



**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:** February 15, 2017

**Location:** Hawbridge School

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

**Excused Board Member:** 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), Jennifer Shelton (co-Assistant Director and Faculty Member), Emily Martin (Guidance Counselor), Mya Ciccotti (EC Coordinator)

- I. Call to Order
  - 6:06 pm.
- II. Roll Call
  - 6:07 pm.
- III. Approval of Agenda
  - 6:07 pm.
- IV. Recognitions
  - A. SaxConnex Internship Program
    - Director introduced Ms. Osborne, who administers the SaxConnex Internship Program, and several students, each of whom discussed their experience with the program.
    - Joey provided an overview of his first internship experience at the Left Bank Butchery during the Fall semester and his current internship experience at Cane Creek Farm this Spring; he noted the connection between the two internships, in that the farm provides meat to the butchery. Braxton provided an overview of his experience at Culture Mill, a non-profit arts and entertainment organization; he noted that the internship provides a wealth of real-world learning opportunities. Chidel provided an overview of his first internship experience at Saxapahaw Village Kids Day Care Center during



the Fall semester and his current internship experience at The Eddy this Spring; he noted that his internship at The Eddy offers the opportunity to help with the Hawbridge Dines program. Summer provided an overview of her first internship experience at The Eddy during the Fall semester and her current internship experience at the General Store this Spring; she noted that her internship at the General Store offers the opportunity to help with Hawbridge faculty events.

- Ms. Osborne reported that she is pleased with the internship program and may expand the program to include juniors, as well as seniors, next year. She also noted that a new internship opportunity at Buckner Steel was recently established. Ms. Osborne and her students will present a final presentation by all interns one hour before the May 2017 regular meeting of the board.
- The Board and Director applauded the efforts of Ms. Osborne and her students.

#### V. Public Comment

- Lisa Smith, parent of two Hawbridge students, was present and offered comment. Ms. Smith discussed a cyberbullying event that involved one of her daughters and several other Hawbridge students. She reported the details of this event and the administration's response. She believes increased IT security support could help avoid future issues and strongly recommended that the school hires a full-time person to handle IT support and security. The Board thanked Ms. Smith for her comments and recommendation.

#### VI. Consent Items

##### A. Approval of previous meeting's minutes

- Motion to approve. Seconded. Unanimously supported. 6:26 pm.

##### B. Future Meetings/Events:

1. Board Meeting: 6:00 p.m. on Wednesday, March 15, 2017
- Motion to approve. Seconded. Unanimously supported. 6:27 pm.

#### VII. Reports

##### A. Board

- Board offered no report.

##### B. Director

##### 1. 2017-2018 Lottery Update

- Director provided an update on school enrollment and applications for the 2017-2018 school year. Director put forth a recommendation to accept all siblings and children of faculty members in all grades (34 total requests), which would bring the total enrollment number to 334 students and restrict the admission lottery to the few remaining



non-sibling slots in grades 4 and 5, with all other applicants placed on the waitlist in an order determined by the lottery. The Director clarified that the total number of enrolled students is likely to decrease after the lottery due to natural attrition. For instance, after last year's lottery, an additional 97 students were admitted to the school as a result of attrition. The Director does *not* intend to increase the board-approved total number of 310 enrolled students; rather, the primary motivation for the recommendation is to appeal to current families who would benefit from the sibling preference for admission. The Director noted that his recommendation is compliant with the school's preference policy regarding preferred admission for siblings of current students and children of faculty members; it is also compliant with state rules. He also clarified that the school would move back to the lottery for any new admissions only after approval from the board. Board discussed the pros and cons of the Director's recommendation. General thought from the administration, including Faculty Representative Farmer, is that attrition is likely to bring enrollment numbers down to the level recommended by the board.

- Motion to approve Director's recommendation to offer 2017-2018 school admission only to siblings of current students and children of faculty members, with remaining open 4<sup>th</sup>- and 5<sup>th</sup>-grade slots filled by the lottery and all other applicants placed on the waitlist in an order determined by the lottery. Seconded. Unanimously supported. 6:47 pm.

## 2. Start Strong Curriculum

- Ms. Shelton provided an overview of the Start Strong program. This program will provide training in sensitivity and interpersonal skills to students and was selected because the program provides an established curriculum and is highly regarded. The initial program offering will be provided to 9<sup>th</sup>-grade students during a day when the older high school students are in testing. The school likely will explore additional program offerings. Board questioned the types of available program offerings and associated fees. Ms. Shelton clarified that the school does pay a fee for any programs that are arranged and may offer additional programs targeted for other grades next year.

