



## BOARD MEETING MINUTES

### Board Members in Attendance:

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> A. Monica Cutno, President         | <input type="checkbox"/> Carolyn Ellis               | <input checked="" type="checkbox"/> Greg Stoch              |
| <input checked="" type="checkbox"/> Marla Mills-Wilson, Vice President | <input checked="" type="checkbox"/> Sonal Krishna    | <input checked="" type="checkbox"/> John Szwed              |
| <input checked="" type="checkbox"/> Portia Scott, Secretary/Treasurer  | <input checked="" type="checkbox"/> Roland Lewis Jr. | <input checked="" type="checkbox"/> Diego Torres            |
|  |  | <input checked="" type="checkbox"/> Steve Pond (non-voting) |

### I. Call to Order

- A. Regular meeting of the Board of Directors (BOD) was called to order at 6:34 PM by A. Monica Cutno.
- B. Mission statement and rules of order were read by the president.
- C. Erica Prentice, STEAM Curriculum Coordinator, was welcomed.

### II. Consent Agenda

- A. Draft minutes from 03/10/14 board meeting were reviewed.
- B. Treasurer's Report was given, which included recent transactions and current balance.

Motion to approve consent agenda.

Motion: Diego Torres

Second: Sonal Krishna

Vote: Unanimously approved (8-0)

### III. Announcements

- A. Endeavor is selling classroom supplies. Sonal and Steve will compare prices from WCPSS furniture sale and review what we already have in storage.
- B. Monica wrote an article about charter schools in the April-May-June issue of CIRCA magazine. Envision was mentioned in the article.
- C. BOD is close to determining which firms to engage for retirement, health, and property insurance needs. Envision will not go with state health and retirement plans.

### IV. Committee Reports

- A. Development Committee report was given by Roland.
  - 1. Current progress towards financial goal was given.
  - 2. Seventy-eight individual donors have been added to Individual Donor Database.
  - 3. All donor packages will be sent out by 4/25/14. All follow-up phone calls will be made by 4/30/14.
  - 4. Greg offered e-introduction to his contact to aid in grant writing.
- B. Education Committee report was given by Portia.
  - 1. March monthly enrollment report and waiting list numbers were given.
  - 2. April 11, 2014 was the deadline for admissions applications. Enrollment Team is reviewing applications to ensure they are complete.
  - 3. Uniform options were discussed. Sonal will obtain quotes for BOD to consider. Uniform guidelines will be posted on Envision's website and Facebook.

- C. Personnel Committee report was given by Steve.
  - 1. Nine positions remain to be filled.
  - 2. Administrative team and board members continue to conduct phone and in-person interviews with qualified candidates.
  - 3. Goal is to hire all employees by 4/9/14.
- D. Governance Committee report was given by Diego.
  - 1. Governance Strengthening Exercise is still a work in progress.
- E. Finance Committee report was given by John.
  - 1. Quotes for accounting and audit services were shared.
  - 2. John will email BOD current proposals.
- F. Technology Committee report was given by Greg.
  - 1. Immediate needs and concerns were determined at committee's first meeting.
  - 2. Roland is looking into phone server installation. Erica is creating technology wish list with corresponding costs for year one. Greg is consulting technology experts to determine infrastructure needs.
  - 3. Monica will forward technology contacts from other charter schools. Diego will reach out to Ravenscroft to ask about their technology implementation.

## **V. New Business**

- A. Ready to Open Checklist was reviewed and discussed.
  - 1. All items need to be completed and voted on at the next board meeting (5/12/14).
  - 2. The final checklist due to OCS on May 30, 2014.

## **VI. Public Comments**

- A. No public comment was made.

## **VII. Adjournment**

- A. Commitments from board members are as follows:
  - 1. Sonal/Steve – compare costs of classroom furniture/supplies and check inventory in storage.
  - 2. Sonal – research school uniform options and costs.
  - 3. John – email BOD proposals from accounting and audit firms
  - 4. BOD – finalize Ready-to-Open Checklist assigned tasks and present to BOD before or by next board meeting
  - 5. Monica – Send latest budget to John, Greg, and Steve
  - 6. Monica – send technology contacts at other charter schools to Technology Committee
  - 7. Monica – forward emails from technology vendors to Technology Committee
  - 8. Diego – check with Ravenscroft regarding their technology implementation
  - 9. Greg – make e-introduction to contact for help with grant writing
- B. Next regular meeting of the BOD is May 12, 2014, 6:30-8:30 PM, 3150 Rogers Rd, Ste 112, Wake Forest, NC.
- C. Meeting was adjourned at 8:42PM

Motion to adjourn meeting.

Motion: Marla Mills-Wilson

Second: Monica Cutno

Vote: Unanimously approved (8-0)