



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
■ Missy Welch
■ 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 February 24, 2025, March 17, 2025 regular board meeting, and the April 8, 2025 emergency board meeting were presented.
- B. The financial report was given by Ryan Cotterman.

Motion to approve the consent agenda.

Motion: Shon Mallory

Second: Ryan Cotterman

Discussion: None

Conflict of Interest: None

Vote: Unanimously Approved (6-0)

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 and the family intent to return was given.
 - 2. Title VI certification documentation was submitted on April 16, 2025.
 - 3. NCDPI has officially listed our ADM for next year as 760.
 - 4. The fire marshal has not been able to finalize his inspection yet. We are waiting for the electrician to receive the needed parts and return.
 - 5. NCDPI is now allowing students to retest before the end of the school year if they do not score as proficient. They may also attend summer school and retest then, but cannot do both options.
 - 6. Staff offer letters are tentatively scheduled to be distributed on April 23, 2025.
 - 7. We are expecting to receive initial insurance quotes soon.
 - 8. Upcoming events were presented.

Missy Welch joined the meeting at 6:41pm.

B. Finance Committee Report was given by Ryan Cotterman.

1. Vendor contracts were presented and discussed.
2. Budget adjustments and projections were presented and discussed.
3. The coverage ratio is 1.68 versus the required 1.10 coverage ratio per the school's bond covenants. The current days' cash on hand is 82 versus the required 45 days cash on hand.

Motion to ratify the Raleigh Utilities contract for the water meter for the irrigation installation.

Motion: Ryan Cotterman
Second: Katherine Swarthout
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (7-0)

Motion to approve the Gray and Creech contract for security cameras and installation contingent that item 26 is updated for our language for liability.

Motion: Ryan Cotterman
Second: Gregory Davis
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (7-0)

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

1. Storage issues were discussed.
2. Our sprinkler inspection was presented. A repair for a leaky valve for the sprinkler backflow will be scheduled sometime mid-May or after.
3. Information on the soccer fields and irrigation project was presented.
4. More information is forthcoming about tennis court resurfacing and the soccer field backstops.

Motion to approve the purchase of a storage shed up to \$7500.

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

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

1. Immigration and policy updates were provided.
2. Succession planning information was presented using a 9-box matrix.
3. A reminder for the continued learning credit requirements was provided.

Motion to approve the Access to Education, Student Privacy, and Immigration Enforcement policy as written.

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

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

1. The last meeting was held on April 14, 2025.

2. The BAC is continuing to look for connections to partner with the school.

V. Closed Session

- A. The Board moved into closed session at 8:12 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: Katherine Swarthout
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (7-0)

- B. The Board exited closed session at 9:37 PM and resumed regular board meeting.

Motion to approve exiting closed session.

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

VII. Adjournment

- A. Next regular board meeting is on Monday, May 19, 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 9:37 PM.

Motion to adjourn the meeting.

Motion: Missy Welch
Second: Savannah Lammers
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (7-0)