## C. Treasurer

- Treasurer reported on the budget. School budget is right on track. Approximately 59% of revenue has been accounted for; roughly 54% of estimated expenses have been spent. Budget surplus is projected to be ~\$34K for the calendar year. Overall budget surplus is projected to be near the board's target of three months operating expenses. Director and



Assistant Directors noted that ongoing fundraising efforts should bring additional revenue to the school. Director clarified that while school maintenance expenditures are low to date, the school is expecting additional maintenance expenditures (e.g., sprinklers, decking, walkways), but those expenditures should be close to the projected total maintenance expenditure for the year.

## VIII. Unfinished Business

### A. Hawbridge Expansion Update

#### 1. Approve contract with Little Diversified Architectural Consulting, Inc.

- Board Chair Nicolet publicly stated that the board has signed a contract to work with Little Diversified Architectural Consulting after reviewing proposals from several other architectural firms. Little will work with the school board to begin design work toward crafting a physical vision for a potential new school building. Board Chair Nicolet noted that a signed contract with an architectural firm is one of several necessary first steps to begin the application process for a USDA loan. A signed contract with Mr. Jordan for the land donation also is a necessary step. Mr. Jordan has signed the contract, so that step is complete. A financial feasibility assessment is another necessary step; this step has not been completed (see §VIII.2). The Director and Board publicly thanked Board member Khot for her *pro bono* legal services related to this matter.

#### 2. Financial Feasibility Update

- Director clarified that the school has not received any input on the financial feasibility study. The issue was deferred to the board's closed session.

### B. School Resource Officer Proposal

- Board and administration had three outstanding tasks from the last regular board meeting related to the SRO proposal:  
(1) Contact Clover Garden Charter School – Board Chair Nicolet spoke with the Board Chair of Clover Garden Charter School. Clover Garden is located in Burlington, NC and has an enrollment of ~600 students, drawing mostly from Western Alamance County. The Clover Garden Board Chair noted several perceived positives about the school's decision to hire a full-time, full-uniform SRO, including: the return-on-investment; response time to crisis events; separation in crisis-response responsibility between school administration and the SRO; student engagement with the SRO; and the extra "pair of eyes" that the SRO provides. The Clover Garden Board Chair's overall assessment was that he would recommend an SRO for any school. While the Clover Garden Board Chair provided no real input on the



SRO's day-to-day activities, he did emphasize that an important consideration is that the SRO needs to be compatible with the environment and philosophy of the school and the school's administration. The Clover Garden Board Chair also noted that while parents voiced concerns early on when the decision was made to hire an SRO, the board and administration encountered no major hurdles when implementing the plan to hire an SRO.

(2) Broader discussion among faculty – Faculty Representative Farmer discussed the possibility of hiring an SRO with the Hawbridge School Faculty Leadership Team. He reported that the faculty fully recognize the pros/cons of hiring a full-time, full-uniform SRO and are somewhat split in opinion, although there is a slight bent toward favorable opinion. Those faculty members who have prior experience working with an SRO are more in favor than those who have no prior experience.

(3) Discuss cost-sharing with River Mill Association – This meeting has not yet been scheduled.

- Director will be holding a “Coffee with the Director” event on 2/28 at 2:30 pm. The SRO is a topic of discussion for the event. Director explained that the time frame for hiring an SRO is roughly 6 months from application to hire.
- Board: (1) emphasized the importance of a carefully crafted communication plan should the school decide to proceed with SRO; (2) requested information on the potential applicant pool; and (3) requested that the administration gathers information on SRO experience at a charter school or traditional public school that is more similar to Hawbridge than Clover Garden, in terms of size and geographical location. Board Chair Nicolet further requested that any other information-gathering should be forwarded to him.

## IX. New Business

### A. Board Elections

#### 1. Review of Bylaws and Timelines

##### a) Determination of open seats

- Director reviewed the Hawbridge Bylaws with the Board. Board members clarified that the current bylaws were drafted to be intentionally fluid regarding the composition of the board. Board Nominating Committee was formed largely to minimize the chance of board turnover during an election cycle, while allowing for new members to join the board and making sure that new board members are a good fit with existing board members and current board needs. Board and Director confirmed that applications for open seats are due on April 1<sup>st</sup> and should be sent to the Board Vice



Chairperson (because Board Chair Nicolet is up for re-election) or the school Director. Board members Todd Nicolet (Chair), Karamarie Fecho (Secretary), and Rick Morse (Past Chair) are at the end of their term and thus provide open seats. Morse is cycling off of the board due to the bylaws-dictated eligibility for re-election; Nicolet and Fecho are eligible to run again.

X. Closed Session

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

1. Subsection (a) - (3), (5), (8)

- Motion to move to closed session. Seconded. Unanimously supported. 7:46 pm.
- Motion to move to open session and adjourn. Seconded. Unanimously supported. 8:16 pm.

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