committee met February 20 and welcomed the Committee's newest member, Ben Miller, a community member. We reviewed the school's budget with the Treasurer, A. Rose.

Guest Lynn Pierce presented an update of school maintenance needs, and we had a forward looking discussion of the maintenance budget in light of deferred maintenance at the Lower School that needs to be addressed, likely future maintenance needs, as well as the increased cost of maintaining systems at the Upper School.

We discussed setting up the Fall fundraiser as well as other future fundraising events.

The Committee discussed an investment plan, but tabled approval of a formal investment plan, and focused on instead crafting an investment resolution for the Board to consider adopting that would move cash surplus into money market accounts that generate more interest while maintaining liquidity. J. Buck presented the Committee's proposed investment resolution to the Board for adoption:

Whereas, The Hawbridge School shall continue to operate and provide services to its community;

Whereas, the authority to contract with financial brokerage firms shall be needed in order for The Hawbridge School to continue to maximize financial revenue;

Now, therefore, be it resolved that the Board of Directors of The Hawbridge School hereby authorizes the Jennifer Shelton, Upper School Director and/or Business Director, to act on behalf of The Hawbridge School in entering into agreements with financial brokerage firms to invest a total of up to \$1,000,000 into money market accounts that offer interest rates clearly superior to the current checking and savings accounts that are used for such funds; and to sign for and perform any and all responsibilities in relation to such agreements.

Upon a motion duly seconded, the foregoing resolution was unanimously approved by the Board.

e) Hiring (R. Lynch)

The Hiring Committee met on January 25th. Through intentional discussion we narrowed down our 15 candidates to a top 5. Those candidates were then invited to attend virtual screening interviews with the committee. Those interviews were conducted over the past two weeks. We are in the process of scheduling our next meeting to further narrow our search down to the finalists who will be brought in for in person-formal interviews and subsequent presentations/Q&A sessions that will be open to parents and LS faculty. We are delighted to have such highly qualified candidates and are looking forward to seeing the process through!

K.Ormand-Watson asked about the ideal number of final candidates. The Committee has determined that 2-3 finalists is ideal.

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

As of January 31st we were 58% of the way through the year and had recognized 57% of projected revenue and 59% of total non-surplus expenses. There were expected updates to the working budget in January for technology and legal costs; no other unexpected changes were incorporated by the accountant.

A thorough review of building maintenance, furniture, and infrastructure costs is underway in an effort to predict these costs in the future to the extent possible. This review determined that groundskeeping costs had been misclassified in the budget this fiscal year. Corrected building maintenance costs (furniture and infrastructure vs. groundskeeping) are reflected in the January budget.

There are no concerns to raise to the board as a result of review of the January budget.

VIII. Unfinished Business

A. Large Purchases/Contracts Policy

A.Lynch presented the revised proposed Large Purchases/Contracts Policy to the Board. Said policy is annexed unto these minutes. The Treasurer communicated her approval in advance of the meeting.

Upon a motion duly seconded, the Board unanimously approved the Large Purchases/Contracts Policy was unanimously approved.

IX. New Business

A. Approval of 2024/2025 School Calendar

Upon a motion duly seconded, the Board unanimously approved the 2024/2025

School Calendar.

X. Closed Session

A. To Consider Confidential Matters Pursuant to N.C.G.S. §§ 143-318.11(a)(1), 143-318.11(a)(6), §115C-402, and 20 U.S.C. §1232g (FERPA)

Upon a motion duly seconded, the Board unanimously voted to move into closed session at 7:37 PM.

Upon a motion duly seconded, the Board unanimously voted to return to open session at 8:26 PM.

XI. Adjourn – Upon a motion duly seconded, the Board unanimously voted to adjourn at 8:26 PM.



The Association for the Advancement of Education, DBA, The Hawbridge School
 Directors' Monthly Board Report
 February 28, 2024

Enrollment

20-day ADM 23-24: 600

Target ADM 24-25: 620

Grade Level	Active Enrollment	Withdrawals since last board meeting	2024-2025 applications (Lottery opened November 1)	Slots available as of 2/29
Kindergarten	32	1	139	34
1st grade	31	1	43	6
2nd grade	33	1	39	6
3rd grade	35	0	37	5
4th grade	42	0	22	13
5th grade	43	1	28	8
6th grade	38	0	48	7
7th grade	57	1	29	12
8th grade	47	0	24	16
9th grade	53	0	41	27
10th grade	64	2	13	0
11th grade	61	1	20	0
12th grade	39	0	1	0
Total	575	8	484	134

Testing

ACT administered to all juniors on Tuesday, February 27.

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	46	6*	3
March			
April			
May			
Total			

**Attendance meetings should be held when a student reaches their 6th unexcused absence. There are too many students that meet this number, so I've prioritized students with the most (typically 15+) unexcused absences as compared to their peers.*

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	7 (partial day)	0	5 / 23
March			

April			
May			
Total			

Business/Operations

The work in the LS playground is partially complete: the terracing has been installed with two sets of stairs. We will have topsoil delivered to provide an earthworks activity for 5/6 grade students at their request. This week, Red Dirt will install swings and extend a balance beam to 3 beam lengths, and they will return to install climbing ropes, stairs, and an embankment slide on the gentle slope at the east end of the area in a few weeks.

We are almost complete with installation of a swale to quell significant erosion from the hill below the retaining wall at the US. We will add plant material to help hold the slope. This expense comes in at \$9500 (proposal discussed by Directors) and will be coded to landscaping.

The erosion was occurring because of water coming down the hill past the point at which the two drains installed at construction are catching water that feeds to the retaining pond below. It was dumping clay onto the parking spaces and threatening to destabilize the ground in that area.

