



ENVISION SCIENCE ACADEMY

Board of Directors Meeting

Monday, October 21, 2024

6:30 – 8:00 PM

590 Traditions Grande Boulevard, Wake Forest, NC 27587

BOARD MEETING MINUTES

Board Members in Attendance:

☒ Monique Taylor, President	☒ Samantha Sanchez, Treasurer	☒ Katherine Swarthout
☒ Ryan Cotterman, Vice President	☒ Hassan Kingsberry	☒ A. Monica Cutno, Chair Emeritus
☒ Shon Mallory, Secretary	☒ Savannah Lammers	

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 the board president.

II. Consent Agenda

- A. Draft minutes from the September 16, 2024 regular board meeting were presented.
- B. Financial report was given by Samantha Sanchez.

Motion to approve the consent agenda.

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

III. Audit Review

- A. Envision Science Academy's auditor for the 2023-2024 school year, Rebekah Barr, walked through the final draft of the financial statements and provided a review of the annual audit process.
- B. Envision Science Academy received an unmodified opinion and had no internal control issues reported.
- C. All covenant calculations for the 2023-2024 school were met and disclosed within the financial statements.

Motion to approve fiscal 2024 financial statements with pending approval from Charter Financial Services.

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

IV. Public Comments

- A. None given.

V. Closed Session

- A. The Board moved into closed session at 6:49 PM to discuss matters protected by attorney-client privilege under NC G.S. 143-318.11(a)(3) and specific personnel matters under NC G.S. 143-318.11(a)(6).

Motion to approve entering closed session.

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

- B. The Board exited closed session at 8:32 PM and resumed regular board meeting.

Motion to approve exiting closed session.

Motion: Savannah Lammers
Second: Samantha Sanchez
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (6-0)

VI. Committee Reports

- A. Academic Committee report was given by Dr. Fuller.

1. ESA was recognized for achieving top 5% for academic growth of public schools in North Carolina.
2. The automated fraud prevention measures, as discussed during previous meetings, are now operational on our banking accounts.
3. ESA's 2nd 20-day ADM headcount is estimated to be 760, which is an increase of 1 from our initial 20th day ADM. Funding for the 2024-2025 school year is based on prior year's 2nd 20th day ADM of 745.
4. There is currently no information regarding funding for the additional students. The North Carolina General Assembly next meets on October 24, 2024.
5. An update on the ongoing campus improvement projects was provided, highlighting that the new gym floor is finished and ready for use, and the turf is fully installed in both playgrounds.
6. ESA will be getting a mural painted on the wall of the dumpster enclosure as part of the Artists in Schools program.
7. Portions of the School's excess furniture were donated to Carolina Achieve.

- B. Finance Committee Report was given by Samantha Sanchez.

1. The semi-annual investor call is scheduled for November 13, 2024, at 9:00 AM.
2. 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.
3. Vendor contracts were presented and discussed.

Motion to ratify the Buffaloe Lanes agreement.

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

Motion to ratify the Systel Maintenance agreement.

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

Motion to ratify the Royalwood change order.

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

Motion to ratify the TreeRing agreement.

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

Motion to ratify the Gaggie agreement.

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

C. Facilities Committee report was given by Monique Taylor.

1. Monique Taylor presented updated information on the ongoing and recently completed projects.

D. Governance Committee report was given by Monique Taylor.

1. Current policies and procedures are constantly being reviewed for accuracy and whether any updates are required. There were several future potential policy updates identified by the committee that were discussed.
2. A reminder of board education requirements was given.

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

1. A recap of the recent fall cultural market was provided and discussion ensued around the success of the event and potential changes for future cultural markets.
2. Volunteer requests were made for the upcoming arts events.
3. Next BAC meeting is scheduled for November 4, 2024, @ 6:30 PM.

VII. Actions

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

Motion: Katherine Swarthout
Second: Samantha Sanchez
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (6-0)

VIII. Adjournment

- A. Next regular board meeting is on Monday, November 18, 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 8:57 PM.

Motion to adjourn the meeting.
Motion: Ryan Cotterman
Second: Monique Taylor
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (6-0)