



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

Board of Directors' Meeting, Online
Wednesday, May 27, 2020 at 6:00 p.m.

- I. Call to Order – 6:04pm
- 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).
- III. Approval of Agenda – a motion was made and seconded to approve the meeting agenda; approval was unanimous.
- IV. Public Comment
Kathryn shared news that community members who live on Church Rd are starting to do research on Saxapahaw traffic on Church Rd, especially tractor trailers. They will share their findings at a future board meeting. Sue mentioned a big increase in large trucks speeding through Saxapahaw. Saxapahaw business owners may also be concerned; should we consider collaborating on a video camera to capture what's going on? A traffic study was done fairly recently. Jason is working with DOT on a traffic plan for the school.
- V. Consent Items
 - A. Approval of previous meeting's minutes – minutes from the April Board meeting and a special meeting on May 18 were brought for approval. A motion was made and seconded to approve; approval was unanimous.
 - B. Future Meetings/Events:
 1. Proposed June Board Meeting is June 24, 2020 at 6:00 pm. We will invite new Board members to sit in for our open session.
- VI. Reports
 - A. Board
 1. Committee Updates: Fundraising Committee has no report. The Board Selection Committee will bring their slate to the full Board for approval in closed session. Dianne, Sue, and Val volunteered to create an orientation process for new Board members. Lori will contact the new Board chair to handle transition.

B. Director – the fiscal year financial audit is coming up July 1, with a new auditor. 2020-2021 contracts are done and the school is fully staffed. The master schedule is complete and will be shared with faculty soon. Questions from the Board: are all faculty planning to continue? We will discuss this in closed session. What is our enrollment total update? We are still at 328, and are over-enrolling in case we lose some students at the last minute. Our budget is written for ADM of 321.

C. Treasurer – We are 10 months into a 12-month budget, and should be at ~83% of spending. We got \$11,400 dollars from the state for COVID-19 funding. We can use to cover any way we were impacted by COVID: additional cleaning, additional instructional materials (we mailed materials to students through Amazon), as well as anything to facilitate remote learning and building cleaning. We haven't used very much of this yet; it's supposed to rollover to the next school year if not used before June 30. Textbook spending should be complete by end of June. We are offering some new classes and textbook orders are coming in from those teachers. We spent 58% of our surplus spending on the school expansion project. For student activities revenue, expenses are still far above income. That budget rolls over to the next fiscal year; we still have \$56,000 in the student activities account. We lost opportunities for fund raising due to the pandemic; we're exploring whether we can we put some of our COVID funds into our field trip fund to cover field trips that had to be cancelled. Right now, we are running a surplus for the year of \$78,000. Mya is hopeful that we'll end the year about where we are, as there is not a lot of spending between now and June 30. Some building maintenance will be done.

D. Faculty Representative – Jonathan Farmer has no news to report. He thanks the Board for recognizing faculty; Mya has sent to the faculty an email from the board asking them to select a gift certificate of their choice.

VII. Unfinished Business

A. Hawbridge Expansion Update – Jason joined the meeting, as well as Julie with Little. Latest updates from Jason include: 1) we are coming into a critical stage of the project. Bidding is most critical. Little completed detailed plans this afternoon and should have bid documents sent out in next couple of days, with bids due June 18. They might slide that a bit later, to June 23, to give bidders more time to be correct and to work with subcontractors. Jason and Little will have a pre-bid meeting with invited bidders. 2) Engaging an attorney, Paul Davis, was a good decision; he did an excellent job with changes to the contract, fine tuning some important points. 3) Permitting for the building is in good shape; we are waiting on final comments and approvals not yet complete. The contractor will get the building permit. We can grade and start foundation work while waiting for the building permit. 4) For site work, Jason is working with DOT and NCDEQ; he is working on a traffic management plan with Mya, documenting how traffic into the site will be managed. 5) Related are offsite easements that are needed, with the Jordans primarily (utilities, etc). 6) First Citizen's appraiser for the construction loan had been to the site; we hope it will appraise for the full amount of the USDA loan. Julie commented that Jason has covered all; approvals have gone well and things are coming along in a timely way. Little is very close to releasing documents.

VIII. New Business

- A. Proposed 2020-2021 Working Budget – Mya reviewed this budget in the Board folder. Two separate working budgets are created: 1) the first has a 0% increase in state funding; we end up with a small surplus. It's almost identical to our budget from last year and the year before. There is a \$10,000 buffer for expansion spending if needed before the First Citizen's loan rolls in. Liability insurance went up; it will be higher during construction, but a temporary increase. There is increased postage since everyone is at home during the pandemic. The marketing budget has doubled to help advertise our new building. Board questions: are there no salary increases? This is correct, 0% increase. 2) Mya has also created a second budget reflecting a -5% decrease in funding due to decreases in state and county budgets in response to COVID.. Expenses are the same in both budgets; income will vary with state and local funding. There would be a \$58,000 negative surplus in the second budget. Considering whether there is anywhere we could cut spending, Mya says this will depend on whether we start the school year remotely and whether there is additional COVID funding. We're making a lot of guesses. We may get a REAP grant again; we've applied. (\$44,000) A motion was made and seconded to approve the budget; the vote to approve was unanimous.
- B. Remote Instruction Plan Overview – Mya attended a webinar with DPI on June 2. Their plan may need to come before the Board for approval; it will include 18 issues around remote instruction, defining an RIP or remote instruction plan. We have to write our Hawbridge remote instruction plan after we have the template; it is due by July 20. If it is not ready by our June board meeting, we may need a special session to approve. State officials will tell us how to start the school year. It may be late July before we know anything about the beginning of school, remote or not; it will be a state decision. We have a plan for onsite or remote instruction. Mya has received many positive emails from families about how well teachers prepared for remote instruction; we don't expect to lose significant enrollment to home schooling instead. Families had a good experience.
- C. Changes to 2020-2021 Academic Calendar – new state laws have passed regarding the school calendar. We had to make adjustments; this will be on the school website after tonight's meeting. We do have to maintain our 1025 instructional hours and add 5 full remote instruction days to calendar. We took away some vacation or teacher work days to gain 5 full additional days. We are required to start on Aug 17 (instead of Aug 20), so we gained 3 of the days needed, and we added 2 more in in June. We added one remote instruction day/quarter; designed to use our remote instruction plan and meant to be a day when students spend part of the day in remote instruction to continue to practice their remote learning skills. There is a modified Thanksgiving break, using Monday for a remote instruction day. June 2 will be our final day. The calendar is in the Google folder; the 5 blue days are for remote instruction.

IX. Closed Session – the Board moved to closed session at 7:10pm.

A. Closed Session

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

X. Open session – the Board returned to open session at 9:03pm. A motion was made and seconded to approve the slate of new Board members brought by the Board Selection Committee; approval was unanimous.

X. Adjourn – at 9:05pm