



The Association for the Advancement of Education, DBA, The Hawbridge School

Board of Directors' Meeting
Wednesday, December 18, 2019 at 6:00 p.m.
The Hawbridge School

- I. Call to Order – 6:11pm
- II. Roll Call – 6:11pm
Attending Board Members: Lori Edmonds (Chair), Val Hanson (Vice Chair), Dianne Ford (Secretary), Sue Eldon (Treasurer), Natalya Barker, Dawnya Bohager, Kathryn Brown, Brian Setliff. Tim Toben was absent.
Attending Executive Director and Faculty/Staff: Mya Ciccotti (Executive Director), Jennifer Shelton (Assistant Director of Curriculum and Instruction), Jonathan Farmer (Faculty Representative to the Board), Daryl Feldman (Asst Director of Student Services), Emily Martin (School Counselor).
- III. Approval of Agenda
 - Motion to approve agenda. Seconded. Unanimously supported.
- IV. Public Comment
 - There was no public comment.
- V. Consent Items
 - A. Approval of previous meeting's minutes
 - Motion to approve minutes from October 2019 board meeting; seconded, unanimous approval.
 - B. Future Meetings/Events:
 - Proposed January Board Meeting: January 22, 2020 at 6pm
 - Office of Charter Schools site visit: January 23, 2020 from 9am-1pm
 - Second Open House: Wed, February 12, 2020 from 5:30-6:30 pm.
Natalya will create a Doodle poll for board members to sign up for Open House times.
- VI. Reports
 - A. Board
 - Committee Updates: Committee Updates: Expansion, Communication, Fundraising
 - Expansion – report will be at 7pm by representatives from Little and Aspire

- Communication – the committee hosted a social for the faculty. Attendance was light due to busy holiday times. Dianne will put out an email call for interest in serving on this committee.
- Fundraising – the committee will meet on Jan 8 at 7pm.
- Renovation – this committee has not yet begun work.

B. Director

- Mya distributed a hard copy of the annual audit. There are no areas of need and no findings for fiscal year ending 2018. See especially pages 54-57 for the audit summary. The report is in the November folder on our shared drive.
- A new charter school, Alamance Community School, is opening in Alamance Co in August 2020. Location is at exit 150. The school is planned for grades K-3, with 100 students/grade, 20 kids/class. They will add a grade each year. It is designed as a project-based school with a weighted lottery for students who are economically disadvantaged. This will affect our marketing, branding and finding elementary teachers. We need to consider our logo and create a motto.

C. Treasurer

- Our finances have caught up. EC funding is still behind, but overall about 45% of income has come in and about 45% of expenses have gone out. We are receiving a 1.2% increase in state funding until the state budget is approved. We may still have a negative surplus this year, possibly \$68,000 negative surplus.

D. Faculty Representative

- Jonathan – faculty have heads down completing the semester.

VII. Unfinished Business

A. Board Policy Manual Update

- (McKinney-Vento Policy) Emily Martin is the homeless liaison for Hawbridge School. The board can see this policy in our shared drive. There is a very specific timeline for implementing the policy and federal money involved. The Board needs to approve the policy.
- The Board still has other unfinished policies; we will consider these for next month's meeting.

B. Hawbridge Expansion Update (Little Diversified and Aspire Construction representatives)

- This month's update includes a focus on interior and exterior finishes.
- Jason: Site plan is critical from a permitting standpoint. The two plats need to be combined, and we're almost there. We'll get the plat recorded and a new deed. Traffic impact analysis needs to be repeated. We will define pedestrian traffic during the summer.
- David reviewed design plans. The multipurpose room has moved downstairs. Planning includes a full gym just as an alternate plan. There is a kiln space inside. Elevations have not changed. We've reduced brick to reduce cost, with

metal panels between brick and windows. We can see examples of suggested glazing (tinted for energy efficiency), brick samples and metal panel samples.

- Tricia reviewed concepts for inside. The overall goal is watching budget, durable materials, easy maintenance, and creating an enjoyable space. Design has a simplistic, industrial feel – scored, stained concrete in key areas, plywood panels for a pop of color, paint, using greens and blues (matching nature, the school website), gym flooring samples, carpets with geometric pattern for classrooms. What are the Board's thoughts about concrete upstairs? We reviewed other possible materials for upstairs flooring. There will be tile floor in restrooms, unglazed ceramic – wall tile to a certain height. Rubber stair treads and risers are used. Carpet (tiles) and acoustic ceiling tiles will reduce sound in the classrooms. We discussed ease in cleaning and what wears well in schools. Walk-off mats will be inside all exterior doors. Gym floor materials might have a 10-yr lifespan.
- We discussed community use of gym space – do we know how much we need to plan gym floor materials around extra use? The least expensive is an epoxy floor; we will price out options. Baffles on ceiling deck can reduce sound.
- School colors are green and white.
- The schedule still looks very doable, but we can't have holdups on the land issues that need resolved quickly.
- Jason has a call with USDA tomorrow to confirm bidding process for contractors: either a public bid or a prequalified, preselection process before bid. We will have an update on lending at next meeting. Technology discussions are happening. We will confirm budget at our next board meeting.

C. Charter Renewal Update

- The Board has charter renewal documents. We'll dedicate a short portion of our Jan meeting to reviewing the documents.

VIII. New Business

A. Anonymous Tip line roll out and training

- Daryl updated us on school training. The admin team is hoping that students continue to go to people with concerns and use tip system only as a last resort. Hawbridge School is about relations and connections, and we are enforcing the relationships we already have here.

IX. Closed Session

A. Closed Session – 8:30pm

- a. To Consider Confidential Matters Pursuant to NC G.S. §143-318.11
 - i. Subsection (a) - (5)

B. Return to Open Session – 9:05pm

X. Adjourn – 9:05pm