

**ENVISION SCIENCE ACADEMY**  
Board of Directors Meeting  
Sunday, September 8, 2013, 2:00-4:00 PM  
5603 Capital Blvd, Raleigh, NC 27616

**Attendees:**

A. Monica Cutno, President  
Marla Mills-Wilson, Vice President  
Portia Scott, Secretary/Treasurer  
Sonal Krishna  
Roland Lewis  
Diego Torres  
John Szwed  
Michel Miller (guest)

A. Monica Cutno opened the meeting by introducing board members and our guest.

**Agenda Items:**

Announcements

- Office of Charter School (OCS) training dates were reviewed. Attendance needed from board.
- Triangle Family Service's Cupcake Run/Walk on Sept 14<sup>th</sup> at 8:00 AM. Team will wear ESA t-shirts for visibility.

Facility

- BOD met with HighMark team, York Properties, and Design Development to discuss preliminary construction options for a school building.
- Currently in discussion with HighMark construction regarding Letter of Intent and Non-disclosure Agreement (LOI/NDA). Diego will contact HighMark's attorney to discuss any changes by the board for LOI/NDA.
- Signing the documents will declare an exclusive agreement with HighMark.
- John Kerr (York Properties) informed board that Steve Hubrick (GM Hock Construction) will submit a proposal soon.
- Need to decide on acreage required of the proposed land options.
- "Wood vs. Steel Construction" links will be sent to board for review and comparison.
- Tours to Kestrel Heights (Durham) & North East Carolina Prep School (Tarboro) will be scheduled to see quality of Highmark construction.

501(c)(3)

- 501(c)(3) tax-exemption application is ready for submission now that ESA has received preliminary approval.
- Package includes letter requesting that the application process be expedited.
- Request made to board for additional funds needed to submit application.

### Development

- Development presentation given by Roland highlighting the fundraising process for ESA.
- Need for “seed money” prior to August 2014 opening.
- Board needs to establish solid monetary goal to cover start-up expenses.
- Presentation included discussion/details on Founders’ Reception, core revenue streams, letter of introduction, tiered donations, in-kind donations, grants, and donor branding.
- Need three board members and two community members on Development Committee.
- Proposed dates for Founders’ Reception: November 7, 9, 14, and 16th.
- Roland to engage in conversation with potential donors in upcoming event.
- Monica has received monetary commitment from potential donor.
- Development presentation to be sent to board.

### Other Activities

- Marla and Georgia will finalize job description for principal, which will be posted on website and Facebook.
- Ideally staff would begin after contracts have ended in current positions (June 2014).
- Assistant principals would be considered for principal role.
- Met with Eddie Goodall (NC Public Charter Schools Association) to learn more about benefits of membership and ISIS services.
- Three Community Information Sessions will be held in October 2013 to market ESA, answer questions, discuss enrollment, and give updates on facility and staffing.

Closing – 4:00 PM

### **Follow Up Items:**

- Roland – Recruit members for Development Committee; work on Founders' Reception
- Diego – Schedule call with HighMark’s attorney to discuss LOI/NDA revisions.
- Marla/Georgia – Finalize job description for principal
- Monica – Work on Community Information Sessions
- Monica – Submit 501(c)(3) application after additional funds received
- Marla/Carolyn – Establish team of teachers to hone curriculum

### **Next Meeting:**

Sunday, October 6, 2013, 3:00-5:00 PM, Leith BMW