



The Association for the Advancement of Education, DBA The Hawbridge School
Board of Directors Meeting Minutes
Wednesday, May 22, 2024, at 6:00 p.m.
Upper School Commons

I. Call to Order – 6:06 PM

II. Roll Call

Attending Board Members:

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

Attending School Directors and Faculty Representatives:

Jennifer Shelton (Upper School Director), Gretchen Kapity (Lower School Faculty Representative), Jennifer McDuffy (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

Tabled until June meeting.

B. Future Meeting

June 19 at 6:00 in person at Lower School

VI. 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.

This year's focus of the REAP grant will be for professional development including Peaceful Schools, Teach Autism program, Seeds of Change (consulting firm owned by LaShauna Austria). Board moved to approve the Seeds of Change contract.

B. Faculty Representatives

■ Lower School Representative (G. Kapity)

We have had a whirlwind of a final month of school, with field trips, classroom celebrations, and EOGS. Our teachers have been working hard to finish the school year strong.

4th grade went on several place-based field trips and presented their North Carolina projects today. We are extremely grateful that Elizabeth Osborne has spent so much time this year volunteering with 4th grade social studies.

Our Lower School Talent show was a roaring success and a wonderful community building opportunity. Our students were so supportive of one another and we had many wonderful acts. Thank you to Mrs. Wilder, Mr. Underwood, and Mr. Gould for organizing this event. On Friday we had two parades, our kindergarteners did their Letterland parade to celebrate their hard work in phonics and reading this year and our 6th graders had their move up ceremony.

This last week is filled with many exciting events, culminating with our End of Year Celebration on Friday. It has been a rollercoaster of a year for our teachers and we are all looking forward to some much needed rest in the weeks to come.

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

It has been a busy final month of school!

Student Council hosted a spirit week to get ready for testing, a middle school dance, as well as the “Senior Sunset” event to mark the Seniors’ last day in school on May 10th. The Student Council is now getting ready to elect next year’s representatives and will hold candidate speeches during Bridge on Thursday. Finally, the Student Council also helped to host prom at the Chairman’s Retreat. It was a wonderful night! We’re thankful for the efforts from Ms. Kimbel and all the parent and teacher volunteers who helped and chaperoned.

The Arts have also been well represented this month. Ms. Danford’s Intermediate-Advanced Theater class put on a one-act play of the novel “The Outsiders” on May 9th. Mr. Greenberg and Ms. Danford’s performance clubs marked the end of clubs for the school year with the first annual Hawbridge Variety Show during Bridge on May 10th. At this show, there were skits and acts performed by the Alamanders, the Improv Club, and the Band Club. It was wonderful to see the students get to showcase their talents for their peers! Mr. Fiore also recently published the second issue of The Squiddler, which is The Hawbridge School’s literary magazine. The issue contains fiction, nonfiction, poetry, and drama from Hawbridge students grades 7-12. Ms. Shelton will have copies at tonight’s meeting. We’ve sold about 40 copies so far. Additional issues are available for \$1!

Sports have also wrapped up with a flag football tournament and the Running Club's participation in the "Learning Outside 5K Trail Run," at which Hawbridge had 3 of the top 6 finishers and all of the Running Club participants finished within the top 30. Finally, student athletes for the year were recognized at an athletic banquet, which brought together teams and families from all of Hawbridge's sports teams.

Testing is also in full-swing. AP Exams began on May 6 and wrapped up on May 16, which also marked the start of Middle School EOG's. EOC's for high school students will continue throughout this last week of school. Ms. Krebs did a wonderful job of scheduling tests in a way that allowed the non-testing students and teachers to continue with their regular school schedules, which has been appreciated by everyone.

Friday is our End of Year Celebration. Students will start the day with a concert and Upper School awards at the Farmer's Market Stage. After awards, activities will begin at the Upper School campus and include multiple indoor and outdoor activities, a school-wide picnic back at the farmer's market stage and then more afternoon activities.

