

The Association for the Advancement of Education, DBA The Hawbridge School Board of Directors Meeting Agenda

Wednesday, August 28, 2024, at 6:00 p.m.

 Lower School Commons

1. **Call to Order – 6:07pm**
2. **Roll Call**

*Attending Board Members:*

Kemp Watson-Ormond (Chair), Steckley Lee, Amanda Rose (Treasurer), Johnny Buck, Dylan Bondy (Newly Appointed Secretary), Daniel Ayers, Amanda Graham, Ted Teague (Vice-Chair)

Absent: Josh Horton (Former Secretary)

*Attending School Directors and Faculty Representatives:*

Jennifer Shelton, (Upper School Director), Taneeka Hanna (Lower School Director), J. Quigley (Lower School Faculty Representative), and K. Kimbel (Upper School Faculty Representative)

1. **Approval of Agenda** – Upon a motion duly made and seconded, the Board unanimously approved the Agenda**.**
2. **Public Comment** – No public comments were offered.
3. **Consent Items**
	1. **Approval of Previous Meetings’ Minutes** – Upon a motion duly made and seconded, the proposed July 2024 meeting minutes were approved.
	2. **Future Meeting** – Upon a motion duly made and seconded, the Board set the next meeting for Thursday, September 26, 2024 at 6pm (Upper School, pending availability).
4. **Reports**
	1. **Director’s Report** (J. Shelton & T. Hanna)
		1. **Enrollment:** 606 students; funding based on last year’s ADM (604 students). Target for this year is 610 students.
		2. **Assessments:**
			1. **iReady** for K-9 diagnostics in progress for reading and math with completion expected by Friday 8/30.
			2. **MClass** reading assessments for K-3 students, completion 100% for “Read and Retain” students.
	2. **Faculty Representatives**
		1. **Lower School (J. Quigley):**
			1. **iReady and MClass** assessments being implemented to gather baseline data on students’ performance
			2. **New administrative staff** at Lower School, including Director T. Hannah and Office Manager T. Cobb.
			3. Social justice training with Seeds of Change has begun
		2. **Upper School** (K. Kimbel)
			1. **Peaceful Schools**: 7th & 8th grade met with Peaceful Schools Initiative to address school climate, community, and behavior management.
			2. **New Advisory Program**: a new advisory program is being piloted for 7th and 8th graders, with the potential to expand to 9th grade. Students will be assigned an academic advisor to guide them through graduation.
			3. **Upcoming Events**
				1. September 13: Senior Sunrise
				2. September 26: Beta Club Red Robin Fundraiser
				3. TBD: Fall Dance & Blood Drive
			4. **Sports Updates**:
				1. Soccer Record: 1-1
				2. Volleyball: 0-1
				3. Cross-Country season has just begun
				4. JV Basketball to be added this year
			5. **Field Trip**
				1. A Horticulture field trip to NC State is being planned
	3. **Board Committee Assignments and Updates**
		1. **Governance (K. Watson-Ormond)** – composed of Chair, Vice-Chair, Lower School Director, and Upper School Director as set by bylaws. No update presented
		2. **Strategic Planning** – composed of Amanda Graham (chair), Daniel Ayers (board member), and three others to be determined (1 school administrator; 1 faculty representative; 1 parent representative). Strategic Plan has been completed. There is a final internal document and an external, public-facing version for the broader community that require approval before ratifying and distributing. The board will be taking 30 days to review both versions before a vote is held at the September meeting.
		3. **Board Selection** – composed of Daniel Ayers (chair), Dylan Bondy (board member), Steckley Lee (board member), and three others to be determined (2 faculty representatives; 1 parent representative). First matter of business is pertaining to Joshua Horton’s resignation from his board position as Secretary, leaving a vacancy for the board to fill. A formal process will be followed to fill the vacancy including a call for applications, review by the committee, and nomination to be brought to the September board meeting.
		4. **Finance (J. Buck)**
			1. **Composition**
				1. Johnny Buck (Chair)
				2. Amanda Rose (Treasurer)
				3. Steckley Lee (Board Member)
				4. One Non-Board Member
			2. **Operations Update**:
				1. New windows have been installed at the Lower School.
				2. The AC system in the Upper School gym has been repaired.
				3. Metal flashing will be installed around Upper School doors and windows to prevent further damage from vultures.
			3. **Sponsorship and Fundraising**:
				1. Sponsorship for the Fall Festival is underway, with plans to introduce a presenting sponsor to increase profitability.
				2. An online form will be created to gather sponsorship leads from parents, faculty, and board members.
			4. **Stiefel Account Update**:
				1. A discussion took place about investing additional school funds to maximize returns. The board had previously authorized $500,000 to be invested, and there was now a proposal to increase this amount.
				2. **Motion**: Johnny proposed that up to $1 million be invested in FDIC-insured money market accounts or CDs, with approval from the Treasurer.
				3. **Vote**: Motion passed unanimously.
			5. **Duck Race Fundraiser**:
				1. The Finance Committee discussed hosting a Duck Race fundraiser in coordination with the Haw River Festival. The event could raise significant funds, but there are concerns about the workload and the lack of a business director to lead it.
				2. **Decision**: The committee will consult with PASTA before moving forward and will explore other fundraising options if needed.

