



BOARD MEETING MINUTES

Board Members in Attendance:

☒ Monique Taylor, President
☒ Ryan Cotterman, Vice President & Interim Treasurer
☒ Shon Mallory, Secretary

☒ Savannah Lammers
☒ Katherine Swarthout
☐ A. Monica Cutno, Chair Emeritus

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 Shon Mallory.

II. Consent Agenda

- A. Draft minutes from the December 16, 2024 regular board meeting were presented.
- B. The financial report was given by Ryan Cotterman.

Motion to approve the consent agenda.

Motion: Ryan Cotterman

Second: Savannah Lammers

Discussion: None

Conflict of Interest: None

Vote: Unanimously Approved (5-0)

III. Public Comments

- A. None given.

IV. Committee Reports

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

1. Four ESA teachers received a bonus from the state in recognition of achieving high growth on the end of grade testing for the 2023-2024 school year.
2. School administration believes that additional teacher planning time is needed to meet the standards required for project-based learning and STEM, in accordance with the model STEM mandate.
3. The discussion regarding proposed changes to the school calendar and the resulting impacts to ESA's charter continued.
4. The 2024 Title IX regulations were struck down in a court in Kentucky. Therefore, policy regulations must be reverted to the 2020 version if no further regulations are adopted..
5. The motherboard of the elevator has shorted out and the School is experiencing HVAC issues again, which may result in repairs.

Motion to change ESA's charter from 190 required school days to 185 days.

Motion: Katherine Swarthout

Second: Shon Mallory

Discussion: None

Conflict of Interest: None

Vote: Approved (4-1)

Motion to approve 2025-2026 school calendar pending approval from the office of charter schools.

Motion: Katherine Swarthout

Second: Shon Mallory

Discussion: None

Conflict of Interest: None

Vote: Approved (4-1)

B. Finance Committee Report was given by Ryan Cotterman.

1. The coverage ratio is 1.58, exceeding the required 1.10. We have 78 days of cash on hand, surpassing the required 45 days.
2. Final ADM for the 2024-2025 school year is 759.
3. Vendor contracts were presented and discussed.

Motion to approve Williamsburg Busch Gardens 7th grade school trip.

Motion: Ryan Cotterman

Second: Shon Mallory

Discussion: None

Conflict of Interest: None

Vote: Unanimously Approved (5-0)

C. The Facilities Committee report was given by Monique Taylor.

1. An update was provided on the ongoing stormwater issues.

D. The Governance Committee report was given by Katherine Swarthout.

1. The Governance Committee is currently interviewing two candidates for the open board positions.
2. Governance Committee meeting cadence is expected to be bi-annually.
3. Term limits for the board positions were discussed.

Motion to approve maternity and paternity leave in alignment with state mandates, as detailed in the board folder.

Motion: Katherine Swarthout

Second: Ryan Cotterman

Discussion: None

Conflict of Interest: None

Vote: Unanimously Approved (5-0)

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

1. Next meeting is scheduled for February 3, 2025 and posted to the ESA's website.
2. There is a need to facilitate discussions on bridging the transition from 8th grade to college, including the possibility of organizing school tours.

V. Closed Session

- A. The Board moved into closed session at 8:40 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: Savannah Lammers
Second: Katherine Swarthout
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (5-0)

- B. The Board exited closed session at 9:11 PM and resumed regular board meeting.

Motion to approve exiting closed session.

Motion: Katherine Swarthout
Second: Ryan Cotterman
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (5-0)

VI. Adjournment

- A. Next regular board meeting is on Monday, February 24, 2025, 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 9:13 PM.

Motion to adjourn the meeting.

Motion: Shon Mallory
Second: Savannah Lammers
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (5-0)