Finally, The Beta Club ended their charter year spectacularly! The original 9 member charter group earned 648 service hours between May of 2023-April 2024. Reflecting on the last year, they teamed with Help the Haw, worked with Studio One/ Snow Camp Outdoor Theater Renovations, sponsored a Door decoration contest for Hispanic Heritage month, assisted Special Olympics of Alamance County, The Animal Park at The Conservators Center, hosting a Shoe Donation Drive with Funds2Orgs, "Mugged" a Teacher during Staff Appreciation Week at the Upper School, and held a successful Red Robin Night! They also assisted staff at both Lower and Upper School locations during the year as the need would arise. The Beta Club recently took new applications for the 2024-2025 School year and are welcoming 13 new members this upcoming year. Planning for competing at the State Convention in January 2025 in Greensboro is already underway and they are in the planning stages for next year's calendar!

Graduation will be held tomorrow night in the amphitheater. We're all looking forward to the school-wide celebration for the last day of school and some much-needed rest this summer.

C. Board

■ Committee Updates

a) Governance (R. Lynch)

Governance did not meet this month but is continuing work on the evaluation process. Survey went out to the faculty and the response was that teachers don't want surveys but would prefer more open-ended feedback. Renee and Ted have been meeting with faculty and are trying to work out what will be the official process to make sure that this is a working opportunity for faculty moving forward. Official results will be reported at our next Board meeting.

b) Strategic Planning (S. Abernethy)

The committee is getting closer to a finished product and have doubled their meetings. Now meeting every 2 weeks. Goal is to have the whole plan with suggestions of how to move forward next month. Idea is to have a package with a summary report for the website with a link to the full plan for families/community to review. The hope is to have both documents ready by the June Board meeting. Wording and structure were reviewed in depth yesterday for presentation to LaShauna and incoming directors. There is a good mix of qualitative and quantitative objectives. Sara stressed that any strategic plan is fluid and that there should be a strategic plan implementation subcommittee next year. Sara has also made herself available to help with getting the upcoming committee underway and offers her guidance and support.

c) Board Selection (K. Watson-Ormond)

They've had a couple of meetings to narrow down 11 applications to 4 positions to suggest. They used a standard rubric to rate applicants on several priorities. They ended up centering on the same handful of applicants and are unanimously putting forward a group of 4. The committee did not establish the term lengths for the 4 applicants being put forward. There are three 3-year terms available and one 1-year term. After some discussion, the Board established the term lengths for the candidates. The slate of 4 candidates are: Amanda Graham (3 years), Daniel Ayers (3 years), Johnny Buck (1 year), and Steckley Lee (3 years). The four nominees were voted on and approved.

d) Finance (J. Buck)

No committee report given at this meeting.

e) Hiring (R. Lynch)

Feedback was collected from parents, faculty, Board members and parents. Most of the people who attended the presentation submitted both quantitative and qualitative feedback. Taneeka Hanna has signed her contract and will begin July 1st. Governance committee will take on the onboarding process.

Renee asked what the faculty would like or needs in order to help with the onboarding process. Gretchen suggested something over the summer might be good. Hannah Jewell suggested asking Ms. Hanna if they would be willing to meet up with faculty over the summer. Renee also suggested bringing her to Saxapahaw to get to know the community's culture. Megan asked if there's a standard protocol for new teacher onboarding - yes, new teacher orientation on the first day of preplanning.

■ Treasurer (A. Rose)

As of the end of April we were 83% of the way through the fiscal year and had recognized 80% of expected revenue and 83% of total recurring expenses.

There were annual projection changes to several line items within the working budget, mostly within total building expenses. Annual expected costs for custodial services, gas, and security alarm monitoring were reduced, and telecommunications and trash were increased. Within personnel costs, Workers comp insurance was increased. Within total other expenses, there was a slight increase to technology support. The overall impact to this year's working budget was that total \$100K of total surplus would be used this year, an increase of approximately \$5K from the prior month projection.

Projections for all costs will be reviewed in the coming month to present a revised budget for re-approval at the June board meeting. This is performed annually prior to the audit.

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 7:57 PM. Upon a motion duly seconded, the Board unanimously voted to move into open session at 8:41 PM.

IX. Adjourn

Upon a motion duly seconded, the Board unanimously voted to adjourn at 8:41 PM.