

## **BOARD MINUTES**

**Date:** December 12, 2018

**Location:** Hawbridge School

**Attending Board Members:** Todd Nicolet (Chair), Val Hanson (Vice Chair), Sue Eldon (Treasurer), Natalya Barker, Lori Edmonds, Dianne Ford, Brian Setliff, Tim Toben.

**Absent Board Member:** Karamarie Fecho (Secretary)

**Attending Executive Director and Faculty/Staff:** Mya Ciccotti (Interim Executive Director),

- I. Call to order
  - 6:04 pm
- II. Roll Call
  - 6:05pm
- III. Approval of agenda
  - Motion to approve agenda. Seconded. Unanimously supported. 6:06pm
- IV. Public Comment
  - No public comment
- V. Consent Items
  - A. Approval of previous meeting's minutes
    - Motion to approve minutes with two corrections from November 2018 regular meeting. Seconded. Unanimously supported.
  - B. Future meetings/events
    1. Board meeting: 6pm on Wednesday, January 23, 2019
    - Motion to approve January 2019 regular meeting date. Seconded. Unanimously supported.
- VI. Reports
  - A. Board
    1. Committee updates (Expansion, Fundraising, Communications)
      - Expansion Committee update moved to closed meeting.
      - Fundraising Committee had no updates.
      - Communications Committee had no updates.
  - B. Director
    1. The Hawbridge admin team is working on handbook changes. They will pull out policies as a separate piece. Rockingham County provides a good model; we will make ours mirror state laws. The admin team is

hoping for revisions to be ready in early March, providing these to the board at the April board meeting, allowing May for edits and June for approval. They will create a policy manual, a parent-teacher handbook (with general procedures), and a discipline handbook to mirror state law. Per state guidelines, policy is supposed to be a separate piece. Simplicity and clarity in the parent-teacher handbook is useful for families. Forms and an appendix will be included at the end, with a total of less than 20 pages. The admin team is hoping to roll out surveys to community, families, and faculty about whether procedures are implemented with consistency. Faculty have given feedback about what they've seen and a list has been maintained of inconsistencies in the handbook. Val can contribute a 'school climate survey' that might be useful.

#### C. Treasurer

- Building maintenance has been high; 2 HVAC units have been replaced. All looks good.

#### VII. Hawbridge Expansion Update from Little Diversified

- We began with introductions from the board. Little has been involved with Hawbridge for over 2 years. Little offices are in American Tobacco in Durham; they have 5 offices, 400 people in all. Little focuses on community projects, higher education, etc. The Little reps with us are from their Community Studio. Julie McLaurin is head of Civic and School Studios. Katie Buckman is project manager, taking Fred's role with the lead on budget and schedule and working with us to project completion. Ann Seeley is project architect, the primary individual overseeing design, materials, functionality, aesthetics. She coordinates all teams and works with Katie on day to day budget maintenance. Architects are all LEAD certified. CHL is their landscape partner and Keith Downing our landscape architect and site planner. He has done schools since 2000; this site is challenging and fun. He is working to bring site and building together. This core team does a lot of school projects – Vandora Springs Elementary (interactive spaces), Charlotte Latin School (wood and natural materials), Henderson Collegiate (another charter school, USDA funded), Lake Oconee Academy (USDA funded, a scale similar to ours).
- Katie presented a historical overview of how we got here today: in 2016, Little was interviewed and selected by our board. Visioning and assessing our goals were completed in Nov 2016. In early 2017 we finalized contracts and in Sept 2017 Little met with Hawbridge Board for presentations and discussion about sites. Community input sessions were held in Feb 2018. Little created the USDA required report, PAR – Preliminary Architectural Report.

USDA approval on NC side has happened; we are waiting for actual funding and are almost there. Early studies for our school have focused on repetitive building blocks. Materials are brick, corten steel, concrete, timber.

- Little has looked at a lot of possible site layouts. The PAR contains documents, needs, numbers, mission, school growth, what's unique, cost estimate. Once settled on site and components, then environmental surveys can happen, followed by independent price quotes.
- Now released to move into Design Development; Little brought three copies of DD. The next phase is Construction Documents. Drawings are getting approval by Dept of Public Instruction, Dept of Insurance, Fire Marshall.
- Keith Downing, landscape architect discussed the site challenges, including the creek on the east, floodplain and powerline easement. Final scheme was driven by the grading plan, expecting DOT (traffic engineers) approval in Dec. DOT will reimburse for required road improvements; this is our largest unknown expense. We will apply for this reimbursement after C.O. We have struggled with size of the competition field. He has worked with Little on how the building fits on site. We are waiting for geotechnical reports and working through Jordan Lake requirements, which drastically affect design and cost. There was a lengthy meeting with the Jordans about providing water.
- There were questions from the board about outdoor learning spaces – we would have more space without sports field? How can we use the creek as outdoor learning space? The parking looks small for school and sports events – current number = 108 parking spaces. Space is tight and it will be difficult to have more parking.
- We will break ground July 2019 and occupy Aug 2020.
- Ann Seeley, architect, reviewed with the board the main concepts for the floor plans in our packets. The front is 3 stories, 1<sup>st</sup> floor set into ground, 2<sup>nd</sup> level has ground access on back of building. Safety and security are considered with a single access and security vestibule. We looked at plans for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> floor, and for gym/dining area. A regulation high school basketball court has bleachers on one side and home and away lockers. A dining and a serving area is included. Lockers are being phased out; furniture with bins under seat can serve this purpose. We can do a lot of things with furniture. We may need to add a gender-neutral bathroom/changing room in the gym area.

VIII. Closed Session

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

1. Subsection (a) – (3), (5)

- Motion to move to closed session. Seconded. Unanimously supported.

IX. Return to Open Session

A. Hawbridge expansion discussion continues at 8:50pm

- Motion to expand the budget by \$75,000 to continue the building project. Seconded. Unanimously supported.

B. Motion to adjourn. Seconded. Unanimously supported. 8:55pm

*Minutes recorded and respectfully submitted by Dianne Ford, Board Member.*