



The Association for the Advancement of Education, DBA, The Hawbridge School
Board of Directors Meeting

Date: Wednesday, August 26, 2020

Location: Virtual meeting via Zoom

I. Call to Order – 6:03 p.m.

II. Roll Call

Attending Board Members: Todd Nicolet (Chair), Natalya Barker (Vice Chair), Dawnya Bohager (Treasurer), April Williams (Secretary), Kathryn Brown, Matt Buckmaster, Christina Fisher, Dianne Ford, Renee Lynch

Attending Executive Director and Faculty/Staff: Mya Ciccotti (Executive Director), Jonathan Farmer (Faculty Representative to the Board), Daryl Feldman (Assistant Director of Student Services), Emily Martin (School Counselor), Jennifer Shelton (Assistant Director of Curriculum and Instruction)

Other Attendees: Jason Imhof (Aspire Construction Management), Julie McLaurin (Little Diversified Architectural Consulting), Jackie Tomlin (Little Diversified Architectural Consulting)

III. Approval of Agenda

The agenda was approved unanimously.

IV. Public Comment

Monika Caruso thanked the director, staff, and Board for the smooth transition to virtual learning and expressed her gratitude for the all virtual learning option (Plan C). She asked if Board meetings could be posted on the calendar on the Hawbridge website. Jennifer Shelton agreed to post scheduled meetings on this calendar.

V. Consent Items

A. Approval of previous meeting's minutes

Minutes from July 22 and July 31 meetings were approved with amendments.

B. Future Meetings/Events:

The Board approved our next meeting for Wednesday, September 23, 2020, at 6:00 p.m.

VI. Reports

A. Board

- Committee Updates and Selections:

(Fundraising, Communications, Renovations)

There is nothing in the bylaws or policy manual specifically about committees, so the Board has complete flexibility in terms of which committees we need and who can serve on those committees. Kathryn, Natalya, Dianne, and Matt compose the Fundraising Committee, but they need more help. April, Dianne, Natalya, and Dawnya volunteered to serve on the Communications Committee. Renee, Christina, and Daryl volunteered for the Renovations Committee. Committee members will write a description of the anticipated roles and responsibilities of each committee to share with the Board at large.

B. Director

- G5 Federal REAP (Rural Education Achievement Program) Grant: This \$50,134 grant for the school was approved (\$7,000 more than last year's) to support effective instruction at Hawbridge.
- Enrollment: Enrollment is at 321, exactly the number of students we had budgeted for.
- Remote instruction: Given the circumstances, remote instruction is going very well. Teachers have prepared so thoroughly to make the transition as easy as possible for students and families. Administration are popping in and out of classes and all is going remarkably well, so much so that Mya is encouraging staff to remember to take breaks and take care of themselves.
- NC State Board of Education Compliance Commission: Mya has been approved to serve a three-year term on the NC State Board of Education Compliance Commission.

C. Treasurer

- Dawnya reported that revenue streams are coming in slowly, which Mya reassured new Board members is typical throughout the year.

D. Faculty Representative

- Transition to remote instruction: Jonathan reported that the faculty are feeling overwhelmed and exhausted making the transition to virtual learning, as it feels in many ways like being a first-year teacher all over again. Nonetheless, Jonathan expressed the faculty's deep appreciation for the perspective of the administration, their encouraging faculty to slow down and take care of themselves.
- Digital citizenship and communications policy: Jonathan recommended that we remind students and families about healthy and kind ways to be in the digital

learning spaces together and how to communicate effectively with faculty, administrators, and Board members. Information similar to this is in the policy manual. Todd, Dianne, and Matt volunteered to look into this language and the best ways to communicate these guidelines to the Hawbridge community.

- Faculty support and appreciation: Kathryn suggested that we brainstorm ideas on ways to support our hardworking faculty in these challenging times. Jonathan agreed that above all faculty could use affirmation that they are doing enough.

VII. Unfinished Business

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

- Value engineering/pricing update: CT Wilson's revised contract price is \$8,774,334. USDA has approved the scope of the work changes.
- Status of site permits: No feedback from the state; permits are still under review.
- Project budget: Jason shared an updated project budget with the Board.
- Construction schedule: CT Wilson has agreed to an 11-month construction schedule, plus we will need 2-4 weeks for move-in/break-in period.
- Contingency plans: Given the delay in permits, the best we can hope for is construction beginning in September. The Board, Little, and Jason discussed what we might need to do if construction is delayed even further. Options discussed included delaying the construction start date, adding 5-6 months to the construction time, rebidding the project, using other spaces in the community (possibly Bethlehem Presbyterian Church), using virtual learning for all students or just upper school, adjusting the school calendar, pushing the opening one year out, adding portable classrooms, and asking CT Wilson for other options based on their experience with delays. The ramifications of these options are significant; therefore, the Board agreed to host a special session in two weeks to discuss more thoroughly contingencies for delays. This meeting will be open to the public and will be posted on our website.
- Contracts: Contracts are under review by all parties (school lawyer, CT Wilson, Little), and then USDA will need to give permission to sign contracts.
 - Loan closing: Jason recommends using Stephenson Law Firm out of Cary to help with the closing.
 - Testing and inspection services: RFP has been issued; bids due September 2.
 - Third-party commissioning services: RFP will be issued in early September.
 - Low-voltage/technology: Scope will be more defined and RFPs issued in late September.
- Contract and loan document signings: Jason asked to confirm who will be signing the contracts and loan documents. Mya forwarded a "Certificate of Resolution" document from April 22 to the current Board for review to use in creating a new document that clarifies who can sign for the Board; this document must be ready before the Sept. 9 special meeting.

- Next steps: Obtain approval on GC (general contractor—CT Wilson) contract format (but not sign contract), obtain final site permits, GC to sign USDA forms, Hawbridge to sign Memorandum of Contribution, USDA to authorize Hawbridge to sign GC contract, pull Alamance County grading and foundation permit (Hawbridge to pay for), pre-construction meeting, mobilization of GC.
- B. Memorandum of Contribution vote
- April made a motion for the Board to sign the Memorandum of Contribution put forth by Jason; Renee seconded. Motion passed unanimously.

VIII. New Business

A. Grievance Policy Recommendations

The Board reviewed the grievance policy recommendations put forth by Donna Rascoe, Hawbridge's attorney. After discussion, it was concluded that further edits needed to be made, particularly to Level 3 (clarification regarding the panel, make clearer that the process is final, conflicting 7 days vs. 30 days). New language will be reviewed and voted on at the next Board meeting on September 23.

VIII. Adjourn – 8:20 p.m.

Motion passed unanimously.