



BOARD MINUTES

Date: June 19, 2019

Location: Hawbridge School

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

Attending Executive Director and Faculty/Staff: Mya Ciccotti (Executive Director), Jonathan Farmer (Faculty Representative to the Board), Emily Martin (Guidance Counselor)

- I. Call to Order
 - 6:07 p.m.
- II. Roll Call
 - 6:07 pm.
- III. Approval of Agenda
 - Motion to approve agenda. Seconded. Unanimously supported. 6:07 pm.
- IV. Public Comment
 - No public comment.
- V. Consent Items
 - a. Approval of previous minutes from May regular meeting and June special session.
 - Motion to approve minutes from May 2019 regular meeting pending the addition of “Julie McLaurin, the principal” under VII(A) and “the Executive Director work with selected Board members to update and organize” under VIII(B). Seconded. Unanimously approved.
 - Motion to approve the minutes from June 2019 special session pending the removal of discussion during closed session and the addition of “Approved 8 for to 1 against (Fecho).” Seconded. Unanimously approved.

b. Future Meetings

- Motion made to set the July Board Meeting for Wednesday, July 24th @ 6:30 p.m. Seconded. Unanimously approved pending checking with Val Hanson and our new board members. Dianne Ford will check with new board members and if the 24th doesn't work then she will check on the 17th and the 31st.

VI. Reports

a. Board

- Fundraising Committee Update
 - Committee Chair Nicolet had nothing to report.
- Communications Committee Update
 - Committee Chair Edmonds had nothing to report.
- Outgoing Board Chair Todd Nicolet shared a personal comment: It has been an honor and pleasure to serve on the Board for the past 4 years and as its Chair for the past 3. Nicolet is excited to see what the new Board does next and is confident in their ability.

b. Director

- The Charter renewal process has begun. Executive Director Cicotti will start a Google folder and place documents in it that need to be reviewed, including the renewal timeline, what is due each month, and what the Board will need to approve. This is a two-year process and the current charter expires in June 2021. We will have to ensure that we meet deadlines. This is also an opportunity to evaluate the current charter and make changes.
- Executive Director Cicotti reviewed the Proposed 2018-2019 Amended Budget because several modifications need to be made in anticipation of the fiscal year audit. The fiscal year ends June 30. If there is a 10% variance between actual and proposed budget it will be flagged by the audit, so the Executive Director worked with our accountant to shift money back into surplus that cannot be spent by the end of June. This included shifting \$100,000 for the expansion back into surplus because anticipated expenses will not be invoiced by June 30th. Executive Director Cicotti reviewed all of the changes made to the proposed amended budget. After some discussion a motion was made to approve the budget as amended. Seconded. Unanimously approved.

c. Treasurer

- Board Treasurer Eldon had nothing to add following the discussion and approval of the proposed amended budget. All income and expenses are on track.

d. Faculty Representative

- Faculty Representative Farmer expressed gratitude on behalf of the teachers for the end of year celebration. Farmer expressed a specific thank you to our out-going Board Chair Nicolet.

VII. Unfinished Business

a. Policy Manual Update

- Executive Director Cicotti would like to rollout new policies manual, discipline guide, and student handbook in August 2019.
- The student handbook is now a 25 page document and much more readable.
- Executive Director Cicotti will work with Board Members Ford and Hanson to update and organize the policies manual, hopefully by the July 2019 meeting. The office of charter schools has a list of policies they recommend. They will review both the existing policies and the state policies and bring recommendations to the board.
- The admin team is working through the discipline guide to update it using other exemplars.
- Several board members raised questions about ensuring that parents read the student handbook. The Open House in August provides an opportunity to highlight specific areas of the handbook. Parents and students are required to turn in documentation stating that they have read the handbook at the beginning of each school year.

b. Expansion Update

- Jason Imhof, the Board's Owners Agent, gave a lending update. He and the administration are working with First Citizens Bank and the USDA on a construction loan. First Citizens will provide 100% of construction costs while most of the other lenders will only loan 75 or 80% of the value.
- In addition, Jason is working on a preconstruction loan to address expenses between now and breaking ground. There are issues about securing the loan, including cash projections and USDA policy changes that need to be addressed. The process is still very fluid and timing is important.
- To facilitate this process, Hawbridge is moving forward with the land transaction now, putting the two parcels of land together and on record, and leaving some of the details about easements for later. The underwriting isn't as comprehensive because we are only borrowing against the land. The construction loan would then be for all the project

costs and extend through the completion of construction. The construction loan can be used to pay off the preconstruction loan or it can be paid out upon the completion of construction by the USDA loan.

- No action needs to be taken at this time.
- Julie McLaurin, principal for Little, shared a timeline with the Board. We will keep moving toward deadlines because there will be delays. Julie shared more detailed plans for the building. Little is working on design features, taking cues from local buildings, reviewing window openings, materials, and so on. Industrial ceilings and lots of natural light. The HVAC units will be on the roof of main building because this is the most economic choice. Julie answered questions about solar tracking arrays, cisterns for capturing rain water, and an emphasis on stewardship of the environment. By next board meeting Little should be almost finished with Design and Development, with the goal of having construction documents by the end of October.
- Projected construction start date is May 2020. Bids for contractors will begin around February 2020.
- Recognizing the number of details the Board must review, Todd Nicolet recommended that we make sure we are addressing the issues we need to address in a timely fashion.

c. 2019 Board Appointments Update

- The new members are Dawnya Bohanger who is a co-owner of the Haw River Farmhouse Ales. She impressed the Board by effectively running a local business and being a great communicator. Kathryn Brown has a degree in administration and experience with fundraising and has shown a willingness to jump into projects asking what she can do to make a difference. She has been involved in work to put a sidewalk in in Saxapahaw. Lori Edmonds will continue to serve on the board in her vital capacity. There were a number of highly qualified applicants and it is the hope of the board that these people will find ways to connect with the school in the future.

VIII. New Business

a. Board Officer Elections

- The following slate has been proposed and approved unanimously
 - Chair: Lori Edmonds
 - Vice-Chair: Val Hanson
 - Treasurer: Sue Eldon
 - Secretary: We will wait until next month to choose a secretary.
- Committees need to be revisited with these changes, both to determine the objectives of these committees and to choose leadership for 2019-2020.

- b. Revised Handbook
 - See comments above
- IX. Closed Session
 - a. To Consider Confidential Matters Pursuant to NC G.S. §143-318.11
 - Subsection (a) - (6)
 - Motion to move to closed session. Seconded. Unanimously supported. 8:18 pm.
 - Motion to move to open session and adjourn. Seconded. Unanimously supported. 9:25 pm

Minutes recorded and respectfully submitted by Sue Eldon, Board Member and Treasurer.