



**Association for the Advancement of Education, DBA, The Hawbridge School**  
**Hawbridge School**  
**1735 Saxapahaw-Bethlehem Church Road**  
**Saxapahaw, NC 27340**  
**(336) 376-1122**

## **BOARD MINUTES**

**Date:** January 27, 2016

**Location:** Hawbridge School

**Attending Board Members:** Rick Morse (Chairperson), James Cajka (Treasurer), Karamarie Fecho (Secretary), Rowena Khot (Vice Chairperson), Todd Nicolet, Jonathan Romm, Liz Sullivan

**Attending Executive Director and Faculty/Staff:** Kenny Moles (Executive Director), Jonathan Farmer (Faculty Representative to the Board), Daryl Feldman (co-Assistant Director and Faculty Member), Emily Martin (Counselor), Elizabeth Osborne (Faculty Member), Jennifer Shelton (co-Assistant Director and Faculty Member)

- I. Call to Order
  - 6:04 pm.
- II. Roll Call
  - 6:04 pm.
- III. Approval of Agenda
  - Motion to approve. Seconded. Unanimously supported. 6:05 pm.
- IV. Recognitions
  - A. Hawbridge Dines
    - Ms. Osborne partnered with The Eddy to launch this program. Several students discussed the program and expressed their enthusiasm. The owner of The Eddy also spoke about the program and was equally enthusiastic.
    - Board and Director applauded the program.
  - B. Hawbridge Moves
    - Ms. Osborne partnered with local certified yoga teachers to launch this program. Several students discussed the program and expressed their enthusiasm.
    - Board and Director applauded the program.
  - Director publicly acknowledged the efforts of Ms. Osborne, The Eddy, and the local yoga community.
- V. Public Comment
  - None offered.
- VI. Consent Items



- A. Approval of previous meeting's minutes
  - Motion to approve. Seconded. Unanimously supported. 6:22 pm.
- B. Future Meetings/Events:
  - 1. Board Meeting: Wednesday, February 17, 2016
  - 2. Board Meeting: Wednesday, March 16, 2016
- Board decided to postpone their mini-retreat, tentatively scheduled for 5:00 pm on February 17, 2016.
  - Motion to approve future meetings/events. Seconded. Unanimously supported. 6:23 pm.

VII. Reports

A. Board

- None offered.

B. Director

- 1. Director recognized Mr. Feldman as the new co-Assistant Director.
- 2. Personnel
  - a) Middle Grades Science
    - Plans for hiring UNC STEM graduate students fell through at the last minute.
    - Director hired Rob Greenberg, a highly qualified, local science teacher. Start date is February 16, 2016.
    - Temporary replacement is Mr. Mason (current Hawbridge teacher).
  - b) Inclement Weather Procedures
    - (1) School Closure
      - Director will send E-mail announcements regarding potential school closures on the afternoon/evening before the day in question, even when there is only a remote possibility of closure.
      - One of four planned make-up days for academic year 2015-2016 remains available. Should the school use that one remaining planned make-up day, the Director will consider an extension of the school day.
      - Moving forward, the Director may alert families at the beginning of the school year to the possibility of losing up to three of the first six Spring Break days, which are centered around the Easter holiday.
      - Board discussed previous approaches to make-up days, such as last year's extension of the school day, as mere experimental options that may or may not have worked.
      - Board and Director discussed how bus service would affect decisions regarding school closures.
      - Board and Director also discussed methods to ensure that the Director receives accurate weather updates regarding conditions at Saxapahaw and in the immediate surrounding area.



(2) Delayed Openings

- Director expressed a desire to avoid 2- or 3-hour delayed openings, as these greatly interfere with the day's instruction time.

C. Treasurer

- Treasurer discussed budget.
- Projected maintenance costs are nearly expended. Director commented that the school will need to replace two A/C units, which could cost approximately \$15K to replace. Director will request bids from several vendors before making a decision.
- Total surplus is roughly 5%, which is less than anticipated given the growth in the school.
- Director explained the factors influencing this: unanticipated 5<sup>th</sup>-grade costs; rising EC costs; hiring of second co-Assistant Director. In terms of last year's projections prior to the board's vote to increase enrollment, the Director estimated that the current number of students is close to scenario D, whereas current revenue is close to scenario A.
- Board and Director discussed the fact that the major source of revenue is state tuition, which ends in October each year, regardless of whether new students are enrolled after that date.

D. Other

- Board discussed plans for the Director's welcoming dinner. Decision was made to move the dinner from January 27<sup>th</sup> to February 5<sup>th</sup>.

VIII. Unfinished Business

A. Land Gift

- Open Community Forum was a success. Very few concerns were expressed by the community. Most attendees were positive and offered support, including fundraising and cost sharing possibilities.
- Board expressed a desire to form a joint community-board committee to gain insight from the community, including their experience establishing the Ballroom and other businesses in the mill.
- Land survey is still in the planning stages. Mr. Jordan is in charge of that.
- Second open community forum will be planned after the land survey is complete and concept plans have been obtained.
- Board emphasized the need to remain open and transparent in informing the community about any school expansion activities, including the school's admission process and lottery.
- Director requested that a special meeting of the board be held immediately after the land survey is complete.
- Board suggested that the Director maintains updates on the land gift and related activities on his blog.

B. Admissions Policy

- Board discussed the latest draft of the admissions policy.
- Director estimated that the school would be in a revenue-neutral situation (i.e., \$0 surplus) with an enrollment of roughly 295 students. Current enrollment is 302 students, but was 317 students prior to end of receipt of state funding.



- Maximum class size will be decided by the board prior to each year's lottery, based upon the Director's recommendation and with flexibility for the Director to increase (with the board's permission) the number of students per grade.
  - Motion to approve admissions policy. Seconded. Unanimously supported pending minor edits (typos, language regarding class size). 7:16 pm.

C. Transportation Feasibility

- Board subcommittee is exploring this option.
- Board will plot the geographical location of all student residences.
- Board has drafted a transportation feasibility survey to be sent by email to current and prospective families.
- Board and Director discussed pros and cons of opening the survey to the public (as opposed to current families only).
- Faculty representative suggested that the board should consider why certain students are not coming to Hawbridge, in terms of both demographics and geographical location.
- Board discussed several revisions to the draft survey, including questions related to how long parents would be willing to have their students ride on the bus, modifications to the wording of a question on how much parents would be willing to pay, etc.

IX. New Business

A. Enrollment Projections

- 245 students have applied to date for academic year 2016-2017.
- Advertising has been through npr, brochures, open houses, word of mouth, Facebook ads, etc.

X. Closed Session

A. To Consider Confidential Matters Pursuant to NC G.S. §143-318.11

- Motion to move to closed session. Seconded. Unanimously supported. 7:39 pm.
- Motion to move to open session and adjourn. Seconded. Unanimously supported. 8:15 pm.

*Minutes respectfully submitted by Karamarie Fecho, Board member and Secretary.*