



## BOARD MEETING MINUTES

### Board Members in Attendance: .

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> A. Monica Cutno, President        | <input type="checkbox"/> Carolyn Ellis               | <input type="checkbox"/> Greg Stoch                         |
| <input type="checkbox"/> Marla Mills-Wilson, Vice President           | <input checked="" type="checkbox"/> Sonal Krishna    | <input checked="" type="checkbox"/> John Szwed              |
| <input checked="" type="checkbox"/> Portia Scott, Secretary/Treasurer | <input checked="" type="checkbox"/> Roland Lewis Jr. | <input checked="" type="checkbox"/> Diego Torres            |
|   |  | <input checked="" type="checkbox"/> Steve Pond (non-voting) |

### I. Call to Order

- A. Regular meeting of the Board of Directors (BOD) was called to order at 6:39 PM by A. Monica Cutno.
- B. Mission statement was read by the president and reviewed by the board.

### II. Consent Agenda

- A. Draft minutes from 6/09/14 board meeting were reviewed.
- B. Treasurer's Report was given, which included recent transactions and current balance.

Motion to approve consent agenda.

Motion: Sonal Krishna

Second: Roland Lewis Jr

Vote: Unanimously approved (6-0)

### III. Announcements

- A. ESA received in-kind donation from The Walking Classroom valued at \$4100.
- B. Checking account has been opened for EPA (Envision Parents in Action).
- C. Parent organized book drive which will run July 7-29.
- D. BOD to save the dates for move 7/13-7/14, kick-off breakfast 7/21, open house 7/29, and first day of school 8/4.
- E. BOD background checks came back clear.

### IV. Committee Reports

- A. Development Committee report was given by Monica.
  1. Fundraiser items to be sold at Open House include GoPlaySave coupon books, T-shirts, and magnets.
- B. Education Committee report was given by Portia.
  1. Updated admissions policies and procedures were reviewed.
  2. Suggestion to revise policy to include process for appeals. Student handbook to be updated with any revisions.
  3. Student information, health assessment, and other forms to be collected from parents prior to school opening.
- C. Personnel Committee report was given by Steve.
  1. Ayana Barnes resigned. New teacher, Amy Hamlin, hired for 5/6th grade language arts. ESA is fully staffed.
  2. Recommendation for retirement plan: 403(b) with Lincoln investment options.

3. Recommendation for healthcare plan: United Healthcare medical plan with ST & LT disability and life insurance. Dental and vision are optional.

Motion to accept retirement plan.

Motion: Roland Lewis Jr

Second: Diego Torres

Vote: Unanimously approved (6-0)

Motion to accept healthcare plan.

Motion: Sonal Krishna

Second: Diego Torres

Vote: Unanimously approved (6-0)

D. Facility Committee report was given by Monica.

1. HVAC proposals received and will be forwarded to BOD for review and vote.
2. Janitorial service proposals reviewed. Do All Cleaning was recommended for cost/service.

Motion to accept proposal from Do All Cleaning for janitorial service.

Motion: Sonal Krishna

Second: Diego Torres

Vote: Unanimously approved (6-0)

E. Finance Committee report given by Monica.

1. Revisions made to budget with input from accountant.
2. Monica to attend DPI finance training scheduled for July 24.

Motion to accept revisions to budget.

Motion: Roland Lewis Jr

Second: Sonal Krishna

Vote: Unanimously approved (6-0)

F. Technology Committee report given by Roland.

1. Contingency plans in place for delayed AT&T fiber installation.
2. Converting from Yahoo webhosting to Google Sites, with support from MCNC.
3. SAS Curriculum Pathways is offering free services to ESA.
4. Lenovo contacted for technology donations.

## V. New Business

A. Monica nominated Rob Matheson to BOD.

1. Rob Matheson gave brief introduction and background.
2. Rob brings charter, STEM, and administrative experiences to the Board.
3. BOD looking to recruit additional member with HR experience.

Motion to accept nomination of Rob Matheson to BOD.

Motion: Diego Torres

Second: Sonal Krishna

Vote: Unanimously approved (6-0)

B. Copier proposals were shared by Sonal.

1. Proposals have been narrowed down to two competitive bids.
2. Still need to finalize details before presenting to BOD for vote.

C. Coffee service proposals presented by Steve.

1. Coffee services are pricey.
2. Recommended purchase of Keurig instead and have staff provide own K-cups.

Motion to approve purchase of Keurig.  
Motion: Roland Lewis Jr  
Second: Sonal Krishna  
Vote: Unanimously approved (6-0)

- D. BOD discussed signage on school building.
1. Door sign estimate was procured.
  2. Later learned from landlord that building sign is required instead.
  3. BOD to work on getting building sign estimates.

## **VI. Public Comments**

- A. No public comment was made.

## **VII. Adjournment**

- A. Commitments from board members are as follows:
1. Monica – update moving waiver for move on 7/13 and 7/14
  2. Roland – map logistics for loading and unloading during move
  3. Admin Team – post signs outside classrooms indicating where furniture goes
  4. Roland – contact Tim Catlett for quote on custodial items
  5. Monica – ask Do All Cleaning for copy of certificate of insurance
  6. Sonal – follow up with copier vendors
  7. Monica – get building sign quotes
  8. Monica – set up benefits sign-up sessions for staff
  9. Monica – present HVAC recommendation to BOD for vote
- B. Next regular meeting of the BOD is August 11, 2014, 6:30-8:30 PM, Envision Science Academy, Multipurpose Room, 9400 Forum Drive, Raleigh, NC.
- C. Meeting was adjourned at 8:50 PM.

Motion to adjourn meeting.  
Motion: Sonal Krishna  
Second: John Szwed  
Vote: Unanimously approved (6-0)