



The Association for the Advancement of Education, DBA The Hawbridge School  
Board of Directors Meeting Minutes  
Wednesday, March 27, 2024, at 6:00 p.m.  
Upper School Commons

**I. Call to Order – 6:04 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), 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. Student Intern Presentations**

Kristin Kozen introduced four student interns. Mary Allen, Senior, interned at auto mechanic and shared about the hard and soft skills, plans to get mechanic's degree. Philip Web, senior, haw river ballroom and studio one theater internships, learned show production, and working on the Sword of peace, going to UNCG. Rodrigo salazo engineer and electrician intern, plans to study EE at NC state.

**V. Public Comment** – No public comments were offered.

**VI. Consent Items**

**A. Approval of Previous Meetings' Minutes**

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

**B. Future Meeting**

Upon a motion duly seconded, the Board unanimously approved Tuesday, April 30, 2024 at 6:00pm at the Lower School, to accommodate Board member availability.

**VII. Reports**

**A. Director (J. Shelton)**

J.Shelton presented the combined Director's Report for the Lower and Upper Schools, a written version of which is annexed unto these minutes.

R.Lynch has heard complaints from parents who failed to get their enrollment paperwork in on time due to email going to spam. The Board had an extensive

conversation regarding the enrollment email and text notification system, including Board members' personal experiences with the same, and the real world practicalities that must be considered to equitably administer the process.

## **B. Faculty Representatives**

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

Since the last board meeting, the 6th graders had a successful shadowing day at the Upper School. Career day at the Lower School was successful as well. We had over 40 parents and community members volunteer to share their careers with the Lower School. Thank you to Ms. Robertson for organizing this event! The Wizard of Oz was a phenomenal event. Ms. Danford and the students did an extraordinary job. Over 120 Lower School students participated as munchkins! We have a busy month for April! Here are our upcoming events, events in BOLD are on campus events we would love to invite the board to.

#### **3/28 - 4th Grade Wax Museum 8:30am-9:30am**

4/3-4/5 - 6th Field Trip to Earthshine Lodge

4/4 - 4th to Eli Whitney - 11:30

4/8 - Solar Eclipse (IC Purchasing Glasses for school)

4/8-4/12 - Book Fair - In School House

#### **4/11 - Art Show 4pm-6pm**

4/11 - 1st to Camp Chestnut Ridge

4/17 - 2nd and 4th to NC Zoo

#### **4/19 - Earth Day Celebration: Opening Celebration @ 8:45am-9:30am**

4/23 - Peaceful Schools Student Programing

4/24-4/25 - 5th Field Trip to DC

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

In the week before Spring Break, Middle School, English 1, and English 2 classes enjoyed the first of two music residencies with Braima Moiwai and Charles Pettee. Mr. Pettee taught the middle schoolers about bluegrass music and were treated to demonstrations on the guitar, banjo, and mandolin. Mr. Moiwai brought a wide variety of drums and English 1 and 2 students got to learn a variety of drumming techniques. The residency culminated in an assembly for the whole Upper School. The second residency will take place April 3-5 when Mr. Moiwai and Mr. Pettee will come back to work with the remaining English classes.

On March 28th, the Spanish Honors Society and the Middle School Spanish Club are presenting a wax museum in the US Commons to celebrate the Cesar Chavez Day of Service and Learning. The museum will be presented during Bridge and will showcase important Hispanic figures.

The Earth Day Celebration will take place on Friday, April 19th. The Earth Day committee is actively recruiting presenters and planning activities for the school. We're looking forward to another great day.

English 3 - Honors took a field trip to The Weymouth Center for Arts & Humanities in Southern Pines on Tuesday, March 5. There, we took a 90-minute tour of the Boyd mansion, grounds, and the NC Literary Hall of Fame. It's a real literary treasure: past guests include F. Scott Fitzgerald and Thomas Wolfe. We also visited a local bookstore.

The Upper School Student Council will host a talent show for upper school students on April 25th.

The Prom will be held on April 26th at the Chairman's Retreat in Burlington from 7-10 pm. Tickets will be \$30.

