



The Association for the Advancement of Education, DBA, The Hawbridge School
Board of Directors' Meeting
Wednesday, March 25, 2020 at 6:00 p.m. Virtual Meeting.

- I. Call to Order – 6:05pm.
- II. **Attending Board Members:** Lori Edmonds (Chair), Val Hanson (Vice Chair), Dianne Ford (Secretary), Sue Eldon (Treasurer), Natalya Barker, Dawnya Bohager, and Kathryn Brown. Brian Setliff was not able to attend.
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 Minutes
 - Motion to approve February Board Meeting minutes and minutes from Online Board meeting on March 6; seconded, unanimous approval.
 - B. Future Meetings/Events:
 - April Board Meeting will be April 22, 2020 at 6pm online.
- VI. Reports
 - A. Board
 - Committee Updates: Communication, Fundraising, Board Selection
 - There is currently not a functioning Communication Committee.
 - Fundraising Committee – Kathryn reports that their last meeting was scheduled for Thurs 12th, but they decided to hold off on meeting. There is a need to regroup and decide where to go from here. This is not a huge priority during these coronavirus crisis times.
 - Board Selection Committee – Dianne reports they met Monday Mar. 23 online from 5:30-6pm to finalize the application form. Committee members are Dianne, Val, Natalya, Dawnya, Jonathan, Emily, and PASTA chair Isley. Dianne is chairing the Board Selection Committee. The Board application is available on

the Board website and will be sent to all on the Board to use in recruitment. A notice will also be emailed to Hawbridge families. Minutes will reflect that we are looking for 3-5 new Board members.

B. Director – In response to the coronavirus epidemic and statewide stay-at-home orders:

- Hawbridge has cancelled or postponed prom; a message will go to families. We do not have a choice; it was scheduled for May 2. We will watch for opportunities in the summer.
- Graduation is uncertain on May 22. We are keeping our reservations at Mebane Arts Center. We'll have to make decisions closer to that time.
- The official last day of school is May 22; we'll see if we get back in the building or not. The school admin team is attending weekly webinars with DPI and the governor's office; DPI has been very helpful with how to keep pushing forward.
- We handed out 26 Chromebooks and met the needs of all students. Teachers will be flexible with due dates for assignments.
- Ms. Martin is checking in with families whose students have not logged into Google Classroom.
- We can buy additional hotspots from Verizon for families if needed. We will get full reimbursement for COVID 19 related invoices, including cleaning supplies.

C. Treasurer

- Sue Eldon reports that the budget looks as we expected at this point. We have a negative balance. Legal expenses have been higher than planned and the expansion budget has increased. Actual trash charges have been higher than budgeted; every business in the village is paying more. Overall, everything looks good.

D. Faculty Representative

- Jonathan Farmer knows less than usual about what's going on with faculty as everyone is working from home. School administration has been great about setting up resources for online teaching. All faculty are learning new skills. Jennifer and Emily comment that faculty are supporting each other and most is going surprisingly well. All are trying to maintain positivity; it is stressful.

VII. Unfinished Business

- Hawbridge Expansion Update (Little Diversified and Aspire Construction)
 - Jason with Aspire provided an update: the construction industry is mostly still functioning. In offices, things have grown inefficient. We don't see that this will affect anything we're doing as we move through approval of design. Lenders are communicating. It's uncertain whether manufacturing

will shut down or lack imported materials. There may be a slowdown in the industry overall. Important issues right now are: 1) RFQ has been publicly advertised and emailed directly to contractors. We've had some pretty good interest; we've received one package, and final due date is April 3. We are intending to maintain that deadline if possible. There is a scoresheet within the RFQ, intending to numerically evaluate each company that submits a proposal. Next steps are to have by April 16 a short list of qualified general contractors; at least 3 but no more than 6 will be invited to bid the project. Who should serve on the committee to rank these? Jason and Little could rank and summarize and make recommendations to the board; we agreed this is a good idea. 2) There is a Duke Energy powerline issue; they plan on a power distribution through our site and they have an easement to do that, showing it to the east of the drive. From a visual standpoint, it will be a single-pole overhead powerline. Duke is anxious to get the line in; it will be beneficial to the project as this will make things smoother for the contractor. 3) We have to re-do our environmental impact report. 4) The board needs to approve a budget increase for the expansion project as we're over budget. We need our treasurer involved in this approval; we'll table this for now until we can meet again with Sue. 5) We will need an attorney for the loan closing. Brian referred us to a candidate. This is part of expected costs. 6) As part of our bidding process, a contract format will be established. We'll use the USDA contract form, so we're starting with a solid document. Jason can make recommendations for a construction attorney; Julie will help with this as well. 7) Signing a construction contract will be the final defining point for committing to when the new building opens. 8) There is no update on road crossing safety. 9) We will transition from design to construction over the next few months; this will be a critical time.

- Julie from Little reports that design documents are almost complete; they are working with USDA. Our review periods will be delayed with DOI; DPI has replied on electrical, but we are waiting on more from them. 99% of the construction document set will go to USDA next week. There will be an Alamance County flood planning review. Schedule-wise, Little is hopeful that we'll have all reviews by May 1. If beyond that, it may delay construction.
- Charter Renewal Status
 - The Hawbridge admin team was supposed to have a webinar yesterday with the Charter Renewal Office; due to tech difficulties, this didn't occur. We don't really have an update but Mya will have one soon.
- Board Policy Manual Update
 - There is no policy work this month. We'll attempt to begin the next school year with an updated grievance policy.
- Enrollment Update

- Right now, we will open school with 320. We extended extra offers in 4th, 6th, and 9th grades. Families can have a virtual tour or in-person in the summer. All but 11 have confirmed their seats and sent admission packets.

VIII. New Business

A. Digital Teaching and Learning plan

- Jennifer is managing the state testing for EOG, etc. We have to apply for a waiver, which has been filed. Jennifer has a Q&A tomorrow morning. We expect to be granted a waiver for this year; we will not have accountability data for this year. A waiver will be for the entire state; we also applied for a waiver for number of instructional hours. We're using Google Platform and Google Meet for face to face. Admin has access to all Google classrooms. The Board questioned whether there is virtual counseling available; Emily is attending training tomorrow and she begins calling students tomorrow.

B. Bethlehem Presbyterian Church proposal

- They will be closing their doors in the next couple of years, including the church and land that goes with it and the cemetery. They are interested in a land-use agreement with us. Sue knows more. Theater classes might be able to practice there. There are concerns about us managing more property. We agreed to get more information and explore financial implications. The property includes an education building.

X. Adjourn – 8:02pm.