Important Dates for Next Month:

- February 29: Lottery at 4pm
- March 14: Teacher workday
- March 18-22: Spring Break
- March 29, April 1: Spring Holiday

Lower School Board Report February 28, 2024
Lora Wilder

We are celebrating Black History Month! Lower School students enjoyed a presentation from James Shields. He taught the children about African American music, call and response, hambone, and spirituals sung by enslaved people to pass messages to one another as they worked. He is the Director of the African American Culture and History Center of Alamance County. Many classes will be able to view a Wax Museum provided by Mr. Champion's class at the Upper School on Thursday. Museum figures will tell the children about their accomplishments. On March 14th Third Grade students will go to the Greensboro Civil Rights Museum. On March 28 Fourth Grade will provide a Wax Museum.

On Thursday and Friday this week sixth grade students will shadow Upper School students in the morning. This opportunity is provided to assist in their transition to the Upper School next year.

The NC Teacher Working Condition Survey will be provided to teachers soon. The survey will determine how our teachers feel about school culture, instructional resources, facilities, safety, teacher retention, teacher leadership, community support and equity. The survey is 100% anonymous. All public schools complete the survey and the responses are made public.

Career Day will be March 8. Parents and community members will share with students what they do as community members and helpers.

Mrs. Robertson directed a play performed by Ms. Moore's Kindergarteners last Friday. It was called "The Rabbit Listened". It taught children about healthy social emotional responses in the midst of adversity. Mrs. Gribbin's class will perform the same play for their parents this Friday.

Classes are preparing to perform The Wizard of Oz with Upper School students. Lower school students will be Munchkins. Mr. Wells taught the children the songs and teachers are helping the children learn the choreography. Mrs. Kapity is assisting with costumes. We had rehearsal this week during our Monday Morning School Meeting. The performance dates are March 8-10.

Second grade classes cared for chicken embryos that hatched on February 21. The children shared what they learned with other classes at the Lower School by inviting them to visit and pet the chicks. The chicks were returned this afternoon. They will go to a farmer in Mebane who will allow them to live their lives out on the farm.

Upper School IC Report - 2/28

Our student clubs and organizations have been very active this past month! Here are a few highlights:

- Members of the Beta Club volunteered at the Special Olympics and sold "Soda Grams" as a Valentine's fundraiser.
- Members of the Student Council participated in the "Polar Plunge" to raise money for the Special Olympics.
- The Student Council also hosted winter formals for both the Middle and High School students.
- The High School Student Council is planning on hosting the talent show on April 25th in the gym, and Prom on April 26th at the Chairman's Retreat in Burlington.
- There will be a blood drive at the Upper School on March 12th from 10:00 AM-3:00 PM.
- The Spanish Honors Society inducted 19 new members - the largest induction class since the charter was founded in 2015.
- Spring club sports are also getting started with flag football and a new running club
- The theater department is in full-swing with its preparations for the spring production of The Wizard of Oz March 8-10.
- Ecology and Horticulture students have worked on projects around the school including the erosion control on the hill by the parking lot and continued work on the terraced garden.

Ms. Luther's Honors World History students competed in the regional National History Day with several advancing to the state competition after placing in their categories.

Ms. Nahatis is hard at work organizing Career Day, which will be held in the Upper School on March 7th.

Our first music residency with ELA classes will take place March 12-14.

The Upper School celebrated Black History Month attending assemblies with James Shields, a local historian and performer as well as many activities ranging from poster projects to wax museums within classes.

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.

Where ongoing purchases from the same supplier or service provider are made throughout the year totaling \$10,000 or more in a fiscal year, the Business Director shall maintain a list of approved vendors available for review by the Board of Directors at their discretion. The Business Director shall review the list of approved vendors and provide relevant updates to the Board of Directors at least once per fiscal year.

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.

Purchasing decisions made by the Directors and the Board shall include such considerations as cost, quality of deliverables, budgetary feasibility, and alignment between the school's and the vendor's values and practices.

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.

The Hawbridge School 2024-2025 Calendar

August 8-14 Teacher Workdays
August 12 LS BTS Night
August 13 US BTS Night
August 15 First Day of School

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 1-3 Winter Break
January 17 Last Day of Quarter 2
January 20 MLK Day- No School
January 21 Teacher Workday- No School
January 22 First Day of Quarter 3

September 2 Labor Day- No School
September 23 Teacher Workday- No School

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February 14 Teacher Workday- No School
February 17 Presidents Day- No School

October 15 Last Day of Quarter 1
October 16-18 Parent Teacher Conferences- No School
October 21 First Day of Quarter 2

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 20 Last Day of Quarter 3
March 21 Teacher Workday- No School
March 24-28 Spring Break
March 31 First Day of Quarter 4

November 11 Veterans Day- No School
November 25-29 Holiday Break

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 18-21 Holiday Break

December 20 Teacher Workday- No School
December 23-January 3 Winter Break

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 22 Senior Graduation
May 23 Last Day of School
May 26 Memorial Day- No School
May 27-28 Teacher Workdays- No School



Lower School
 1735 Saxapahaw-Bethlehem Church Rd
 Saxapahaw, NC 27253
 Phone: (336) 376-1122

Upper School
 1820 Saxapahaw-Bethlehem Church Rd
 Graham, NC 27253
 Phone: (336) 376-3277

Teacher Workday- No School for Students
Back to School Night
First Day/ Last Day of Quarter/ School
Parent Teacher Conferences- No School for Students
Holiday/ Break- No School
Senior Graduation