



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

BOARD MINUTES

Date: December 13, 2017

Location: Hawbridge School

Attending Board Members: Todd Nicolet (Chairperson), Rowena Khot (Vice Chairperson), James Cajka (Treasurer), Karamarie Fecho (Secretary), Lori Edmonds, 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
 - o 6:01 pm.
- II. Roll Call
 - o 6:01 pm.
- III. Approval of Agenda
 - o Motion to approve. Seconded. Unanimously supported. 6:02 pm.
- IV. Public Comment
 - o No public comment.
- V. Consent Items
 - A. Approval of previous meeting's minutes
 - Motion to approve regular meeting minutes from November pending minor correction of typo: "altered" to be changed to "alerted". Seconded. Unanimously supported. 6:04 pm.
 - B. Future Meetings/Events:
 1. Board Meeting: 6:00 pm on Wednesday, January 10, 17, or 24, 2018?
 - Motion to change meeting date to Wednesday, January 24, 2018. Seconded. Unanimously supported. 6:05 pm.
- VI. Reports
 - A. Board



- Nothing to report.

B. Director

- Co-Assistant Director Ms. Shelton provided an overview of PSAT scores, which is a voluntary test that requires a small fee (paid by families). Twenty-three of 42 students took the PSAT exam and scored a mean of 11.3 (compared to state mean of 10.72), 70% of students met both English and Math proficiency (compared to 57% of students across the state). Overall, Hawbridge students did quite well and exceeded state scores and proficiency rates.
- Director applauded the success of the students and noted that one of those students (who has been at Hawbridge for six years) may have scored high enough to be recognized as a National Merit Scholar.

C. Treasurer

- Treasurer presented an overview of the budget. Budget is in good shape. EC transfer funds have been received (roughly \$21K). Vans have been purchased and paid in full, although this expense is not reflected in the current budget spreadsheet, as those funds have yet to be drawn. Four-year maintenance costs for the vans were included in the purchase agreement. The vans are already in use, and Ms. R. will be designing Hawbridge graphics to display on the side of the vans. The only notable change in estimated expenditures is for an increase in workman's compensation (roughly \$7.5K), due only to an increase in cost. Overall, the budget is on track, with a sizeable annual surplus projected for the year.
- Co-Assistant Director Mr. Feldman provided an update on the new bathroom flooring, which the administration is very happy with and cost roughly \$5000.

VII. Unfinished Business

A. Hawbridge Expansion Update

1. General Updates

- Board Member Romm provided an overview of the potential school expansion project. Mr. Jordan's land donation was assessed as largely unbuildable space. Mr. Doug Williams and Ms. Claire Haslam donated a new parcel of land for the K-12 school expansion. Designs have begun and the land has sufficient space to include parking, gardens, play areas, etc., in addition to a school building. Community forums will be scheduled shortly.
- Mr. Williams and Ms. Haslam were present at the meeting, and the Board openly thanked them for their generosity and interest in working with Hawbridge to strengthen school-village ties. Mr. Williams and Ms. Haslam expressed special interest in the use of garden space for farm-to-table activities, educational opportunities, etc. Board Chair thanked them for their generous donation and acknowledged enthusiasm among



Faculty members and the Board to maximize the use of garden and outdoor space in the donated land and to ensure that the school's vision for the donated land is aligned with theirs.

- Board Chair would like to move forward with Community Forums beginning in January 2018, if possible. He also noted that a decision to move forward with the school expansion will be finalized in March in 2018.

B. Board Bylaws

1. Board Membership

a) Bylaws

- Board Chair reviewed the issues on which the Board has reached consensus: 9 members ideal, 7 members minimum; desired, but not required skill sets; 3-year terms with 1 year off before reapplying for Board membership. General consensus reached regarding a Selection Committee comprised of: Board members not seeking re-election and not ending their second term; an appropriate percentage of Faculty members (at least one Faculty member less than the total number of Board members); and a PASTA representative. Board would advertise positions and actively recruit new Board members; Selection Committee would review applications and choose nominees based on the best interests of the Board; final vote for new Board members would be by the Board alone. The goal is to make sure that the leadership of the Board remains reasonably aligned with community interests.
- Board discussed Faculty representation on the Selection Committee and reached consensus that the Faculty would select participants by a process to be decided independently of the Board.
- Board discussed the composition of the Selection Committee and reached consensus that the committee shall be comprised of one community member, one or two Faculty members, and four Board members.
- Board discussed officer elections and reached consensus that officers should be elected during the May meeting in order to ensure that only existing Board members could serve as officers, the intent being to ensure that officers have the skills and experience necessary to complete their duties.
- Board discussed the timing of the selection process for new Board members and reached consensus on the following: the Board will form a Selection Committee and appoint a Committee Chair in January of each year that new Board positions become open; the Board and Selection Committee will recruit potential Board members and solicit applications in February and March; the Selection Committee will review candidates and identify nominees



for new Board positions in April and May; the Board (excluding those Board members up for re-appointment) will vote on and announce new Board members during the June meeting.

- Board discussed the terms and appointments of Board members and reached consensus that the ideal composition is to maintain three mid-term members, three members at end of their first term, and three members at end of their second term. Ideally, a minimum of four current Board members would be maintained during each cycle. Board discussed Board Treasurer's proposed plan for transition of Board members. Board reached consensus with the Board Chair's recommendation that the Board recruit six new Board members during the next cycle, with three members for a three-year term and three members for a two-year term for a total of nine preferred or seven minimum total Board members. This adjustment should achieve the Board's desired composition regarding terms and appointments.
- Having reached consensus on all outstanding issues, Board Secretary will draft new language for the Bylaws that reflects the points of consensus and will distribute the revised language prior to the January Board meeting

VIII. New Business

- No new business.

IX. Adjourn

- Motion to adjourn. Seconded. Unanimously supported. 7:02 pm.

Minutes recorded and respectfully submitted by Karamarie Fecho, Board Member and Secretary.