

Board of Directors – Regular Meeting Minutes

Date: February 5, 2026

Time: 4:00pm

Location: Virtual/Zoom

1. Call to Order

The Regular Meeting of the Board of Directors of the Community School of Digital and Visual Arts was called to order by **Board Chair Tommy** at 4:04pm. A quorum was confirmed.

Roll Call & Quorum

Board Members Present:

Tommy T. McNeill (Chair)

Bonnie Hauser (Treasurer)

Kathy Everett-Perry

Jessica Davis

Michael Palmer

Board member Absent

Joe Battle (excused)

Staff Present

Cheryal Isaac (Principal)

Ben Johnson (Operations)

Miesha Haggins (Executive Administrative Assistant)

2. Approval of Previous Minutes

Motion: To approve the February 2026 Board Meeting Minutes as presented.

Moved by: Michael Palmer

Seconded by: Toni Hall

Vote: Unanimous. Motion carried.

3. Budget Update

The Board received a financial update. A \$49,000 transportation grant was received, reducing the projected deficit from approximately \$350,000 to \$300,000. Administration continues to monitor expenses and work with the finance team on budget management. No board action required.

4. Academic and Testing Update

Principal Isaac reported that the school is administering mid-year testing and addressing approximately six weather-related closure days. Administration is reviewing options to recover instructional hours, including converting teacher workdays and possible Saturday academic sessions pending board approval.

5. Closed Session

Motion: To enter closed session pursuant to **NCGS §143-318.11(a)(5)** to discuss property and settlement matters.

Moved by: Michael Palmer

Seconded by: Bonnie Hauser

Vote: Unanimous. Motion carried.

The Board entered a closed session.

6. Building Sale and Litigation Resolution

The Board discussed the pending sale of the school building located at 1955 Cornwallis Road in Durham, North Carolina and related legal considerations.

Motion: To proceed with the sale of the school building located at 1955 Cornwallis Road with a closing in March 2026 and vacating the building by June 2026.

Motion by: Tommie McNeill

Moved by: Michael Palmer

Seconded by: Bonnie Hauser

Vote: Unanimous. Motion carried.

7. Relocation Planning

The Board reviewed potential relocation options including 311 Dowd Street (preferred option and Holloway Street (backup option)). Administration will evaluate zoning compliance, ADA accessibility, code requirements, and renovation costs for both sites.

8. The Board return to open session

Motion: To return to the open session by Tommy McNeill.

Moved by: Michael Palmer

Seconded by: Bonnie Hauser

Vote: Unanimous.

9. Transition Planning Directive

The Board directed Ben Johnson and Cheryal Isaac to develop and present a detailed relocation transition plan within two weeks. The plan will include cost estimates, compliance review, operational logistics, communication plans for parents and staff, and financial considerations related to relocation.

Motion: To schedule an emergency board meeting within two weeks to review and approve the transition plan.

10. Board Directives

Ben Johnson will notify the buyer regarding the board's decision and coordinate logistics for possession and access. Administration will notify the Office of Charter Schools regarding the intent to relocate and begin preparing a transition plan for state approval.

Administration will engage a consultant to review facilities for code compliance and ADA accessibility and provide financial recommendations for the projected proceeds from the building sale.

Adjournment : 5:48pm

Respectfully Submitted by:

**Miesha Haggins
Board Secretary**

Approved by the Board on: 3/5/2026