



The Association for the Advancement of Education, DBA The Hawbridge School  
Board of Directors Meeting Agenda  
Thursday, April 23, 2026, at 6:00 p.m.  
Location: Lower School

- I. Call to Order | 6:14PM
- II. Roll Call | Entire Board Present ex.. Logan Roberts
- III. Approval of Agenda | Unanimous
- IV. Public Comment | N/A - None Present
- V. Consent Items
  - A. Approval of Previous Meetings' Minutes | Unanimous ex. absentions from Kemp Watson-Ormond and Steckley Lee
  - B. Future Meeting: Wednesday, May 27, 2026 @ 6pm (Remote)
- VI. Reports
  - A. Director Reports (T. Hanna, A. Crumel)
  - B. Faculty Representatives
    1. Upper School
    2. Lower School
  - C. Board Committee Updates
    1. Strategic Implementation (A. Graham)
      - a) Making plans to meet with FAC to discuss place-based feedback to incorporate into strategic plan
      - b) Board is supportive of moving forward with the director review document drafted by Crissi and Amanda-for internal/faculty and staff stakeholders only
    2. Board Selection (D. Ayers)
      - a) Received 8 applications.
      - b) Additionally, 2 current board members submitted written requests to be considered for another term.
      - c) In accordance with the bylaws, the committee will find a community member to join us in our upcoming deliberations.
    3. Finance (J. Buck)
      - a) Motion | Unanimous
        - (1) Money cannot be deposited or taken out of the investment portfolio without simple approval from the Board of Directors;
        - (2) Board Treasurer or bookkeeper tracks interest;
        - (3) label as restricted fund (can be commingled with other invested moneys); and
        - (4) using these restricted funds or moving them to a different investment location would require a simple majority approval by Board of Directors
      - b) Committee will further examine bylaws as they relate to finance and construct recommendation for policy beyond the three months operating expenses

4. Space Committee (J. MacFall)
  - a) Lower School Improvements
    - (1) Sought 5-7 quotes, most \$1M+
    - (2) Proposal
      - HCM (Consulting + Project Management) + 35 North (Builder)
        - (a) Phase 1
          - (i) Addresses Lower Commons layout for PE use;
          - (ii) Gives Teachers a Staff Area / Breakroom;
          - (iii) Soundproofing;
          - (iv) Downstairs Bathroom Renovation + Handicap Accessibility;
          - (v) Create Additional Office Space
        - (b) Phase 2
          - (i) Move a classroom downstairs;
          - (ii) Conference room for meetings (IEP);
          - (iii) Office space for services (MTSS, OT, EC, etc.)
        - (c) Joint-Committee Space-Finance
          - (i) Create timeline
          - (ii) Meet weekly
          - (iii) Budget projects
  - b) Upper School Classrooms
    - (1) Prioritizing portable company quotes for temporary needs → ultimately seeking to build out up to 3 permanent classrooms

5. Hiring Committee (L. Roberts)
  - a) Panel for Director of Business Operations
    - (1) 2 Directors;
    - (2) 3 Board Members;
    - (3) 4 Administrative Staff

D. Treasurer Report (M. Aronson)

1. Operating Budget: Surplus of \$200K — tracking well.
2. Budget draft shared by bookkeeper — to be reviewed by Directors and Treasurer in upcoming meeting

VII. New Business

A. Institutional Knowledge Base

1. Priority to compile document(s) for directors and board members to provide context for orientation, ensure continuity of institutional knowledge, and serve as point of reference for administration.

