



BOARD MEETING MINUTES

Board Members in Attendance:

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

Savannah Lammers
Missy Welch
A. Monica Cutno, Chair Emeritus
Ryan Cotterman, 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 regular board meeting were presented.
- B. Financial report was given by Greg Davis.

Motion to approve the consent agenda.

Motion: Shon Mallory

Second: Missy Welch

Discussion: None

Conflict of Interest: None

Vote: Unanimously Approved (6 - 0)

III. Public Comments

- A. Dr. Fuller acknowledged the concerns of the parents present by reading a statement detailing an incident at the School regarding a firearm.
- B. Erica Prentice commented showing full support of the staff regarding the incident and how it was handled.
- C. Erica Pittman spoke on behalf of the EPA regarding how uncertainty caused issues and concerns for the parents. As a follow up, she requested ESA to have a dedicated meeting and a school safety task force.

IV. Committee Reports

- A. The Academic Committee report was given by Dr. Fuller.
 - 1. The information session for new students was very well attended.
 - 2. The school applications for enrollment into the lottery opened up on January 19, 2026 and will remain open until February 27, 2026.
 - 3. A survey was completed stating that 45.39% impervious surface area on our campus. The School is currently navigating the towns permit system for addition of shed and possibly a fence.
 - 4. No school can guarantee at 100% there will not be a weapon on campus.
- B. The Finance Committee Report was given by Gregory Davis.
 - 1. Approximately 55% of the state funding has been received.

2. The coverage ratio is 1.78 versus the required 1.10 coverage ratio per the School's bond covenants. The current days' cash on hand is 101 versus the required 45 days cash on hand.
3. Bank fees exceeded the budgeted amount, which will be addressed with Truist bank.
4. A recommendation was made to add a new line item to the budget to track referral bonus expenses.
5. Required reporting is scheduled for the end of December and will include operating data and a monthly event notice. A discussion regarding refinancing bonds with PNC Bank is planned for 2026.
6. The capital needs assessment is updated annually as needed.
7. The Systel lease contract for copiers was reviewed.

Motion to approve the lease for Systel for a color printer.

Motion: Missy Welch
Second: Katherine Swarthout
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved 6 - 0

Motion to approve the Infinite Campus contract.

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

Motion to ratify the Ident-a-kid/Centegix contract.

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

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

1. Stormwater, water retention maintenance and inspection timing were discussed.
2. A Health Department inspection was conducted, and the school passed with a score of 90 out of 100.
3. The permit application for a fence along the tree line will be submitted to the town and the School will coordinate a site plan visit.
4. Board of Directors members will be invited to the updated series of facilities meetings.

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

1. The next meeting will be held on March 4, 2026 at 6:00 PM.
2. A discussion regarding service animals versus emotional support animals was held. Clarifying language to modify the policy will be added and will refer to the WCPSS policy. This item was postponed to the next meeting.
3. Revisions to the student personal devices policy were reviewed and approved.

Motion to approve the personal student devices policy.

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

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

1. No material updates were provided.
2. The next meeting will be held on February 2, 2026 at 6:30 PM.

V. Closed Session

A. The Board moved into closed session at 7:54 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: Savannah Lammers
Second: Gregory Davis
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved 6 - 0

Missy left the meeting at 10:03 PM.

B. The Board exited the closed session at 10:17 PM and resumed the regular board meeting.

Motion to approve exiting closed session.

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

VI. Other Business

Motion to approve HR recommendations discussed in closed session.

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

VII. Adjournment

A. Next regular board meeting is on January 26, 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 10:22 PM.

Motion to adjourn the meeting.

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