



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

Board of Directors' Meeting
Wednesday, February 19, 2020 at 6:00 p.m.
The Hawbridge School, Huth Commons

- I. Call to Order – at 6:02pm
- II. Roll Call – 6:02pm
Attending Board Members: Lori Edmonds (Chair), Val Hanson (Vice Chair), Dianne Ford (Secretary), Sue Eldon (Treasurer), Natalya Barker, Dawnya Bohager, Kathryn Brown, Brian Setliff.
Attending Executive Director and Faculty/Staff: Mya Ciccotti (Executive Director), Jennifer Shelton (Assistant Director of Curriculum and Instruction), Cameron Ratliff (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 Jan meeting's minutes – Unanimous approval.
 - Motion to approve minutes from January 2020 board meeting; seconded, unanimous approval. Minutes from a brief closed session meeting will be presented for approval at the March meeting of the Board.
 - B. Future Meetings/Events:
 - Proposed March Board Meeting: March 25, 2020 at 6pm
 - Lottery: February 27, 2020 at 4:00 pm, open to public. There is a deadline to families for reply and commit. We have 307 applications.
- VI. Reports
 - A. Board
 - Committee Updates:
 - a) Communication – no report.

b) Fundraising committee had a productive meeting last Thursday with a professional in capital campaigns. His recommendation is a focus on engaging alumni who love the school. Some alumni are connected on Facebook as Friends of Hawbridge. Should we consider a “buy a brick” campaign for the walkway at the new school? We need to gather information and lists of alumni. Kathryn and Natalya will also attend a grant writing workshop on Saturday at Saxapahaw Methodist. The Office of Charter Schools has a useful newsletter for finding grant writing training and other opportunities.

B. Director

- See agenda below for reports from the Executive Director. There were zero calls to the tip line this month; we’re managing concerns in-house with parent support. School is cancelled for tomorrow due to the weather forecast.

C. Treasurer

- Sue has spent time looking over finances. We have an approved budget and a working budget; Sue commends Mya on the working budget considering our expected budget shortfall.

D. Faculty Representative

- No news.

VII. Unfinished Business

A. Charter Renewal Status

- We got a short list of strengths and areas for growth from the charter visit. Our renewal process is moving right along. We mailed our request for expansion to DPI.

B. Board Policy Manual Update

- The Board considered the DRAFT Child Sexual Abuse and Sex Trafficking Training Policy in our drive Feb folder. Faculty training is required in 2020 and every other year thereafter. First training at Hawbridge will be on an August workday with all teachers. The draft policy was adapted for Hawbridge. Motion to approve was seconded and unanimously supported for this policy.
- The Board considered the Code of Conduct policy, The Hawbridge School Code of Conduct for Families and Visitors. Motion to approve was seconded and unanimously supported for this policy.
- The Board considered and discussed a new Sexual Harassment policy. Motion to approve was seconded and unanimously supported for this policy.
- The Board considered and discussed a new Reporting and Consequences policy. Motion to approve was seconded and unanimously supported for this policy.

- The Hawbridge Policy Manual will be updated to include these new policies and posted to the school website.
- C. Jennifer Shelton presented a Lottery Update – of 307 applications, 20% are for 6th grade; 4th grade and 9th grade represent the next highest number of applications.
- D. The Board discussed creating a Selection Committee for potential new Board members. Our Bylaws define the Selection Committee makeup. Sue Eldon announced that she is taking a leave of absence for a year. Dianne’s term will be through 2021. We will be replacing 4 or 5 Board members. An onboarding session will be critical for new Board members; DPI has useful resources to help with this. Administrators will recruit 2 faculty members will alert the President of PASTA. Val, Natalya, Dawnya, Lori volunteered to serve as members from the board.
- The Board discussed what skill sets we need; these were defined as construction, legal, education, finances, fundraising and marketing. We want to recruit school parents and diverse candidates to the Board. The committee may revise the application form.
- E. Bylaw change – acknowledging a typo in our Bylaws, we will correct a date error.
- F. Hawbridge Expansion Update (Little Diversified and Aspire Construction)
- Julie presented from Little. They have been busy and are around 90% complete with construction documents. These have been submitted to DPI and Dept of Insurance for their review. The stage depth has been reduced a bit. Science classrooms each need a prep room. Site issues are moving right along. Jason is working on prequalification of contractors; this has gone to USDA for their review. We’re right on schedule; it is critical that all approvals are on schedule. The final deed is needed and should be in our hands this week. The Board saw slide presentations of interior and exterior renderings. Alternate plans exist for a full gym and for tile in hallways. Availability of contractors right now is a challenge. We’ve come a long way.

VIII. New Business

A. Proposal about ESL/ACC

- Mya met with Frankie Blackburn, who requested that Hawbridge School be a site that offers ESL classes through ACC, 2 nights/week, 6-9pm. These classes would be advertised through the ACC catalog. We would need a contract, MOU, logistics. Other sites offer childcare. The Board discussed a possible need for a public use policy and/or an application process for using our facilities after hour, especially once the new school opens. We’ve discussed this use as a revenue opportunity. The ESL effort could bring more diversity to Hawbridge. Hawbridge may choose to limit use of our facilities to a relationship with ACC for the time being.

IX. Closed Session

A. Closed Session – 8pm

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

X. Out of Closed Session and Adjourn – 8:18pm