



## BOARD MEETING MINUTES

### Board Members in Attendance:

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Ryan Cotterman, President      | <input type="checkbox"/> Yuliya Morris, Treasurer     | <input type="checkbox"/> A. Monica Cutno, Chair Emeritus |
| <input checked="" type="checkbox"/> Monique Taylor, Vice President | <input checked="" type="checkbox"/> Hassan Kingsberry |  |
| <input checked="" type="checkbox"/> Shon Mallory, Secretary        | <input checked="" type="checkbox"/> Roland Lewis Jr.  |  |

### I. Call to Order

- A. Regular monthly meeting of the Board of Directors was called to order at 6:31 PM by board president.
- B. Mission and vision statements were read by the board president.

### II. Consent Agenda

- A. Draft minutes from the December 11, 2023 regular board meeting were presented.
- B. Financial report was given by Ryan Cotterman.

Motion to approve the consent agenda.

- |                              |                            |
|------------------------------|----------------------------|
| <b>Motion:</b>               | Hassan Kingsberry          |
| <b>Second:</b>               | Roland Lewis Jr.           |
| <b>Discussion:</b>           | None                       |
| <b>Conflict of Interest:</b> | None                       |
| <b>Vote:</b>                 | Unanimously Approved (5-0) |

### III. Public Comments

- A. None presented.

### IV. Committee Reports

- A. Academic Committee report was given by Dr. Fuller.
  1. The 2024-2025 admissions lottery opened today with 300 applications, which continues to display the strength of ESA’s reputation within the community.
  2. ESA held its first annual school wide Spelling Bee on January 12, 2024, and it was overall very successful.
  3. ESA held an open house on January 10, 2024 for prospective students and their families, which was very well attended.
  4. The School continues to strengthen math instruction through use of internal resources, especially in middle school grades.
  5. The amount of COVID-19 and flu related illness has increased within the School, which has led to staff member and student absences. The administration is monitoring the situation closely.
  6. Discussion ensued regarding extras individual desks that were acquired during COVID-19, but are no longer needed as they do not support a STEAM focused curriculum.

7. Ms. Johnson has been awarded the President's Award from the Council for Exceptional Children. Ms. Snyder has been awarded the Distinguished Service Award from the Council for Exceptional Children.
8. We have several upcoming school wide events including the Artists in School Performance, the African American Read-In, and the Cultural Market.

B. Finance Committee report was given by Ryan Cotterman.

1. The coverage ratio is currently 1.46 as compared to the required 1.10. This is an increase over last month's coverage ratio of 1.38. We currently have 131 days cash on hand, which is significantly above the 45 days cash on hand requirement.
2. Reviewed vendor contracts that need to be approved or ratified.

Motion to ratify Old Salem agreement for the 4<sup>th</sup> grade field trip.

**Motion:** Shon Mallory  
**Second:** Monique Taylor  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (5-0)

Motion to ratify Security 101 Fire/Burglary service agreement.

**Motion:** Shon Mallory  
**Second:** Roland Lewis Jr.  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (5-0)

Motion to approve Facility Use agreement for Wake Prep to utilize ESA's tennis courts.

**Motion:** Hassan Kingsberry  
**Second:** Ryan Cotterman  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (5-0)

C. Facilities Committee report was given by Roland Lewis Jr. and Monique Taylor.

1. An update on the sound installation, gym hardwood floor and roof resealing/repairs projects was provided, and discussion ensued regarding the economics and status of these projects.
2. Expressed concerns about length of time of each project and timing of expected completion.
3. Expected to continue discussion in future meetings.

D. Governance Committee report was given by Hassan Kingsberry.

1. Reminder was given to the board members that at least two professional development trainings are required to be completed each school year.
2. Policy discussion around paid maternity leave for ESA staff.

V. **Closed Session**

- A. The Board moved into closed session at 7:54 PM to discuss specific personnel matters under NC G.S. 143-318.11(a)(6).

Motion to approve entering closed session.  
**Motion:** Shon Mallory  
**Second:** Roland Lewis Jr.  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (5-0)

B. The Board exited closed session at 8:45 PM and resumed regular board meeting.

Motion to approve exiting closed session.  
**Motion:** Hassan Kingsberry  
**Second:** Roland Lewis Jr.  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (5-0)

## VI. Actions

Motion to accept the School's HR recommendations as discussed during closed session.  
**Motion:** Shon Mallory  
**Second:** Roland Lewis Jr.  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (5-0)

## VII. Adjournment

- A. Next regular board meeting is on Tuesday February 20, 2023, from 6:30 PM - 8:00 PM at Envision Science Academy located at 590 Traditions Grande Boulevard, Wake Forest, NC 27587.  
B. Board meeting was adjourned at 8:49 PM.

Motion to adjourn the meeting.  
**Motion:** Ryan Cotterman  
**Second:** Monique Taylor  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (5-0)