* 1. **Treasurer (A. Rose)**The school received its state funding allocations much earlier than expected, with a significant 6.67% increase compared to the anticipated 2%, resulting in an additional $140,000 in funding. Exceptional Children (EC) funding came in $31,000 higher than projected, and an extra $110,000 was allocated for school technology, teacher supplements, and low-wealth supplemental funds. Altogether, state funding exceeded projections by $281,000. On the expense side, there were no significant issues for July, the first month of the fiscal year, though some items like condo association dues and trash removal appeared to be ahead of schedule due to timing factors. Overall, the school’s financial outlook is positive with no immediate concerns.
1. **New Business (K. Watson-Ormond unless otherwise denoted)**
	1. **Approval of Employee & Parent-Student Handbooks**
		1. **Discussion**: The board was asked to approve the Employee and Parent-Student Handbooks.
		2. **Proposed Changes**: It was suggested to add “gender identity” to the non-discrimination policy in the Employee Handbook for clarity and inclusivity. There was also a recommendation to change “should” to “must” in the policy about reporting suspected weapons to make it a mandatory action.
		3. **Decision**: The vote was **tabled until the next meeting** to allow time for legal consultation with the school’s attorney regarding potential implications of adding “gender identity” as a protected class.
	2. **USDA Rural Development Interview**
		1. **Request**: The USDA Rural Development Agency requested to interview the school about its impact on the community. The interview would highlight the school’s success and positive contributions.
		2. **Motion**: The board **approved** Ms. Hanna to participate in the interview.
		3. **Vote**: Motion passed unanimously.
	3. **Title IX Policy Update**
		1. **Discussion**: Due to recent changes in Title IX regulations, the school’s Title IX policy needs to be updated.
		2. **Action**: Board member Steckley volunteered to work on drafting the revised policy in collaboration with Emily Martin, who has already begun initial work on the update.
		3. **Lower School Pickup Procedures**
		4. **Discussion**: Some parents raised concerns about changes to the Lower School dismissal process, particularly regarding the delayed release of walkers. Ms. Hanna explained that the changes were made to improve student safety by ensuring that students are signed out and properly supervised.
		5. **Board Response**: The board expressed support for the safety-driven changes. Ms. Hannah indicated that, as carpool lines have improved, the school is working toward releasing walkers earlier.
		6. **Next Steps**: The board discussed improving communication with parents regarding the new dismissal procedures and ensuring continued safety improvements.
2. **Closed Session**
	1. **To Consider Confidential Matters Pursuant to NC G.S. §§ 143-318.11(a)(5) and 143-318.11(a)(6) –** Not applicable; there were no closed session matters
3. **Adjourn** – Upon a motion duly seconded, the Board unanimously voted to adjourn at 8:44PM.