



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

BOARD MINUTES

Date: June 27, 2018

Location: Hawbridge School

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

Attending Executive Director and Faculty/Staff: Mya Ciccotti (Interim 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
 - 6:08 pm.
- II. Roll Call
 - 6:08 pm.
- III. Approval of Agenda
 - Motion to move the discussion of agenda item V.B after agenda item VII.A. Seconded. Unanimously supported. 6:09 pm.
- IV. Public Comment
 - No public comments.
- V. Consent Items
 - A. Approval of previous meeting's minutes
 - Motion to approve minutes from May 2018 meeting pending clarification of \$50K deposit into school escrow account as a one-time transaction in order to adhere to new state requirements regarding the NC State Retirement Fund. Seconded. Unanimously supported. 6:11 pm.
 - B. Future Meetings/Events:
 - Board Meeting: 6:00 pm on Wednesday, July 18 or 25, 2018
 - Motion to change the regular meeting date and schedule a special closed session of the Board. Special closed session of the Board at 6:00 pm on Wednesday, July 18, 2018; July regular meeting of the Board at 6:00 pm on Wednesday, July 25, 2018. Seconded. Unanimously supported. 6:50 pm.



VI. Reports

A. Board

- Board Chair Nicolet publicly thanked parting Executive Director (ED), Dr. Kenny Moles, for his outstanding performance and leadership over the last three years. Board seconded the Chair's appreciation for Dr. Moles' service.

B. Director

- Interim ED Ciccotti, introduced herself and offered a brief report. Enrollment tally for the 2018-2019 school year is pending decisions from accepted students/families. 11th-grade class size is currently low (roughly 30 students). EC student population is growing quickly (nine students added this year), as is level of need. School seems to be drawing students with special needs and DEPs.
- Board Chair requested that the Interim ED considers how to plan for unanticipated need with respect to EC students. Interim ED noted that a new EC position has been posted in order to fulfill student needs.

C. Treasurer

- Treasurer reviewed the 2017-2018 budget. Budget is on track. 95% of revenue has been received at 92% of the year (a few counties have been slow to submit funds). Expenditures are a bit lower than expected. Additional expenses related to the potential school expansion likely will lower next year's surplus. Current annual surplus is roughly \$12K. Board's target of an overall surplus of three-months operating expenses has been exceeded.
- Interim ED clarified the new state requirements regarding the NC State Retirement Fund and the school's response to those requirements (also see §V.A and [May 2018 minutes](#)). The school already had \$48K in an interest-bearing Money Market fund, so School Administration adjusted the account to bring the total to \$50K and designated the account for the intended purpose of fulfilling state requirements. The original account was created to fulfill current USDA loan requirements. School Administration will determine whether there's a need for two separate accounts and will adjust school finances/accounts accordingly.

VII. Unfinished Business

A. Hawbridge Expansion

- Board Expansion Subcommittee Chair Romm proposed that the Board withholds a final vote on the potential school expansion. Reasons for the delayed vote include that the application is still being processed, several issues need to be negotiated, and a certain amount of requirement-gathering needs to be completed.
- Romm proposed a special closed session of the Board prior to the next regular meeting in July. The special closed session would include Little



Consolidated Architecture, Dixon Hughes Goodman, incoming Board members, land donors, and any other persons who may be helpful to inform the Board.

- Board Chair discussed how best to inform new Board members prior to the next regular meeting. While the delayed vote is a negative, one positive is that the new Board members will be in charge of all decision-making related to a potential school expansion from the very start of their term. Proposal is to hold a three-hour closed-session meeting on July 18 and then a regular meeting on July 25, during which time a vote would take place (see §V.B). Access to all documents (e.g., PAR) will be provided to the Board at some point prior to the closed-session meeting.

B. 2018 Board Appointment Updates

- Board Appointment Subcommittee Chair Romm announced the new Board members for 2018-2019: Natalya Barker; Sue Eldon; Diane Ford; Val Hanson; Brian Setliff; and Tim Toben.
- Romm thanked the new members and the Board Appointment Subcommittee.
- Board Chair confirmed that the lack of attendance of new Board members at tonight's meeting is compliant with the bylaws. He noted, however, that the Board is out of compliance with the Bylaws with respect to the May election of new officers. Board decided to vote on positions of existing Board members and defer a vote on other positions until the July regular meeting.
 - Nominations are: Todd Nicolet as Chair; Karamarie Fecho as Secretary.
 - Motion to approve nominations. Seconded. Unanimously supported. 7:00 pm.

VIII. New Business

A. Conflict of Interest Policy

- Interim ED reviewed Hawbridge School's state performance framework for 2017-2018. School is non-compliant with the state's Conflict of Interest policy for charter schools. Interim ED obtained one 'exemplar' policy in place at charter schools and one additional policy to use as a templates to prepare a revised policy. She will distribute those potential templates to the Board for review/revision. Interim ED noted that several charter schools were flagged on the Conflict of Interest policy due to widespread changes in the policy over the past year. Board Chair noted that the Board recently updated the Conflict of Interest policy in order to maintain compliance and that the school previously was in compliance, but the state's policies have since changed.
- Board will review the 'exemplar' policy and the additional policy and select one, as is or with revision, for vote to adopt by email prior to June 30, 2018. The expedited plan is intended to ensure that this vote does not fall on new



Board members, in order to minimize additional responsibilities on incoming Board members during their first Board meeting. The expedited plan also will allow the School Administration to submit the new policy to NC DPI by their August 2018 deadline.

IX. Closed Session

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

1. Subsection (a) – (6)

- Motion to move to closed session. Seconded. Unanimously supported. 7:19 pm.

X. Adjourn

- Motion to move to open session and adjourn. Seconded. Unanimously supported. 8:27 pm.

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