Mrs. Anderson and the Horticulture students are planning a seedling sale this spring! You will be able to purchase vegetable, flower and herb seedlings that The Hawbridge School Horticulture classes grew. All proceeds will go to the school horticulture program. Details about the sale, pricing and what plants and varieties will be available will be posted in a couple of weeks. The last frost date for our area is approximately April 9th-15th. This plant sale is a perfect time to get a few plants for your garden or container plantings.

A reception will be held Thursday, April 25th, 2024 from 5:00 – 8:00 p.m. at Alamance Arts in Graham, NC. Awards will be presented at 6 p.m for Middle School Students, and at 7 p.m. for High School Students.

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J.Buck asked whether musicians-in-residence were paid, as there may be grants funds available. J. McDuffie shared the residencies are paid, and that G.Kapity has investigated grant opportunities that will factor into future programming.

## **C. Board**

### **■ Committee Updates**

#### **a) Governance (R. Lynch)**

This month our official committee meeting on March 26th was used primarily to discuss closed session matters, which will be shared with the full board in tonight's closed session. Outside of committee meetings we have continued work on the Director Evaluation process. We have also begun work gathering insight on the overall success of the school year, the faculty survey that was shared with the full board last month was sent out to Upper School faculty on March 15th. I am in the process of collecting that data which we hope will offer useful metrics to guide deeper conversations. My intent is to follow that survey up with open-ended questions and some in-person interviews with faculty over the remainder of the school year.

#### **b) Strategic Planning (S. Abernethy)**

S.Abernethy met with Director of Advancement at Emerson Waldorf, and also met with a ABSS official to discuss bus transportation. Unfortunately, ABSS is over-capacity and does not help charter

schools. The Board then discussed bussing shortages in ABSS and Orange County. M.Glancy shared that the Expedition School managed to implement bussing and is happy to connect S.Abernathy with a representative for more information.

The Committee is working through its 7 point action plan in relation to the strategic plan. We are looking forward to having complete survey response data from the various stakeholders that the Committee will review and use to inform the Strategic Plan.

The Committee will need input from the school's attorney related to community demographic representation at Hawbridge.

**c) Board Selection (K. Watson-Ormond)**

No meeting. One application so far has been submitted. Waiting for more.

**d) Finance (J. Buck)**

Met March 25. Got budget update from A.Rose. Discussed Operations budget with Lynne Pierce, discussed recurring annual expenses and larger ticket items on the horizon. Discussed updated investment plan putting surplus cash into substantially liquid investment accounts. Discussed 2025 new fundraising event, and will have more to share in a future meeting. S.Abernathy worked with the Committee on the financial aspects of the Strategic Plan.

**e) Hiring (R. Lynch)**

Our committee met on March 7th and engaged in discussion to narrow down our search to the top three finalists. We are excited to welcome those three finalists in for in-person interviews over the next few weeks. Our committee did meet again on March 14th. At that time, we conducted a full review of the hiring process and unanimously confirmed both the integrity of the process as well as the outcome of our three finalists. During that meeting we received a Letter of Support for an individual candidate from the Lower School faculty. The committee reviewed the letter, again opened space for discussion around the hiring process, and again unanimously agreed on the process and the finalists produced from it. Once we complete in person interviews, the committee will meet again to narrow down the top three finalists to the top two who will be invited back for school wide presentations.

**■ Treasurer (A. Rose)**

As of the end of February, we were 67% of the way through the fiscal year. The working budget forecast remained substantially unchanged from the prior month. Approximately Sixty-three percent of revenue and 67% of total expected costs have been recognized to date.

There are three line items that have exceeded the annual board approved budget as of the end of February:

1. Telecommunications
2. EC Contracted Services
3. Contracted - Legal

There are several other line items that are trending higher than expected, such as trash, building maintenance and instructional supplies.

Revised estimates of these costs will be reflected in the working budget next month.

I do not have specific concerns to raise to the board based on February financial activity.

#### **VIII. Closed Session**

##### **A. To Consider Confidential Matters Pursuant to NC G.S. §§ 143-318.11(a)(5) and 143-318.11(a)(6) and (a)(7).**

Upon a motion duly seconded, the Board unanimously voted to move into closed session at 7:05 PM. Upon a motion duly seconded, the Board unanimously voted to move into open session at 8:04 PM.

#### **IX. Adjourn**

Upon a motion duly seconded, the Board unanimously voted to adjourn at 8:04 PM.