VIII. Closed Session | 8:21PM

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

IX. Adjourn | 8:34PM

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

**Enrollment**

Projected 2025-2026 ADM: 629 (LS 292, US 337) - Actuals: LS: 286, US: 316

Grade Level	Active Enrollment	2026-2027 Target Enroll	2026-2027 applications (Lottery opened in November)
Kindergarten	30	36	105/40 40 confirmed
1st grade	32	36	29/5 5 confirmed
2nd grade	39	36	19/5 5 confirmed
3rd grade	38	36	33/5 5 confirmed
4th grade	42	44	30/6 6 confirmed
5th grade	48	50	20/10 10 confirmed
6th grade	47	50	58/5 5 confirmed
7th grade	46	44	28/7 7 confirmed
8th grade	54	66	35/7 7 confirmed
9th grade	63	72	35/10 10 confirmed
10th grade	49	50	14/No Seats
11th grade	42	50	5/5 3 confirmed
12th grade	50	55	4/10 4 confirmed
Total	<b>580</b>	<b>625</b>	109 Seats *7-12 slots have been changed due to scheduling changes

			at the Upper School.
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**\*\*We have updated the withdrawal form to include a section inquiring why the parent has decided to withdraw their child. \*\***

### Academics

**LS:** The LS teachers have completed their Place-Based/Project-Based Learning PDs for the year. They have attended a 2-day in-person workshop, a minimum of 3 in-person site visits/place-based learning activities, and uploaded project components into the Moodle platform. This has earned each of them the opportunity to earn 8 CEUs (4 content, 2 general, and 1 literacy), which is the amount needed to renew their license (if applicable).

**US:** The US Advanced Placement (AP) teachers will participate in training next month with the College Board's Director of K-12, North Carolina Advanced Placement Partnership (NCAPP) State and District Partnerships, Michelle Lourcey, to restructure AP classes.

### Personnel

#### Current Vacancies:

All: Marketing and Communications

All: Website Content & Redesign Coordinator

LS: Second Grade (2026-2027 School Year)

LS: Instructional Assistant 1st Grade (2026-27 school year)

US: 7-12 Horticulture (2026-27 School Year)

US: Occupational Course Study Teacher (New)

US: Job Coach/ Instructional Assistant (New)

US: Computer Science (Part-time/ New)

### EC Director Updates

- There are currently 6 students in the referral process
- Meetings to explain the Occupational Course of Study to potential students and their families have begun.
- The EC Team is working to identify a reading curriculum to use for next school year to better support our students who need additional reading support.

### Dean of Students Report

#### Attendance

Month	Attendance letters sent	Attendance meetings held	Attendance contracts issued
August			Monitoring some high-flyer students from last year, will begin implementing contracts in September

September	Identifying student needs/absences through a report on Infinite Campus, will be sending out letters soon.	1 (EC/Attendance meeting)	None at this time.
October	22 letters sent	4 Attendance Meetings (3 contracts)	1 withdrawal after the contract
November	19 letters sent	2 Attendance Meetings	1 withdrawal after the contract
December		3 attendance meetings	1 withdrawal after the contract
January	11 letters sent	1 attendance meeting (will be rescheduled due to weather)	
February	Monitoring	Monitoring	Monitoring contacts and adding academic contracts for US 9-12 students if their attendance has directly impacted them academically
March	Monitoring	Monitoring	1 meeting at LS (3/26/26)  4 students on academic contracts due to attendance (parent meetings have been scheduled)  Home visit conducted on 3/24 for a student who has been absent for several weeks
April			Continued check-ins with high-flyer families
May			
Total			

Behavior

Month	In School	Out-of-School	Behavior Referrals
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	Suspension	Suspension	Major/Minor
August		½ Day	1 referral for LS, data collection only 2 referrals for US (1 data collection only)
September	LS: 2	LS: 3 US: 2	Total at LS: 37 (25 data collection only) Total at US: 21 (16 data collection only)
October	LS: 2 US: 2	LS: 5.5 US: 3 & 10-day (long-term suspension)	LS: 19 US: 12
November	LS: 0 US: 0	LS: 6 US: 2	LS: 19 US: 14
December	US: 2	LS: 5.5 US: 14.5 (1 student w/13 days)	LS: 9 US: 8
January	0	7.5 days	US: 9 LS: 13
February	LS:	LS: 4 US: 1	US: 33 LS: 9
March	LS: 0 US: 2.5	LS: 7 US: 4	LS: 16 US: 47
April	LS: 2 US:	LS: 5 days for 1 student US: 10 days for 1 student	LS: 6 US: 14

