

## Board of Directors – Regular Meeting Minutes

**Date:** December 4, 2025

**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 4:10pm. A quorum was confirmed.

#### **Roll Call & Quorum**

Board Members Present:

Tommy T. McNeill (Chair)

Bonnie Hauser (Treasurer)

Kathy Everett-Perry (Secretary)

Joe Battle

Michael Palmer

#### **Staff Present**

Cheryal Isaac (Principal)

Ben Johnson (Operations)

Miesha Haggins (Executive Administrative Assistant)

### 2. Approval of Previous Minutes

**Motion:** To approve the November 2025 Board Meeting Minutes as presented.

**Moved by:** Tommy McNeill

**Seconded by:** Michael Palmer

**Vote:** Unanimous. Motion carried.

### 3. Financial Report

**Presenter:** Bonnie Hauser

Bonnie presented the financial report. The projected operating deficit was reduced from **\$475,000 to \$275,000** as a result of cost containment measures implemented by school leadership. The school currently maintains approximately **\$400,000 in fund balance**. Legal

expenses include a **\$10,000 retainer**. LEA revenue payments are being received; however, timing and reporting controls remain under review.

**Board Direction:** The Board directed administration to provide **monthly financial reports** moving forward.

#### 4. Charter School Review Board Preparation

The Board discussed preparation for the upcoming Charter School Review Board presentation scheduled for January. Required presentation areas include academic performance, financial status, governance, and facilities. Board and administrative representation will attend.

**Action Items:** - Administration will prepare a draft presentation by **December 17–18**. - Board members and staff will submit relevant materials by **December 18**.

#### 5. Holiday Party & Staff Appreciation

**Motion:** To approve a **\$4,000 expenditure** for staff holiday appreciation, including **\$150 per employee** and a group luncheon.

**Moved by:** Joe Battle

**Seconded by:** Michael J. Palmer

**Vote:** Unanimous. Motion carried.

#### 6. Board Development – Prospective Board Member

The potential appointment of **Jessica Davis** to the Board was introduced for discussion. No action was taken.

**Next Steps:** - Distribute candidate CV to Board members - Complete background check - Consider appointment at the January Board meeting

#### 7. Legal and Facilities Updates

The Board received an update indicating no new information from legal counsel at this time. No Board action is required unless and until additional information related to a potential building sale or refinancing is received.

**Board Chair Direction:** A special meeting will be called should new legal or facilities developments require Board action.

## 8. Additional Updates

- Administration reported that a holiday Angel Tree initiative is underway to support families.
- General school activities and events were shared for informational purposes.

## 9. Adjournment

There being no further business, the meeting was adjourned at 04:57pm.

**Submitted by:** Miesha Haggins  
Board Secretary

**Approved by the Board on:** 01/08/2026