



COMMUNITY SCHOOL of
DIGITAL AND VISUAL ARTS CHARTER SCHOOL

1955 Cornwallis Rd • Durham, NC • 27705 • Tel: (919) 797-2340 • Fax: (919) 797-2343

Meeting Type: Regular Board Meeting
Location: Virtual
Presiding Officer: Tommy T. McNeill, Board Chair
Time Called to Order: 4:12 p.m.

Call to Order

The meeting was called to order by Board Chair Tommy T. McNeill at 4:12 p.m.

Roll Call & Quorum

Board Members Present:
Tommy T. McNeill (Chair)
Bonnie Hauser (Treasurer)
Joe Battle
Michael Palmer
T. Hall

Staff & Guests Present

Cheryal Isaac (Principal)
Ben Johnson (Operations)
Miesha Haggins (Executive Administrative Assistant)
Kathy Davies (Accountant)
Arianne Holborn (Finance Team)
Ted Edwards (Legal Counsel)
Donna Rascoe (Legal Counsel)

A quorum was established

I. **Agenda Modification**

Motion: To amend the agenda to move Closed Session to the beginning of the meeting.

Moved by Joe Battle; Seconded by Michael Palmer.

Vote: Approved unanimously.

II. **Closed Session**

Motion: To enter Closed Session pursuant to NCGS §143-318.11(a)(3) to consult with legal counsel regarding pending litigation and contractual matters.

Moved by Joe Battle; Seconded by Michael Palmer.

Vote: Approved unanimously.

III. **Return to Open Session**

Motion: To return to Open Session.



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Moved by Michael Palmer; Seconded by Joe Battle.

Vote: Approved unanimously.

Time Returned to Open Session: 5:04 p.m.

IV. Budget Review & Approval

The revised school budget was presented by the finance team.

- Budget deficit reduced from **\$475,000 to \$308,000**.
- Approximately **\$175,000** was cut through restructuring.
- School maintains **\$400,000 in reserves**.
- A **line of credit using the building as collateral** is being explored.

Motion: To approve the revised FY budget as presented.

Motion by: Bonnie Hauser

Second by: Michael Palmer

Vote: Approved unanimously.

V. Enrollment Growth Plan

An enrollment growth strategy targeting Durham zip codes 27707, 27703, and 27713 was presented.

- Projected gain: **30–40 students (20–25% growth)**
- Strategies include tours, marketing, partnerships, and outreach.
- Requested funding: **\$5,000**

Motion: To approve \$5,000 for the Enrollment Growth Initiative.

Motion by: Joe Battle

Second by: Bonnie Hauser

Vote: Approved unanimously.

VI. Academic Performance Update

The Principal presented academic data:

- Primary instructional concern: **Reading comprehension across all grade levels**
- Students can decode but struggle with comprehension.
- Strategies to increase comprehension
 - Increase the effectiveness of Tier I core instruction
 - Implementation of **two-day lesson planning cycles**
 - **Weekly data meetings and tiered supports** now in place.
 - **Half-day instructional planning sessions** established.
 - A **Family Data Night** is being developed.

● School Improvement Plan(SIP) & Equity Plan

Motion: To approve and implement the School Improvement Plan(SIP) & Equity Plan

Motion by: Tommy McNeill



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Second by: Michael Palmer

Vote: Approved unanimously.

No Board action required.

VII. Teacher Licensure Update

- The school has secured **240 Tutoring** as test preparation support.
- Weekly licensure support is provided.
- Goal: **Full licensure by January or by end of school year.**

No Board action required.

IX. Refinancing & Debt Update

- Refinancing under review for:
 - **\$660,000 balloon payment**
 - **\$400,000 Institute Capital loan**
- Mechanics & Farmers Bank is conducting a building appraisal.
- Potential benefits include **lower debt service and line of credit access.**

No Board action required.

X. Holiday Family Support

- **10 families adopted** for Thanksgiving.
- Board members donated and matched **\$50 gift cards.**
- Plans underway for **Christmas adoption of the same families**

XI. Adjournment

Motion: To adjourn the meeting.

Moved by Joe Battle; Seconded by Michael Palmer.

Vote: Approved unanimously.

Time of Adjournment: 5:42 p.m.