

**ENVISION SCIENCE ACADEMY**  
Board of Directors Meeting  
Saturday, February 2, 2013, 2:30-4:30 P.M.  
1930 Clark Ave, Raleigh NC 27605

**Attendees:**

A. Monica Cutno, President  
Portia Scott, Secretary/Treasurer  
Sonal Krishna  
John Szwed  
Georgia Grant  
Diego Torres

A. Monica Cutno opened with a welcome to third Envision Science Academy board meeting. The purpose of this meeting was to continue the working session from the last board meeting.

**Agenda Items:**

Working Session Discussion:

- Reviewed and discussed financial planning, personnel, governance and facilities sections of application.
- Need to research information on contractual teachers.
- Need to contact financial services firm (e.g. Charter Financial Services) to see what they offer with respect to payroll, AR/AP, tax preparation, etc.
- Noted that 501(c)(3) would need to be in place prior to applying for grants; 501(c)(3) application will be submitted after charter preliminary approval.
- Discussed student enrollment per year, teacher to student ratios, core classes to be offered.
- Reviewed and discussed school transportation and lunch options.
- Agreed there will be carpooling, and transportation/food services will be provided to those that have been identified with an IEP as documented by law.
- Discussed short and long term options for facility with options of new construction.
- Need to have facility leased 1-3 yrs with year-to-year option in case construction option arises.
- Presented contractual information from meeting with two real estate agents: M. Williams and J. Kerr.
- Voted to work with John Kerr based on the fact that he has worked with five other local charter schools and knows the aspects of facilities planning.
- Need to brainstorm ideas for marketing plan and establish timeline

Closing – 4:30 PM

**Other Discussion Items:**

Discussed information regarding STEM curriculum received from visit to Brentwood Engineering Magnet School on 2/1/13.

Discussed meeting with Longleaf charter school; gained insight on charter application process and best practices with starting a charter school.

Discussed charter fair on 1/28/13 and the valuable network connections: charter organizations, builders, real estate brokers, charter schools (approved/proposed)

Discussed benefits and possibility of joining NC Charter Alliance  
Board voted to get a P.O. Box

**Follow-up Items:**

Review real estate contract and understand implications – Board Members

Review/revise enrollment numbers – Monica/Marla/Portia

Follow up on insurance quote and transportation companies - Sonal

Outreach Meetings:

- Elizabeth Outen (Senator Kay Hagan's regional liaison), Feb 6, 10:00 AM, Federal Courthouse, 310 New Bern Ave, Raleigh.
- Jim Fletcher (Real Estate Broker), Feb. 6, 2013 @ 9:30am, Raleigh NC
- Mr. Eagles (Rolesville Mayor), Feb 7, 2013, 9:00 AM, Town Hall, 502 Southtown Cir, Rolesville
- Dr. Farley (Granville Co. Superintendent) Feb 11, 2013, 11:00 AM, Admin. Office, 101 Delacroix St, Oxford
- Mr. Tekten (Principal, Triangle Math and Science Academy), Feb 12, 2013, 9:30 AM (tentative), 207 E. Hargett St, Raleigh
- June Atkinson (State Superintendent), Feb 27, 2013, 2:00 PM, 301 N. Wilmington St, Raleigh

Final rough draft of application sections due 2/10/13 to allow time for outside reviewers.

**Next Meeting:**

Sunday, February 10, 2013, 5603 Capital Blvd, Raleigh