



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: December 14, 2016

Location: Hawbridge School

Attending Board Members: Todd Nicolet (Chairperson), Rowena Khot (Vice Chairperson), James Cajka (Treasurer), Karamarie Fecho (Secretary), Rick Morse, 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), Jennifer Shelton (co-Assistant Director and Faculty Member), Emily Martin (Guidance Counselor)

- I. Call to Order
 - 6:04 pm.
- II. Roll Call
 - 6:05 pm.
- III. Approval of Agenda
 - Motion to approve. Seconded. Unanimously supported. 6:05 pm.
- IV. Recognitions
 - A. Soccer and Cross Country Championships
 - Director recognized two championship Hawbridge Herons sports teams: soccer and cross country.
 - Coach Cowland and Mr. Duke provided an overview of the soccer team's undefeated season. They emphasized that the team was quite young, so their performance this season was very impressive. Numerous team members were present and acknowledged by the board. Several parents also were present. Board and Director acknowledged and applauded the team, coaches, and parents. Board Chair Nicolet presented the team with a plaque.
 - Mr. J. provided an overview of the cross-country team's undefeated season. Mr. J. emphasized the fantastic performance of all team members, as well as the personal achievements made by team members since last



season. Numerous team members were present and acknowledged by the board. Several parents also were present. Board and Director acknowledged and applauded the team, coaches, and parents. Board Chair Nicolet presented the team with a plaque.

- V. Public Comment
 - Cara McCollum was present and provided an update on the Hawbridge Sports Booster Club.

- VI. Consent Items
 - A. Approval of previous meeting's minutes
 - Motion to approve, pending the addition of call-to-order and adjournment times to the board's special session on November 30, 2016. Seconded. Unanimously supported. 6:15 pm.
 - B. Future Meetings/Events:
 - 1. Board Meeting: 6:00 p.m. on Wednesday, January 18, 2017
 - Motion to approve. Seconded. Unanimously supported. 6:15 pm.

- VII. Reports
 - A. Board
 - Nothing to report.
 - B. Director
 - 1. 2017-2018 Enrollment Update
 - 145 applications have been received to date; 20 for 4th-grade class, 30 for 5th-grade class, and 30 for 9th-grade class.
 - 2. Parental Leave Policy Update
 - Director presented statistics on financials related to the school's new parental leave policy. Actual cost for six weeks of paid parental leave was \$12,061.64 for the first employee to request leave under the new policy. Board's estimate was \$11,933.10.
 - 3. Coffee with the Director
 - Director noted that the first Coffee with the Director event was successful, with roughly 20 to 25 people in attendance. The event lasted about 2 hours. Attendee-led discussion focused on the new 4th-grade program and school expansion plans. Director emphasized to attendees that the school expansion plans are open-ended at this point and that no firm decisions have been made.
 - C. Treasurer
 - 1. Treasurer's Report
 - Treasurer presented the budget report. School is financially right on track. Annual surplus is projected to be ~\$67K, which is slightly lower than the original projection due to the hiring of a new EC



teacher. Treasurer and Director explained that the budgeted \$15K expenditure for technology was higher than the actual expenditure of roughly \$5K due to a lack of need. Field trip expenditures under “Student Fees” is in the red by ~\$4K due to student inability to pay and school miscalculation (i.e., the need for more buses than anticipated for several field trips), both of which are hard to estimate in advance. Director is making adjustments to the field trip plan, including fundraising and a more accurate head count prior to reserving charter buses. Goal is to be revenue neutral by end of year. Board and Director discussed athletic program fees and team-specific fees. Director is planning to implement a team-agnostic, general funding model for sports. However, the option of earmarking donations for a specific sports team will remain.

2. 2015-2016 Audit

- Treasurer received the report from the 2015–2016 school audit. No findings were identified regarding the school’s financials. However, the audit did identify a policy issue. Specifically, the new Concussion Act was not implemented on time due to the school being uninformed about the need to enact the new policy.

VIII. Unfinished Business

A. Hawbridge Expansion Update

- Board School Expansion Subcommittee, Board Chair, Director, Assistant Director Feldman, and faculty member Cameron Ratliff met with community member Heather LaGuard and representatives from Little Diversified Architectural Consultants (president, project manager, and staff member). Initial session involved photo review, followed by discussion and consensus on representative photos to guide the design of a new school. The initial session was followed by Q&A on key aspects to a successful school and school–community environment. This was intended to identify themes. Several strong themes emerged: school integration with the community and community integration with the school; and the environment and the arts (areas of emphasis in Hawbridge’s vision statement). Next step for the school expansion process is to continue contract negotiations and community conversations involving Saxapahaw, teachers/staff, families, and students.

B. Volunteer Policy and Procedure

1. Student Handbook

- Board reviewed and discussed the new policy/procedure regarding volunteers. Discussion included comment on the family commitment of one hour/month, the new charge of \$15 per background check per volunteer, and the fact that the school is relying on good will to



report any changes in volunteer eligibility over the two-year approval period. Board discussed pros and cons of the new policy. Parent McCollum suggested a change in wording to indicate that the fee is intended to serve as a voluntary donation. Board and Director discussed the student handbook and the distinction between “policy” and “procedure”. Board suggested stronger language regarding the reporting of changes in volunteer status over the two-year approval period, as well as other minor changes to the language of the revised policy/procedure, before inclusion in the handbook.

IX. New Business

A. Presentation by the Alamance County Sheriff's Office on School Resource Officers

- Two officers from the Alamance County Sheriff's Office presented an overview of the SRO program. The SROs can provide the school with physical security. They wear a complete uniform Monday through Thursday and a slightly more casual uniform on Friday. The SROs are fully armed on all days. The SROs complete mandatory training, including sensitivity training and training regarding children with special needs and children in crisis. The sheriff's office works with the school and community to ensure a good fit between the assigned SRO and school/community. The presenting officers named several participating schools and provided examples of the types of services and resources they provide to schools, in addition to physical security; those additional services and resources include administration of the DARE program, advice on legal matters as related to policing, service as role models, and relationship building between law enforcement and students. The officers also presented a map of the county and pointed out that the sheriff's office assigns one deputy per seven jurisdictions within the county. Those deputies cover all types of incidents and, due to the large geographical coverage area, have an average response time of 18 minutes per incident. The presenting officers also discussed other options for improving school security, such as off-duty sheriffs and private security guards.

X. Closed Session

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

1. Subsection (a) - (5), (8)
 - Motion to move to closed session. Seconded. Unanimously supported. 7:43 pm.
 - Motion to move to open session and adjourn. Seconded. Unanimously supported. 8:23 pm.

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