



The Association for the Advancement of Education, DBA The Hawbridge School
Board of Directors Meeting Minutes
Wednesday, June 19, 2024, at 6:00 p.m.

I. Call to Order 6:07 PM

II. Roll Call

Attending Board Members:

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

Attending School Directors and Faculty Representatives:

Jennifer Shelton (Upper School Director), [Jennifer McDuffie](#)(US rep)

III. Approval of Agenda

Upon a motion duly made and seconded, the Board unanimously approved the meeting Agenda.

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 Board unanimously approved the minutes of the May 2024 Board meeting.

B. Future Meetings:

Proposed Wednesday, July 24, 2024 @6pm (US): approved , unanimously

VI. Reports

A. Directors

Upper School Director (J. Shelton)

In the past, funding has been determined by average daily enrollment during the first 20 days of school. Initial funding this year will be based on last year's enrollment (604). We are budgeting for an enrollment of 610. It will be updated based on the best enrollment

of a day TBD in November. This means that we might need to keep enrolling students instead of stopping enrollment after the census date.

Johnny Buck suggested sending messaging to families encouraging school attendance during the first weeks of the year. This message would explain how funding works and that attendance is vital.

Ms. Nahatis has been busy enrolling students over the summer and is working hard to make sure that class sizes are evenly distributed. In some instances, this has required some adjustments to the master schedule.

Personnel Updates - Ms. Stabenow has resigned and we have hired a new Science teacher with experience teaching Biology and MS Science. We also have a new EC teacher, which is not a replacement position. She has been in Orange County for the past 10 years and also has a degree in Law. Finally, we have hired a LS office manager. Most recently, she did data management in ABSS and also has elementary TA experience.

Graduation was held in the gym due to the chance of rain. Ms. Pierce helped to get everything setup and cleaned. Ms. Nahatis helped with rehearsal and Ms. Danford helped with the sound system. Since it went so well, we will plan to do it there next year.

Admin is currently working on DPI reports (health, PowerSchool, Risk Management). The school's Parents' Bill of Rights is due by November. We were provided with Caswell County's as a template and we're currently revising it.

Upcoming dates: Youth Mental Health First Aid (next week and Aug. 8). July 9th is the yearly audit. July 11th is the meeting with Seeds of Change to plan for teacher work days. They will be reviewing data from the survey and the strategic plan through the next month.

B. Faculty Representatives

■ Lower School Representative (G. Kapity/L. Wilder)

The last week of school was filled with a lot of exciting events, from move up ceremonies to various celebrations. Our teachers worked hard to keep the last week both fun and engaging and are now enjoying some much needed summer rest. Our school-wide end of year celebration was a success and enjoyed by all. We are grateful to all of the parent volunteers who helped make it possible. Teachers ended the year with a reflective circle on our first teacher workday which the lower school staff found very beneficial as well.

Thank you to the board for providing this opportunity for Lora and Gretchen to serve the school. We felt that overall the Lower School IC had a successful year and was able to support staff and students through a variety of engaging instructional events.

■ Upper School Representative (K. Kimbel/J. McDuffie)

We finished the school year strong with the school's first ever graduation ceremony in the Upper School gym. Thank you to Mr. Howes for giving our Seniors a wonderful send-off with his speech recognizing them all. We were also able to recognize a wide variety of Middle and High School students at our Upper School awards ceremony on the last day of school. The members of the End of Year committee did a wonderful job organizing the celebration for the last day at both schools and we all really appreciated their efforts.

The Beta Club concluded the shoe drive with a whopping 678 pairs to donate on behalf of Hawbridge. The winning classes with the most donations were Franklin and Snyder. This summer, the Betas are still in high gear. They are volunteering with the Snow Camp/Studio1 outdoor theater in June, July, and August. They are also working with the Alamance Battleground and Charlotte Hawkins Brown Historic Sites, Paperhand, and the Burlington Animal Shelter.

Finally, in June and August, groups of faculty will be participating in Youth Mental Health First Aid training, which will be provided through Elon University's School of Education.

C. Board

■ Committee Updates

a) Governance (R. Lynch)

Met to discuss Jennifer's performance evaluation, which will be discussed in closed session.

b) Strategic Planning (S. Abernethy)

Sara met with Jennifer and Emily and they were able to provide feedback on the plan to help make it an actionable plan. Sara also met with Seeds of Change, both with the committee and also with Jennifer and Emily. They will be able to integrate their perspectives into what we are doing.

The school's mission and vision statements will remain the same. The other sections will be: Financial Stability (overseen by the Board and the new Business manager), which will involve fundraising and an endowment. Collaborative Leadership, which allows for both collaboration and autonomy. Other topics presented include DEI work, Place Based Education, and Restorative Practices. Most timelines start this year or January, but allow for some fluidity.

The committee worked hard to make sure that each section of the plan reflected what the various groups of stakeholders have expressed as being needed.

Renee asked if the plan needs to be voted on tonight and Sara said that Seeds of Change should have a chance to review and then have the new Board have the

opportunity to vote on it. Renee also expressed her gratitude for how well the committee managed to encompass all that she has seen and heard as needs for the school from the various stakeholders.

Luke Weingarten expressed his gratitude to Sara A for her leadership and for the opportunity to serve on the committee and be able to be involved in something so important for the school.

Hannah J. asked about how pushback from DEI objectives will be handled and Sara said that that will be one of the tasks that we hope that Seeds for Change will help with. Hannah J also asked for some form of summary notes from the Seeds for Change training that will happen in August. Jennifer and Sara reminded us all that Seeds for Change will be working with us monthly throughout the school year.

c) Board Selection (K. Watson-Ormond)

The process is complete and all new Board members have confirmed that they will be able to serve.

Daniel Ayers was in attendance and introduced himself as a former Hawbridge student (class of 2013), teacher, and now Board member.

d) Finance (J. Buck)

There was no in-person meeting this month, but will meet mid-July. The school is close to having the money invested. It should be in place for the start of the next school year. Johnny will also be meeting with Haw River Mushrooms in planning for the Fall Festival in order to plan a timeline for the event and not fall behind.

Renee mentioned that additional funding will be needed to finish the playground (roughly \$1500) due to some issues with the installation of the slide. Jennifer said that this will be paid for with funding from the fundraiser. Renee also mentioned that it would be good to look at the lease agreement for the land that we are improving since all improvements will remain on the property once the lease term ends. Amanda confirmed that we are in year 2 of a 7 year agreement. Ted stated that there is an opportunity to go to the Jordan family, if timed appropriately, to get a rolling renewal on the lease of the playground space.

e) Treasurer (A. Rose)

As of the end of May, we were 92% of the way through the fiscal year and had recognized 91% of total revenue and 92% of total expenses. The working budget was reviewed in detail this month in anticipation of the board needing to approve a revised budget prior to the annual audit. The net improvement in the working budget this month was approximately \$5K; the total surplus reduction for the year is expected to be approximately \$94K versus the prior month estimate of \$99K.

VII. Budget Approval

A. Approval of amendments to 2023/2024 budget: approved

B. Approval of 2024/2025 budget: no changes to draft budget; approved

VIII. Closed Session

Closed Session started 6:55

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

IX. Adjourn: 7:54