



**BOARD MEETING MINUTES**

**Board Members in Attendance:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Monique Taylor, President      | <input type="checkbox"/> Samantha Sanchez, Treasurer | <input type="checkbox"/> Savannah Lammers                |
| <input type="checkbox"/> Ryan Cotterman, Vice President | <input type="checkbox"/> Adam King                   | <input type="checkbox"/> Katherine Swarthout             |
| <input type="checkbox"/> Shon Mallory, Secretary        | <input type="checkbox"/> Hassan Kingsberry           | <input type="checkbox"/> A. Monica Cutno, Chair Emeritus |

**I. Call to Order**

- A. Regular monthly meeting of the Board of Directors was called to order at 6:30 PM by Monique Taylor.
- B. Mission and vision statements were read by Monique Taylor.

**II. Consent Agenda**

- A. Draft minutes from the July 15, 2024 regular board meeting were presented.
- B. Financial report was given by Samantha Sanchez.

Motion to approve the consent agenda.

- Motion:** Ryan Cotterman
- Second:** Shon Mallory
- Discussion:** None
- Conflict of Interest:** None
- Vote:** Unanimously Approved (8-0)

**III. Public Comments**

- A. Ms. Spivey provided thoughts concerning the new carpool requirement to turn right out of the school, stating that it was causing issues with the local residential areas.
- B. Ms. Staup stated that the new carpool requirements were inconvenient for those who live near the school and caused safety issues due to oak grove church road being narrow and unsafe for bikers.

**IV. Committee Reports**

- A. Academic Committee report was given by Dr. Fuller.
  - 1. The opening of the School has gone smoothly to date.
  - 2. The new requirement to turn right during carpool has led to a faster and smoother process and accomplished what was intended, despite several complaints from parents and the community.
  - 3. An enrollment update was provided, noting that our current ADM is 756 and is likely to increase by one or two and our waitlist remains over 200 kindergarteners.
  - 4. The booster club is requesting to pay assistant coaches instead of splitting with the head coaches. Discussion around assistant coach stipends and how they should be funded ensued.
  - 5. ESA has been active in the charter school community as administrators presented two sessions at the Charter School Conference in Charlotte and will be presenting at the AIM conference.
  - 6. An update was given on the Parents Bill of Rights reporting.
  - 7. The School has made progress in resolving the furniture storage issue by selling and donating various individual desks that were no longer needed.

8. Dr. Fuller reported on the numerous upcoming events for ESA.

Motion to approve a stipend for assistant coaches.

**Motion:** Ryan Cotterman  
**Second:** Shon Mallory  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

B. Finance Committee Report was given by Samantha Sanchez.

1. An audit status meeting was held on August 9, 2024. The audit is going well with no audit exceptions and is expected to be completed by the end of September 2024.
2. We have a coverage ratio of 1.37 versus the required 1.10 coverage ratio per the School's bond covenants. Our current days cash on hand is 73 versus the required 45 days cash on hand. The significant decrease in days cash on hand is a result of the completion of several facility projects during the beginning of the 2024-2025 school year.
3. ADM funding is now paid in arrears by the state. County funds should close the gap if we lack state funding for ADM in arrears.
4. Vendor contracts were presented and discussed.

Motion to approve Holbrook and the 8<sup>th</sup> grade field trip.

**Motion:** Ryan Cotterman  
**Second:** Adam King  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

Motion to approve the AT&T Charter agreement for the 6<sup>th</sup> grade field trip.

**Motion:** Samantha Sanchez  
**Second:** Adam King  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

Motion to approve Holiday charter agreement for the 7<sup>th</sup> grade field trip.

**Motion:** Samantha Sanchez  
**Second:** Adam King  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

Motion to ratify the Backpack Buddies agreement.

**Motion:** Shon Mallory  
**Second:** Ryan Cotterman  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

Motion to ratify the MTI Broadway Jr. agreement for the Wonka play.

**Motion:** Monique Taylor  
**Second:** Savannah Lammers  
**Discussion:** None  
**Conflict of Interest:** None

**Vote:** Unanimously Approved (8-0)

C. Facilities Committee report was given by Monique Taylor.

1. Information was discussed on the turf options for the soccer fields and playgrounds.

D. Governance Committee report was given by Hassan Kingsberry.

1. Maternity leave for the ESA employees was discussed as new suggested guidelines were issued.
2. A reminder of board education requirements was provided to the board members.

E. Business Advisory Committee (BAC) report was given by Shon Mallory.

1. The Business Advisory Committee meeting was missed in August 2024.
2. The BAC did not have a booth at Open House on August 1, 2024.
3. Shon Mallory requested to step down from chair of the BAC due to time constraints.

Motion to approve Adam King and Savannah Lammers as co-chairs to replace Shon Mallory on the BAC.

**Motion:** Shon Mallory  
**Second:** Ryan Cotterman  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

## V. Closed Session

A. The Board moved into closed session at 8:24 PM to discuss confidential information not subject to public record law and specific personnel matters under NC G.S. 143-318.11(a)(6).

Motion to approve entering closed session.

**Motion:** Ryan Cotterman  
**Second:** Savannah Lammers  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

Katherine Swarthout dropped off at 8:40pm.

B. The Board exited closed session at 9:15 PM and resumed regular board meeting.

Motion to approve exiting closed session.

**Motion:** Hassan Kingsberry  
**Second:** Savannah Lammers  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (7-0)

## VI. Actions

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

**Motion:** Ryan Cotterman  
**Second:** Shon Mallory  
**Discussion:** None

**Conflict of Interest:** None  
**Vote:** Unanimously Approved (7-0)

**VII. Adjournment**

- A. Next regular board meeting is on Monday, September 16, 2024, 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 9:17 PM.

Motion to adjourn the meeting.

**Motion:** Adam King  
**Second:** Shon Mallory  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (7-0)