



The Association for the Advancement of Education, DBA, The Hawbridge School  
Board of Directors' Virtual Open Meeting (Due to Coronavirus Restrictions)  
Wednesday, April 22, 2020 at 6:00 p.m.

- I. Call to Order – 6:02pm.
- II. **Attending Board Members:** Lori Edmonds (Chair), Val Hanson (Vice Chair), Dianne Ford (Secretary), Sue Eldon (Treasurer), Natalya Barker, Dawnya Bohager, Brian Setliff, and Kathryn Brown.  
**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).  
**Community members were in attendance online as well.**
- 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 February Board Meeting minutes; seconded, unanimous approval.
  - B. Future Meetings/Events:
    - May Board Meeting will be May 27, 2020 at 6pm online.
    - Faculty Video and Virtual Talent Show: Family Edition will be airing on Friday, April 24 at 6pm; there will be an email announcement to the Hawbridge community.
    - There is no spring auction and fundraiser through PASTA planned at this time.
- VI. Reports
  - A. Board
    - Committee Updates:
      - 1) Fundraising Committee has been unable to meet.
      - 2) Board Selection Committee reports that Board applications are on the way.
    - B. Director

- Yard signs have been ordered for graduating seniors to provide them recognition; these will be mailed to their homes. They include #HawbridgeStrong. Could we have a parade so students can say goodbye to graduating seniors, and possibly include faculty as well? Students have been invited to share a photo of college acceptance letters. It may be possible to have a drive-through graduation, but we are not officially ready yet as we wait on governor decisions.
  - There are a couple of openings in master schedule.
  - There is a new class for fall, an outdoor leadership honors section for students interested in this as a career. It will be taught by Chris Lipscomb.
  - Hawbridge will offer an AP Spanish section for the first time. We are also adding middle school Exploratory Spanish.
- C. Treasurer
- Sue Eldon, Board Treasurer, reports that finances overall look pretty good. Utilities look very low since the building is closed. We have an additional increase in payment for trash pickup. Sales tax reimbursement was received about a week ago. Student activity expenses were considerably more than activity income. We had to give many refunds for student field trips that were paid for but will not happen. We approved an increase in our building expansion line; we were already over budget, so we're in a good place now.
- D. Faculty Representative
- Jonathan Farmer reports that teachers miss being engaged with the kids. All are doing the best they can under the circumstances of coronavirus stay-at-home orders, and are maintaining a sense of belonging.

## VII. Unfinished Business

### A. Hawbridge Expansion Update (Little Diversified and Aspire Construction)

- Project Manager Jason Imhof presented a detailed Work Plan for the school expansion project, including updates on our construction loan, the land, permitting status, RFQ and general contractor selection, a new Duke Power pole, and anticipated dates for meeting project milestones. We're hoping the construction contract will be signed around July 1.
- The Board needs to vote on who will sign the Deed of Trust and who will sign major documents moving forward, with this reflected in tonight's minutes. The Board Chair seems logical for USDA and First Citizens documents, with Executive Director signing less major, standard forms. Our bylaws do not define who has signing authority for what. A motion was made that documents from USDA, First Citizens, or expenses of \$100,000 or more will be signed by the Board Chair. If Board Chair is unavailable, Board Vice-chair or Treasurer are empowered to sign. This includes authority to sign the Deed of Trust. Other contracts and documents that are within the expansion budget may be signed by the Executive Director and will be shared with the Board as a whole. The motion was seconded and passed unanimously. Brian Setliff will create and share a legal Certificate of Resolution that outlines these decisions, which will be signed by the Board Chair.

- Current design and permitting status were reviewed by Jason and Julie. The Board restated our concerns about safety at our road crossing.

B. Enrollment Update

- We're in a strong place for enrollment for the coming school year. It's very early to have completed offers to students. We have admitted 323 students; we will budget for 321, and we can go over by a few if needed. School administration has reached out to families to ask for commitments for next year, and have received replies from almost everyone. We're thrilled to be where we are; we have 226 students on the waiting list, which validates our school expansion project.
- Current enrollment numbers are: 20 for 4<sup>th</sup> grade (33 on waiting list); 20 for 5<sup>th</sup> grade (34 on waiting list); 42 for 6<sup>th</sup> grade (28 on waiting list); 42 for 7<sup>th</sup> grade (48 on waiting list); 43 for 8<sup>th</sup> grade (41 on waiting list); 43 for 9<sup>th</sup> grade (29 on waiting list); 40 for 10<sup>th</sup> grade (13 on waiting list); 42 for 11<sup>th</sup> grade (0 on waiting list); 31 for 12<sup>th</sup> grade (0 on waiting list).

VIII. New Business

A. Working Budget Proposal for FY 2020-21

We will have an increase in insurance coverage that is required. We will need an increase in the school marketing budget as we move towards opening the new school. These appear to be the major new line items. Mya will put a budget spreadsheet together and send it to us for review.

IX. Closed Session – 7:59pm

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

X. Adjourn – 8:15pm

Minutes submitted by Dianne Ford, Secretary.