



BOARD MINUTES

Date: March 20, 2019

Location: Hawbridge School

Attending Board Members: Todd Nicolet (Chair), Sue Eldon (Treasurer), Karamarie Fecho (Secretary), Lori Edmonds, Dianne Ford, Brian Setliff

Absent Board Members: Val Hanson (Vice Chair), Natalya Barker, Tim Toben

Attending Executive Director and Faculty/Staff: Mya Ciccotti (Executive Director), Jennifer Shelton (Co-Assistant Director and Faculty Member), Jonathan Farmer (Faculty Representative to the Board), Emily Martin (Guidance Counselor)

- I. Call to Order
 - 6:10 pm.
- II. Roll Call
 - 6:10 pm.
- III. Approval of Agenda
 - Motion to approve agenda with removal of "from Little Diversified" in §VII.A. Seconded. Unanimously supported. 6:11 pm.
- IV. Public Comment
 - Public comment request to the Board for more rapid posting of minutes to the Hawbridge School website.
 - Revised statement to the Board page of the school's website:

"Minutes from Hawbridge Board of Director meetings are approved during the following month's regular meeting of the Board. The approved minutes are then typically posted within one week of the date in which they are approved. A lag time may occur, however, under certain circumstances, such as if the Board Secretary is absent from a regular meeting."
- V. Consent Items
 - A. Approval of previous minutes from February regular meeting and February special session.
 - Motion to approve minutes from February special session, pending correction of three typos, and February regular session, pending revision

to reflect Board motion and vote to make the second signature needed by the USDA to be the signature of the Treasurer, instead of the Secretary. Seconded. Votes: five Board members in support; one abstaining Board member (Fecho, who was not present at the February regular meeting and thus unable to vote). 6:17 pm.

B. Future Meetings/Events

1. Board Meeting: Wednesday, April 24, 2019

- Motion to approve April regular meeting date. Seconded. Unanimously supported. 6:18 pm.

VI. Reports

A. Board

1. Fundraising Committee Update

- Committee Chair Nicolet had nothing to report.

2. Communications Committee Update

- Committee Chair Edmonds provided an update. Community meetings regarding the school expansion were well attended. Several community members expressed interest in getting involved with the school expansion project in various ways. Several concerns also were expressed, including water supply/run-off, roadway concerns, and pedestrian safety.
- Committee Chair Edmonds developed a list of 'guidelines' for communication between and among Board members and between Board members and non-Board members. She will circulate them for Board review.

B. Director

1. Master Schedule Update

- Executive Director Ciccotti provided background on the process for developing each year's master schedule.
- Ms. Shelton provided an overview of the master schedule. The process begins in January of each year. The master schedule is typically completed on a manual, student-by-student basis. Ms. Shelton estimates that only 2% of student's needs were not completely met by the process. She then reviewed planned offerings for next year.
- Ms. Martin added comments on NCVPS course options. The state determines the expenditure for each year's NCVPS courses. The state allotted ~\$32K to Hawbridge School for the last school year, 2018-2019. The school's administration placed restrictions on student enrollment in NCVPS courses for that same year. The state's allotment for 2019-2020 NCVPS courses was reduced due to low enrollment in the previous school year, such that the school is expending ~\$16K of ~\$31K allotted during the 2019-2020

school year. The school's administration views this as a positive advancement.

- Board Chair noted that he appreciates the individualized approach to scheduling.

2. Mr. Farmer's Book

- Executive Director Ciccotti acknowledged the recent publication of a book by Mr. Farmer.
- Board applauded his efforts.

C. Treasurer

- Board Treasurer Eldon provided an update on the budget. She appreciated the explanation of the NCVPS discrepancy in the budget. Eldon noted that the EC budget has not been fully expended, presumably because students left the program.
 - Executive Director Ciccotti explained that several students mastered occupational and speech therapy, which is why the students no longer needed special-needs assistance and why the projected expenditures for EC students have not been fully expended.
 - Treasurer reported no further concerns and that the school budget is on track.

D. Faculty Representative

- Faculty Representative Farmer reported that things are going well with the faculty. No concerns noted.

VII. Unfinished Business

A. Hawbridge Expansion Update

- Jason, the Board's "Owner's Agent" and school expansion project liaison, provided an update. Specifically, he provided an overview of findings and recommendations from a new construction-related report, none of which should impact the revised design, which Little is working on.

VIII. New Business

A. 2019 Board Appointments

- Board Chair Nicolet reviewed the school's bylaws regarding new appointments to the Board. Terms for Board members Fecho, Nicolet, and Edmonds will expire this year. Fecho and Nicolet cannot serve another term per the bylaws; Edmonds can elect to serve another term, but she cannot serve on the Board Nomination Committee.
- Board Nomination Committee will be comprised of the following individuals: Board Members Barker and Ford (committed); Board Members Hanson and Toben (if they are interested); Board Members Setliff and Nicolet (if Hanson and Toben are not interested). The school's administration will send a survey to the faculty to determine whom from the faculty is interested in serving on the committee. The administration

will then let faculty vote for the open faculty position on the Board Nomination Committee. The school's administration has reached out to PASTA for a PASTA representative on the committee.

- Desired expertise includes: parent representation; real estate; legal; marketing; accounting; community organization/coordination; fundraising; someone with a relationship to planning and permitting in Alamance County; educational law.

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. 7:21 pm.
- Motion to move to open session and adjourn. Seconded. Unanimously supported. 8:35 pm.

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