**Behavior:** In the Upper School, one student was suspended for 10 days after communicating a threat; a formal threat assessment was conducted in response. In the Lower School, one student was suspended for 5 days after stating that he was supplying drugs to other students. This claim was thoroughly investigated and determined to be unsubstantiated; however, appropriate precautions were taken, and the situation was addressed in accordance with the discipline handbook.

**Business and Operations Report**

Facilities Update: Both schools completed the USDA Civil Rights Compliance Review and Security Inspection.

**LS:**

- Passed Fire Marshall Inspection
- Passed Annual NFPA 72 Visual and Functional Inspection of Fire Alarm System

- Ms. Hanna and I met with a HCM Design Senior Associate and a possible General Contractor for Phase 1 of the Renovation Project. We are now at the stage where a signed contract is necessary. This information was shared during the last board meeting.

**US:**

- Passed Fire Marshall Inspection
- Scheduled in June for the Annual NFPA 72 Visual and Functional Inspection of Fire Alarm System. I will also be switching the Fire Systems company to Hiller, used at the LS and the rest of the complex.
- Ms. Crumel and I met with the Space Committee to discuss finding space for more classrooms. I assume that Jamie and Dylan will update the committee.
- Attended the Finance Committee meeting and discussed the HVAC budget and issues. I have sent Johnny the Hoffman invoices requested.

**Fundraising and Marketing:**

- Ms. Amanda Stone, Lower School Horticulture Teacher, successfully applied for and was awarded two grants; one through Elon University and another through Backyard Butterflies. These funds will support the continued growth and enhancement of our horticulture program.
- Plates for a Purpose raised around \$14,000 (this includes money from sponsorships). We will need to do an official count, but we still have parents purchasing plates from the Lower School.
  - PayPal: \$8,252.42
  - Infinite Campus: \$1,185.00
  - LS Cash Box (50/50 Raffle, Donations, Silent Auctions): \$570
  - US Cash Box: \$ 384.00 (Cleaning and Sound were deducted from this total)
  - Sponsorships: \$3,750
  - Amount Spent: Amazon purchases: \$1,231.31, Food purchases: \$963.50
  - Other Supplies and Clean up fee: \$760.00

**Title 1/Federal Funding Updates:**

- Information from NCDPI: Beginning this year, the Office of Federal Programs formula applications will include a two-step approval process within CCIP.
  - Substantial Approval (May 1st – June 30th) – submission of assurances that will allow PSUs to begin obligating funds by July 1st.
  - Full Approval (opening July 1st) – submission of the full application, including budget, at which point funding will become available upon approval.
- This is a shift from prior years, and we wanted to provide an early heads up so PSUs can begin planning accordingly. Achieving substantial approval by June 30th will be important to ensure funds are available during the entire period of performance. This will be a firm deadline, and extensions will not be granted for substantial approvals. PSUs are still required to submit for substantial approval if the June 30th deadline is missed; however, if it is not approved by June 30th, the date the substantial application is fully approved through Division Administrator approval will serve as the official substantial approval date for fiscal audit purposes. **What this means? In previous years, federal funding applications (Title 1 and such) weren't due until August 31, but they have been moved significantly earlier, which allows school systems to use the money sooner.**

### Important Dates for Next Month:

*April 24: Earth Day*

*April 27: Upper School Talent Show*

*April 29: Lower School Talent Show*

*May 1: Teacher Work Day, Principal Appreciation Day*

*May 4 - May 8: Teacher Appreciation Week*

*May 8: Spring Chorus Concert*

*May 20: 5th/6th Grade Awards and 6th grade and Senior Walkover*

*May 21: Graduation*

*Testing begins May 6th and wraps up on May 21st, 2026. [Spring Testing Schedule HERE.](#)*

