



BOARD MEETING MINUTES

Board Members in Attendance:

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

I. Call to Order

- A. Regular monthly meeting of the Board of Directors was called to order at 6:37 PM by Ryan Cotterman.
- B. Mission and vision statements were read by the board president.

II. Consent Agenda

- A. Draft minutes from the November 20, 2023 regular board meeting were presented.
- B. Financial report was given by Yuliya Morris.

Motion to approve the consent agenda.

Motion: Shon Mallory

Second: Roland Lewis Jr.

Discussion: None

Conflict of Interest: None

Vote: Unanimously Approved (6-0)

III. Public Comments

- A. None given

IV. Committee Reports

- A. Academic Committee report was given by Dr. Fuller.
 - 1. The first Health Inspection in ESA's history of operations was completed on December 2, 2023, which the School received an overall satisfactory score.
 - 2. ESA submitted two major reports to NCDPI in November 2023, which were proof of expenditures related to COVID-19 related funds and a detailed report on PRC 203.
 - 3. Summation of the execution of the first sprint of the School Improvement Plan was provided, including updates Leadership in Excellence – Spelling Bee, Global Citizenship and STEAM committee.
 - 4. US News and World report revealed recent rankings of North Carolina schools and ESA continues to be ranked in the top 30% for both middle and elementary schools in the state.
 - 5. ESA had a net increase in economically disadvantaged students as result of the continued implementation of its weighted lottery.

B. Finance Committee report given by Yuliya Morris

1. Staff members were very pleased with and energized by the increase in salaries to align with Wake County schools' current pay scale.
2. The budget has been updated to reflect the impact on salaries and benefits due to the recently approved plan to bring wages in line with the current Wake County schools' pay scale.
3. The coverage ratio is currently 1.38 as compared to the required 1.10, which is a decrease over last month's coverage ratio of 1.55 as expected due to the increase in salaries and benefits.
4. We currently have 127 days cash on hand compared to the required 45.
5. Reviewed vendor contracts that need to be approved or ratified.

Motion to approve AT&T Motor Coach charter bus agreement for the 6th grade field trip.

Motion: Shon Mallory
Second: Hassan Kingsberry
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (6-0)

Motion to ratify Medieval Times agreement for the 6th grade field trip.

Motion: Roland Lewis Jr.
Second: Monique Taylor
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (6-0)

C. Facilities Committee report was given by Roland Lewis Jr.

1. The monthly maintenance report was presented, noting that the primary activities related to HVAC preventative maintenance and repair of several sinks in the bathrooms.
2. Ms. Bradley presented information on the Bio Pond maintenance and required repairs as a result of an annual inspection performed. The inspector brought the students with them as part of their STEAM curriculum.
3. Reviewed a spreadsheet tracking all future facilities projects, which provided details of open projects, potential costs, requirements and priorities. Soundproof installation and unexpected roof issues with water intrusion were discussed.

D. Governance Committee report was given by Hassan Kingsberry.

1. Discussion of the requirements and timing of the Executive Director's mid-year evaluation ensured.
2. A reminder that at least two Board trainings are required to be completed each school year.
3. Succession planning was discussed given that Mr. Lewis and Mr. Cotterman's terms will end on the board in June 2024.

V. Closed Session

- A. The Board moved into closed session at 7:52 PM to discuss specific personnel matters under NC G.S. 143-318.11(a)(6).

Motion to approve entering closed session.

Motion: Yuliya Morris
Second: Hassan Kingsberry
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (6-0)

B. The Board exited closed session at 7:57 PM and resumed regular board meeting.

Motion to approve exiting closed session.

Motion: Monique Taylor
Second: Shon Mallory
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (6-0)

VI. Actions

Motion to accept the School's HR recommendations as discussed during closed session.

Motion: Roland Lewis Jr.
Second: Shon Mallory
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (6-0)

VII. Adjournment

- A. Next regular board meeting is on Monday, January 22, 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 8:03 PM.

Motion to adjourn the meeting.

Motion: Ryan Cotterman
Second: Hassan Kingsberry
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (6-0)