



## BOARD MEETING MINUTES

### Board Members in Attendance:

<p>■ Monique Taylor, President</p> <p>■ Ryan Cotterman, Vice President</p> <p>■ Shon Mallory, Secretary</p>	<p>■ Samantha Sanchez, Treasurer</p> <p>■ Hassan Kingsberry</p> <p>■ Savannah Lammers</p>	<p>■ Katherine Swarthout</p> <p>■ A. Monica Cutno, Chair Emeritus</p>
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### I. Call to Order

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

### II. Consent Agenda

- A. Draft minutes from the August 19, 2024 regular board meeting were presented.
- B. Financial report was given by Samantha Sanchez.

Motion to approve the consent agenda.

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

### III. Public Comments

- A. None presented.

### IV. Committee Reports

- A. Academic Committee report was given by Dr. Fuller.
  - 1. In response to parents and the community, ESA is piloting the use of a Wake Forest Police Department officer for traffic control.
  - 2. The new security measures regarding the school’s operating account, as agreed upon with Truist, are not yet operational.
  - 3. An update on enrollment for the 2024-2025 school year was provided, which noted that the school’s first 20 days ADM was calculated at approximately 758. ESA’s current enrollment is 760 students.
  - 4. The school’s recommendations to the EPA regarding this year’s use of funds raised is to outfit our two middle school science classrooms with lab grade tables and for any balance to go toward purchasing student Chromebooks for the 2025-2026 school year.
  - 5. The School Improvement plan presented, which highlighted that the primary goal for ESA is to achieve an A grade for 2024-2025 school year. Discussion ensued regarding the plan presented.

Motion to approve the school improvement plan.

**Motion:** Ryan Cotterman

**Second:** Samantha Sanchez  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (7-0)

B. Finance Committee Report was given by Samantha Sanchez.

1. We have a coverage ratio of 1.25 versus the required 1.10 coverage ratio per the school's bond covenants. Our current days cash on hand is 68 versus the required 45 days cash on hand.
2. ESA is in process of applying for a grant to cover the cost of a social worker and two teacher assistant's.
3. Vendor contracts were presented and discussed.

Motion to ratify Holbrook Field Trip contract.

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

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

1. An update was provided on the plan for improving the soccer fields and playgrounds, discussion ensued.
2. As part of the recommendation of the committee, the fields were going to use natural grass, however, it was determined that overseeding of the soccer fields was not necessary.
3. The playgrounds are going to be outfitted with turf.
4. Discussion regarding irrigation details and rates also ensued.

Motion to approve the committee recommendation for turf project with escalation.

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

Motion to approve the contract for McNulty landscape for irrigation and Bermuda sod.

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

Motion to approve contract for UDC sports playground for up to \$75,000.

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

D. Governance Committee report was given by Hassan Kingsberry.

1. Board resignation of Adam King on August 22, 2024.
2. The "Grievance" section within the Policy Manual was updated to specifically cross-reference

another section, Non-title IX Discrimination, Harassment, and Bullying Complaint Process.

Motion to update grievance policy within the Policy Manual.

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

E. Business Advisory Committee (BAC) report was given by Savannah Lammers.

1. Continued efforts ongoing to build out a detailed BAC mailing list.
2. The committee will begin to track members of the community and ESA that have recently engaged in meetings or activities at the school.
3. One focus area of the committee in future months is to revamp the monthly newsletter to be more informative to the community.
4. Next BAC meeting is to be held on September 23, 2024 @ 6:30 PM.

## V. Closed Session

A. The Board moved into closed session at 7:47 PM to discuss confidential information not subject to public record law under NC G.S. 143-318.11(a)(1) and specific personnel matters under NC G.S. 143-318.11(a)(6).

Motion to approve entering closed session.

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

B. The Board exited closed session at 7:52 PM and resumed regular board meeting.

Motion to approve exiting closed session.

**Motion:** Shon Mallory  
**Second:** Katherine Swarthout  
**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:** Hassan Kingsberry  
**Second:** Samantha Sanchez  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (7-0)

## VII. Adjournment

- A. Next regular board meeting is on Monday, October 21, 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 7:53 PM.

Motion to adjourn the meeting.

**Motion:** Shon Mallory

**Second:** Hassan Kingsberry

**Discussion:** None

**Conflict of Interest:** None

**Vote:** Unanimously Approved (7-0)