



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

## **BOARD MINUTES**

**Date:** August 27, 2019

**Location:** Hawbridge School

**Attending Board Members:** Lori Edmonds (chair), Val Hanson (Vice Chair), Dianne Ford (Secretary), Sue Eldon (Treasurer), Natalya Barker, Dawnya Bohager, Kathryn Brown, Brian Setliff, Tim Toben.

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

- I. Call to Order
  - 6:05pm
- II. Roll Call
  - 6:05pm
- III. Approval of Agenda
  - Motion to approve agenda. Seconded. Unanimously supported. 6:05 pm.
- IV. Public Comment –
  - Linda Pucci requests the board and school support the distribution of local quarterly newspaper 'Saxapahaw Current' to facilitate communication between the school and community. The newspaper has had two interns from the school. A brief report from the school would be possible, two to three sentences, for the July, Oct, Jan, and April issues. Linda is driving a shuttle between Hawbridge and ACC for some of our students.
- V. Consent Items
  - A. Approval of previous meeting's minutes and June 2019 Closed Session minutes
    - Motion to approve minutes from July 2019 and minutes from June 2019 closed session. Seconded. Unanimously approved.
  - B. Future Meetings/Events:

- Proposed September Board Meeting: September 25, 2019. Also, shift Nov, Dec, and March meetings to 3<sup>rd</sup> Wed; for public record these dates are 11/20,12/18,2/19. Motion to approve. Seconded. Unanimous approval.

## VI. Reports

### A. Board

- Expansion Committee update

We no longer have a board expansion committee due to hiring our project manager, Jason Imhof, who provides reports to the board. Brian Setliff serves as our expansion liaison and will provide a monthly expansion update for board minutes. Mya will include expansion developments with Friday updates to the board. She plans to add an expansion blog to the school website, possibly using student input.

- Communication Committee update

Val, Dawnya, Natalya and Dianne are serving as committee members. We will focus on communications with the school community, our land donors, and for building goodwill in the Saxapahaw community. The work of the Fundraising Committee will build off the work of the Communication Committee.

- An Ad Hoc Policy Manual Committee is led by Dianne and will disband once this work is complete.

- Fund Raising Committee update

Sue (Chair), Natalya, Kathryn, Val and Tim are serving as committee members. We need to target major community donors, possibly with the help of an experienced development person. This work needs to begin right away.

- Elementary School Renovation Committee

We will determine the need for this committee after the board reviews assessment of current facilities and the facilities handbook from DPI. A committee should include faculty and board members. Facilities regulations will be on next month's agenda.

### B. Director

- Mya needs board signatures on the conflict of interest form for the new fiscal year.
- The school started Peaceful Schools professional development, which built faculty skills and provided a positive beginning to the school year.
- Mya will add an expansion tab on website once we're ready.

### C. Treasurer

As we've begun a new fiscal year no money has come in yet and we're running at a deficit, as expected. Our link software support is running above budget; there was a cost increase so we will be over budget on that item.

### D. Faculty Representative

- Jonathan shares good news that the faculty professional development was fantastic, with a good focus on our values. The first few school days have felt

very smooth. There are five new teachers, and all is going well. Students seem very happy.

## VII. Unfinished Business

### A. Board Policy Manual Update

- The board reviewed and discussed at length an update to two school policies, Board Operation Policy and Nondiscrimination Policy. A motion was made to approve each. Seconded. Unanimously supported. Next month the board will review our Sexual Harassment Policy and a new Communication Policy.

### B. Hawbridge Expansion Update

- Expansion will be reviewed in closed session.

## VIII. New Business

### A. Beginning Teacher Support Plan approval

- A motion was made to approve the revised New Teacher Plan. Seconded. Unanimously supported. Mentor training has been done.

### B. Proposal for Volunteer consultant for Board

- Board Chair Lori Edmonds proposed that former Board Chair Todd Nicolet and former board member Jonathan Romm serve as volunteer consultants to the board on an annual basis. They will consult upon request in open or closed session when invited by the board, serving as non-voting participants. Motion for approval. Seconded. Unanimously supported.

### C. Proposed change in Board Agenda

- Once each board meeting agenda is finalized, we will alert Little architectural firm members about when to arrive to be available for closed session. This will avoid them waiting through lengthy board meetings.

## IX. Closed Session

### A. Closed Session

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

- Motion to move to closed session. Seconded. Unanimously supported. 7:55 pm.
- Motion to move to open session. Seconded. Unanimously supported. 9:06 pm

## X. Adjourn – 9:09pm

*Minutes recorded and respectfully submitted by Dianne Ford, Board Member and Secretary.*