



BOARD MEETING MINUTES

Board Members in Attendance:

■ Monique Taylor, President
■ Ryan Cotterman, Vice President & Interim Treasurer
■ Shon Mallory, Secretary
■ Gregory Davis

■ 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 6:30 PM by Monique Taylor.
- B. Mission and vision statements were read by Shon Mallory.

II. Consent Agenda

- A. Draft minutes from the January 13, 2025 regular board meeting were presented.
- B. The financial report was given by Ryan Cotterman.

Motion to approve the consent agenda.

Motion: Katherine Swarthout

Second: Shon Mallory

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. The school lottery for the 2025-2026 academic year received a total of 890 applications, with the majority of the applicants applying for kindergarten.
 - 2. The ESA Science Olympiad team competed on February 8, 2025, resulting in 3rd, 5th, and 6th place individual finishers. As a team, ESA finished 10th out of the 16 teams in the competition.
 - 3. An ESA student independently participated in the Regional Science and Engineering Fair for North Carolina Region 3A, which includes Wake County, on Saturday, February 15, 2025. They achieved second place in the Earth and Environmental Sciences category and first place in the NC One Water Special Award. As a result, they will advance to the NC State Fair, held at North Carolina State University on Saturday, March 29, 2025.
 - 4. The Office of Charter Schools approved the change requested in ESA's charter application regarding the number of school days in the school year.
 - 5. ESA needs to develop a policy concerning interactions between ICE and other law enforcement agencies with students and the school plans to utilize the template provided..

B. Finance Committee Report was given by Ryan Cotterman.

1. McAnulty landscaping will manage the boring project and invoice ESA for landscaping services.
2. The coverage ratio is 1.69, exceeding the required 1.10. We have 83 days of cash on hand, surpassing the required 45 days.
3. An amount of \$183,000 is required to move up to the Wake County pay scale.
4. A discussion regarding the school's bonds ensued. The Bonds are callable in May 2026 and there is the potential that they will be rated.
5. The recommended coverage ratio for bond refinancing with PNC was discussed. A. Monica Cutno will recuse herself from direct involvement in the process so that there is no actual or perceived conflict of interest.
6. Vendor contracts were presented and discussed.

Motion to approve the McAnulty agreement up to \$8000, which includes up to an additional 10% overhead fee.

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

Motion to ratify the initial contract of \$4,040 and to approve the total \$5,037 for the Terrace Electric work.

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

Motion to approve the agreement for the 7th Holbrook Tours field trip to Williamsburg, Virginia.

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

Motion to ratify the AT&T bus company for the 5th grade field trip.

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

Motion to ratify the agreement for the 4th grade Old Salem field trip.

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

Motion to approve updating the salary to the Wake County scale, retroactive to January 1, 2025.

Motion: Ryan Cotterman
Second: Shon Mallory

Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (5-0)

Motion to approve form 990 tax return.

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

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

1. Estimates for the tennis courts were updated. A discussion was held regarding the backstops for the soccer fields.

D. The Governance Committee report was given by Monique Taylor.

1. The amendment language in the charter was discussed and voted on during the committee meeting. Moving forward, all voting will take place during board meetings or during specially called meetings, rather than during committee meetings. The Board decided to vote on those items during the current meeting to include in the regular Board meeting record.
2. Governance committee will meet quarterly, with the next meeting scheduled for April 16, 2025 at 9:00 AM.
3. Gregory Davis was presented as a potential board member.
4. An update to the Title IX policy was presented.

Motion to amend the language in the charter application.

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

Motion to ratify the Schindler elevator repair agreement.

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

Motion to appoint Gregory Davis to the Board of Directors effective immediately to replace a vacant seat, with the full term to begin July 1, 2025.

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

Motion to revert back to Title IX policy version from 2020.

Motion: Shon Mallory
Second: Katherine Swarthout
Discussion: None
Conflict of Interest: None

Vote: Unanimously Approved (5-0)

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

1. Discussed partnerships and opportunities for community engagement.

V. Closed Session

A. The Board moved into closed session at 8:08 PM to discuss specific personnel matters under NC G.S. 143-318.11(a)(6).

Motion to approve entering closed session.

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

B. The Board exited closed session at 8:37 PM and resumed regular board meeting.

Motion to approve exiting closed session.

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

VI. Actions

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

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

VII. Adjournment

A. Next regular board meeting is on Monday, March 17, 2025, from 6:30 PM - 8:00 PM at Envision Science Academy located at 590 Traditions Grande Boulevard, Wake Forest, NC 27587.

B. Board retreat is scheduled for May 31, 2025 from 10:00 AM – 2:00 PM.

C. Board meeting was adjourned at 8:46 PM.

Motion to adjourn the meeting.

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