### Opportunities for Board Involvement

- View the weekly newsletter [here](#).
- Testing Proctors Needed: <https://www.signupgenius.com/go/10C094FAFAA23A1FFC43-63654915-endofyear>

### Upper School IC Board Report 4/23

- I. April was a busy month for Field Trips. 8th graders went to a Durham Bulls game on 4/14, the 7th graders went to the Zoo on 4/15, and the 9th graders went to a hockey game on 4/16. The 8th graders will also be going to Raleigh on 4/30.
- II. A successful Prom was held on April 18th- 88 students attended. The students had a fabulous time, they enjoyed the music, said the food choices were top-notch, and the decorations were great. Stuco bought our own photo booth, and the students loved using it.
- III. We are gearing up for the Upper School Talent Show on April 30th, 6-7pm, and there will be no fee for entry unless they want to donate.
- IV. Senior Sunset is in the works, and we are setting up how we will run elections for the Stu Co in May.
- V. PASTA
  - We are setting up for Staff Appreciation Week. Here is what is happening: May 4-8th
  - **Monday:** Coffee and Breakfast snack foods
  - **Tuesday:** Staff appreciation lunch: Boxed lunches from Chick-Fil-A
  - **Wednesday:** Plant a seed of kindness: each staff member will get a small pot and some seeds to plant
  - **Thursday:** Bloomin' Sweet Treats: Dessert cart full of goodies
  - **Friday:** Staff Appreciation Gifts
- VI. The Upper School Band Club and the Viper Devils band (made up of Lower School students) attend the North Carolina Music Educators Associations SoundForge 2026 event on Saturday, April 11th at Catawba College. At this all-day event, the students got to work with industry professionals on topics like songwriting, recording, album design, and one-on-one performance workshops. They wrapped up the day with a concert of all the participating bands. It was a fantastic day and they represented Hawbridge well!
- VII. US celebrated Prom on 4/18

- VIII. Hawbridge Earth Day will be celebrated tomorrow with a school-wide assembly at the Farmer's Market Stage. After the assembly, 5th-12th grade classes will get to participate in engaging presentations at locations all around Saxapahaw from community members about a range of Earth Day-related topics.
- IX. We are excited to celebrate our seniors with several new Hawbridge traditions. The Senior Banquet will be held on Wednesday, May 6 at 6:00 in the Hawbridge gym. During this banquet, graduates will participate in a special capping ceremony, families will enjoy a buffet dinner, Honors regalia will be distributed, and club and content area awards will be given. Additionally, On Wednesday, May 20th, seniors will participate in a "Walk Through" of the Lower School in their graduation regalia. The walk through will start at 2:00 and culminate with our seniors leading the 6th graders across the street as they are promoted to the Upper School.
- X. The Upper School Talent Show will be held on Thursday, April 30th at 6:00. This show is being hosted by the Student Council and will be a fun event in which Hawbridge students' many talents are showcased.
- XI. The 11th grade and theatre honors will take a field trip to see The Great Gatsby Broadway musical at DPAC in Durham on Saturday, May 9.
- XII. End of Year Plans in full swing. Starting the day with a joint concert and transitioning to activities throughout the day. There are hopes to go tubing, but we are dependent on weather and water quality.

### **LS IC report**

Fourth grade took part in their annual wax museum of famous historical North Carolinian figures. Earth Day celebrations will be on April 24th with the upper school and specials teachers doing earth day activities during this week leading up to it. Hannah Jewell and Alex Underwood are leading the talent show. Hannah Jewell has also been leading the buy nothing book fair. Mrs. Underwood is leading an Asian American Pacific Islander event on May 4th. Testing windows have opened for students at the lower school for MClass and iReady. Mr. Cunningham has distributed his first edition of The Current, the lower school newspaper to students. Students and staff took part in celebrating Ms. Ty this week.