

**Community School of Digital and Visual Arts (CSDVA)
Board of Directors Meeting Minutes**

Date: July 3, 2025

Time: 4:00 PM

Location: Zoom Virtual Meeting Platform

I. Call to Order

The meeting was called to order at 4:14 PM by Brian Crawford, managing director who confirmed that a quorum was present.

II. Roll Call

Present:

- Brian Crawford
- Tommy McNeill, Chair
- Bonnie Hauser, Treasurer
- Kathy Everett-Perry
- Joe Battle
- Toni Hall
- Cheryal Isaac, Principal
- Ben Johnson, Chief Communications Officer

Absent: None noted

III. Approval of Agenda

Motion: Made by Bonnie Hauser to approve the agenda as presented.

Second: Joe Battle

Vote: Motion carried unanimously.

IV. Approval of Previous Meeting Minutes

Motion: Made by Kathy Everett-Perry to approve the minutes of the previous meeting.

Second: Toni Hall

Vote: Motion carried unanimously.

V. Officer Elections and Assignments

- Tommy McNeill was nominated as Board Chair and accepted the nomination.

- Bonnie Hauser agreed to continue as Treasurer.
- Kathy Everett-Perry agreed to serve as Secretary.
- Toni was nominated as Vice Chair and accepted the nomination.
- Executive Administrative Assistant will assist with minute-taking and board correspondence.

Motion: Made by Brain Crawford to approve the officer slate as amended.

Second: Bonnie Hauser

Vote: Motion carried unanimously.

VI. Financial and Signing Authority Updates

- The board approved updated signing authority to reflect new leadership.
- Signers: Tommy McNeill, Bonnie Hauser, Cheryal Isaac, Ben Johnson
- Removed: Brain Crawford, Michael Palmer

Motion: Made by Kathy Everett-Perry to approve the updated financial authority and signature policy.

Second: Joe Battle

Vote: Motion carried unanimously.

- The board also approved a policy allowing the Ben Johnson, Chief Operations Officer and Cheryal Isaac, Principal to execute emergency contracts and expenditures up to \$50,000 with notification at the next regular meeting.
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VII. Budget and Financial Report

- Brain Crawford reported a strong financial outlook with recent and pending payments from Durham Public Schools.
 - Anticipated increase of \$150,000–\$200,000 pending additional reimbursements.
 - A \$600,000 building sale payment is pending, further improving cash flow.
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VIII. Strategic and Academic Planning

Principal Cheryal Isaac shared the following updates:

- Staff restructuring is complete, and recruitment efforts are underway.
- Initiatives include new elective offerings (music, dance, STEAM, P.E.).
- A new EC consultant has been hired.
- A Back-to-School Block Party is scheduled for August 20.

- "Let's Talk" community sessions and Spirit Fridays will be implemented to improve school culture.
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IX. Beginning Teacher Support Plan

Motion: Made by Bonnie Hauser to approve the Beginning Teacher Support Plan as presented by Cheryal Isaac.

Second: Toni Hall

Vote: Motion carried unanimously.

X. Relocation Discussion

- Ben Johnson presented a proposed new site in the Research Park area.
 - The estimated cost is \$300,000/year.
 - HVAC issues at the current site were discussed with upcoming vendor quotes expected.
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XI. Administrative Updates

- Ben Johnson will coordinate board retreat planning with facilitator Alex Quigley.
 - All board documents are available via Google Drive.
 - Board emails will be created under the @CommunityDVA domain.
 - Plans are underway to confirm compliance with DPI and Epicenter requirements.
 - Cheryal Isaac will follow up on DPI access issues.
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XII. Compensation for Brain Crawford

Motion: Made by Tommy McNeill to approve a financial package for Brain Crawford totaling \$125,000, consisting of a \$100,000 payment and forgiveness of a \$25,000 loan.

Second: Kathy Everett-Perry

Vote: Motion carried unanimously.

Kathy Everett-Perry will coordinate with Brain Crawford on payment structure once the building sale is finalized.

XIII. Closed Session

Motion: Made by Joe Battle to enter Closed Session to discuss personnel matters.

Second: Bonnie Hauser

Vote: Motion carried unanimously.

(Closed Session content omitted for confidentiality)

Motion: Made by Toni Hall to return to Open Session.

Second:

Vote: Motion carried unanimously.

XIV. Adjournment

Motion: Made by Kathy Everett-Perry to adjourn the meeting at 6:00 PM.

Second: Toni Hall

Vote: Motion carried unanimously.

Minutes respectfully submitted by:

Miesha Haggins, Executive Administrative Assistant

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