



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
Missy Welch

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 February 24, 2025 regular board meeting were presented. Minor edits were made. Minutes not finalized due to open questions for meeting minutes.
- B. The financial report was given by Monique Taylor.

Motion to approve the consent agenda and table approving minutes until next meeting.

Motion: Katherine Swarthout

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. An update on this year's enrollment lottery was given. Approximately 950 students applied, which is slightly less than the usual number of approximately 1,100 students. The largest group of applicants were kindergarten students.
 - 2. Salary adjustments were made on March 14th for backpay. New salaries based on the scale adjustment will begin with the March pay date.
 - 3. Planning allotments for 2025- 2026 school year will be released on March 2, 2025, according to a memo from the Department of Public Instruction.
 - 4. Due to a tornado warning the school had to implement severe weather protocols on March 12, 2025.
 - 5. The Fire Marshal completed his initial inspection on March 7th noting no significant violation by the School.
 - 6. The elementary Science Olympiad tournament was held this past weekend. ESA had several students place in the top 5 for their events.
 - 7. The administration team requested to add an additional storage building on the campus and a

discussion ensued.

8. Upcoming events were presented.

B. Finance Committee Report was given by Monique Taylor.

1. Vendor contracts were presented and discussed.
2. The audit engagement letter with Rebekah Barr was presented.
3. The coverage ratio is 1.63 versus the required 1.10 coverage ratio per the school's bond covenants. The current days' cash on hand is 80 versus the required 45 days cash on hand.
4. Budget adjustments and projections were presented and discussed.

Motion to ratify the Holiday Tours contract for the band field trip.

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

Motion to approve the Sound to Sea overnight field trip for the 2025-2026 school year.

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

Motion to ratify the Scrap Exchange outreach event agreement.

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

Motion to approve the 2025 audit engagement letter from Rebekah Barr.

Motion: Savannah Lammers
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. Information on the soccer field and irrigation project was presented and discussion ensued.
2. More information is forthcoming about tennis court resurfacing and the soccer field backstops.

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

1. Missy Welch was presented as a potential board member.
2. A reminder of the requirement for all board members to obtain at least two credit hours of continuing learning was provided.
3. The next governance committee meeting is scheduled for April 16, 2025 at 9am.
4. A sample for language involving school interactions with ICE was provided. The immigration policy was not discussed.

Motion to approve Missy Welch as a member of the board of directors.

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

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

1. The Spring cultural market was held this past weekend. Several vendors contacted to see how to become more connected with the school.
2. The next meeting will be held in April 2025.
3. Wake Forest is holding a STEAM event on April 12, 2025. Two of ESA's STEAM teachers will be manning our booth at that event.

V. Closed Session

A. The Board moved into closed session at 7:49 PM to discuss specific personnel matters within the meaning of Chapter 132 of the General Statutes under NC G.S. 143-318.11(a)(6).

Motion to approve entering closed session.

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

B. The Board exited closed session at 8:02 PM and resumed regular board meeting.

Motion to approve exiting closed session.

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

VI. Actions

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

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

VII. Adjournment

A. Next regular board meeting is on Monday, April 21, 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 8:03 PM.

Motion to adjourn the meeting.

Motion: Greg Davis
Second: Katherine Swarthout

Discussion:	None
Conflict of Interest:	None
Vote:	Unanimously Approved (6-0)