



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

II. Consent Agenda

- A. Draft minutes from the September regular board meeting were presented. Minor edits were made.
- B. The financial report was given by Ryan Cotterman.

Motion to approve the consent agenda.

Motion: Savannah Lammers

Second: Katherine Swarthout

Discussion: None

Conflict of Interest: None

Vote: Unanimously Approved (5-0)

Shon Mallory joined at 6:40pm

III. Public Comments

- A. None given.

IV. Committee Reports

- A. The Academic Committee report was given by Dr. Fuller.
 - 1. Congratulations to Ben Blanchard, ESA alumnus, for earning a perfect 36 on the ACT—an accomplishment achieved by only about 0.2–0.25% of test-takers nationwide. Ben is a senior at Wake Forest High School.
 - 2. A group of middle school students, led by Ms. Dellinger, will participate in the Middle School Engineering Bits & Bytes event on Friday, October 31st, at NC State's Centennial Campus, rotating through three hands-on engineering challenges or lab tours.
 - 3. Congratulations to our staff—especially the Exceptional Children's Department—for being named one of the top 10 schools in North Carolina for the National ESEA Distinguished Schools Award in Category 3. Ms. Snyder and I accepted the award in Greensboro on October 8th at the NCFEPA luncheon.
 - 4. Work with Polaris on the Infinite Campus implementation has been more challenging than expected but continues to move forward. The parent portal opened in time for first-quarter report cards.

5. BCBS incentive discussion \$50K used as “premium holiday”, remaining \$10K staff wellness. Katie will review use restrictions documentation. Revisit later - there is no deadline to use funds.
6. School Improvement Plan - Last minute addition to be reviewed next year.
7. Proposed 26-27 Calendar - Last minute addition to be reviewed next year.
8. Payroll issue discussion - Dr. Fuller to pull policy and look at the process to identify deficiency, propose a solution at next meeting.
9. The employee resigned too late for accountants to stop deposit. The employee promised to repay by the end of the school year.
10. The employee resigned taking more PTO than earned. Attempts to contact have gone unanswered.
11. Insurance coverage for Active Assailants. Dr. Fuller reached out and determined schools aren't doing much for now, but he will continue to track.
12. RTU-13 - Fuller recommended to do the \$4,800 leak test before making the decision to replace the unit. The board declined this option and voted to replace the unit. Fuller communicated the insurance implications.
13. The sixth grade recently completed another successful trip to Sound by the Sea.
14. The EPA fundraiser will be held at the end of October and the beginning of November.
- 15.

B. Finance Committee Report was given by Monique Taylor.

1. Audit findings were presented and discussed – no deficiencies or material weaknesses.

Motion to approve the final draft with updated budget.

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

C. The Facilities Committee report was given by Missy Welch.

1. Shed and fence paperwork going to the Town of Wake Forest.
2. EPA to install blackout curtains in the gym and add electrical outlets. Both being paid for by EPA.
3. HVAC airflow unit 13 is not operational. 2 compressors in the unit - one is broken, the other is leaking.
 - a. Greg will look into tax laws regarding depreciation.
 - b. Dr. Fuller will look into insurance possibly covering the cost, pending determination of cause. The adjuster is involved.

Motion to approve the purchase of a new HVAC unit to replace unit 13 while simultaneously pursuing the insurance reimbursement.

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

Missy Exited the meeting at 8:08pm.

D. The Governance Committee report was given by Gregory Davis.

1. Discussed social media policy.
2. Look at the ice-breakers in the folder for the next meeting.

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

V. Closed Session

A. The Board moved into closed session at 8:13 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: Katherine Swarthout
Second: Savannah Lammers
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (5-0)

B. The Board exited closed session at 8:30 PM and resumed regular board meeting.

Motion to approve exiting closed session.

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

VII. Adjournment

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

B. Board meeting was adjourned at 8:31 PM.

Motion to adjourn the meeting.

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