



BOARD MEETING MINUTES

Board Members in Attendance:

Monique Taylor, President
Katherine Swarthout, Vice President
Shon Mallory, Secretary
Gregory Davis, Treasurer

Savannah Lammers
Missy Welch
Ryan Cotterman, Emeritus
A. Monica Cutno, Chair Emeritus

I. Call to Order

- A. Regular monthly meeting of the Board of Directors was called to order at 6:33 PM by Katherine Swarthout.
- B. Mission and vision statements were read by Shon Mallory.

II. Consent Agenda

- A. Draft minutes from the regular board meeting were not presented.
- B. The financial report was given by Gregory Davis.

Motion to approve the consent agenda.

Motion: Shon Mallory

Second: Katherine Swarthout

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. First-quarter report cards were distributed in a timely manner.
 - 2. The Cultural Market was a success. Fewer attendees participated this year. Next spring market will be a combined event.
 - 3. The after-school tutoring program began on November 12th with 40 students and 7 teachers.
 - 4. ESA is collaborating with Wake Tech to host preservice teachers.
 - 5. NCAPCS contacted ESA regarding hosting a visit from a state legislator. Representative Mike Schietzelt, whose district includes Wake Forest, will visit campus on the morning of December 9th for a tour and policy conversation.
 - 6. Envision Science Academy has been recognized by *U.S. News & World Report* as one of the Best Middle Schools and Best Elementary Schools, based on 2023–2024 school year data.
 - 7. Mr. Crowell has prepared the SOAR Summer Camp information, which will be shared with parents in the November newsletter.
 - 8. A discussion was held regarding the school's achievement of an "A" on last year's report card.

9. Dr. Fuller presented information comparing 12-month pay and 10-month pay options.
10. PTO Day distribution was discussed.
11. Additional insurance funds were discussed. The insurance funds will be put back into insurance.
12. The School Improvement Plan was discussed, followed by a vote.
13. The proposed 2026–2027 calendar was discussed, followed by a vote.
14. An extension related to Polaris was discussed, with a vote held.
15. The EPA Fun Run fundraiser was held on November 7th and was very successful.
16. Upcoming events were presented.

Motion to approve the 2025-2026 School Improvement Plan.

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

Motion to approve the 2026-2027 School Year Calendar as presented.

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

A. Finance Committee Report was given by Gregory Davis.

1. The budget for the 2025-2026 school year was presented and discussed.
2. Vendor contracts were presented and discussed.
3. The coverage ratio is 1.44 versus the required 1.10 coverage ratio per the school's bond covenants. The current days' cash on hand is 89 versus the required 45 days cash on hand.
4. The semi-annual investor call went well.
5. Discussed a building expansion in early 2026.

Motion to approve the 7th grade Williamsburg Field Trip and agreement via Holbrook tours.

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

Motion to approve the verbiage for the Piedmont HVAC construction lien.

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

Motion to approve the Music in the Park Carowinds Band Trip.

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

Missy Welch rejoined the meeting

Motion to approve the Blue Cross and Blue Shield Amendment verbiage.

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

Motion to approve the Gray and Creech agreement for security cameras, licenses, and installation for \$14,600.

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

Motion to approve the Stratus Information Systems networking agreement for Cisco Systems.

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

Motion to ratify the Holidays Tours band transportation agreement.

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

Motion to approve the Piedmont HVAC service repair payment for Unit 2.

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

Motion to approve the Polaris agreement for a year 2 extension.

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

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

1. The Capital Needs Assessment is due by January 2026.
2. Discuss building expansion in early 2026.
3. Backflow passed inspection and the report was presented.

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

1. The social media guidelines were presented and discussed.
2. The confidentiality policy was presented and discussed.
3. A revision to the misuse of the brand policy was presented.
4. A discussion on rewording the wearable device policy was presented.
5. Scheduled dates for the January and February Board of Directors meeting were discussed.

Motion to approve the social media policy.

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

Motion to approve the confidentiality policy.

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

Motion to approve the revision of the misuse of the brand policy and amending parent/guardian.

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

Motion to approve moving the January and February meetings to January 26 and February 23.

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

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

1. Information from the most recent BAC meeting was presented.
2. The BAC has adjusted the format to allow school representatives to make specific requests, resulting in increased positive engagement from community members.

V. Closed Session

A. The Board moved into closed session at 8:42 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: Gregory Davis
Second: Katherine Swarthout
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (6-0)

B. The Board exited closed session at 9:43 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: Shon Mallory

Second: Savannah Lammers

Discussion: None

Conflict of Interest: None

Vote: Unanimously Approved (6-0)

VII. Adjournment

A. Next regular board meeting is on December 15, 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 9:44 PM.

Motion to adjourn the meeting.

Motion: Katherine Swarthout

Second: Gregory Davis

Discussion: None

Conflict of Interest: None

Vote: Unanimously Approved (6-0)