



**COMMUNITY SCHOOL of
DIGITAL AND VISUAL ARTS CHARTER SCHOOL**
1955 Cornwallis Rd • Durham, NC • 27705 • Tel: (919) 797-2340

Board of Directors Meeting Minutes

Date: May 2026

Location: Virtual Meeting

Presiding Officer: Tommy McNeill, Board Chair

1. Call to Order

The meeting was called to order by Board Chair Tommy McNeill.

A quorum was established.

2. Approval of Previous Meeting Minutes

Motion: To approve the April 2026 Board Meeting Minutes.

Moved by: Bonnie Hauser

Seconded by: Michael Palmer

Vote: Unanimously Approved.

3. Financial Report

Arianna Holbin of Prestige School Solutions presented the financial report through April 30, 2026.

Key updates included:

- State funding has been fully expended for the fiscal year.
- Approximately \$242,000 in local revenue remains outstanding, including funds due from Durham County.
- The school is expected to finish the fiscal year within budget while utilizing a portion of its fund balance.



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Board Direction:

- Arianna Holbin will provide an updated year-end budget projection before the June Board meeting.
- Staff should continue purchasing necessary instructional materials and student supplies as needed.

4. FY2026-2027 Budget Timeline

The Board discussed the timeline for development and approval of the FY2026-2027 budget.

Administration reported:

- State funding will be based on an ADM of 144 students.
- Enrollment projections for budgeting purposes are 165-180 students.
- Current committed enrollment is approximately 117 students.

Motion: To present and approve the FY2026-2027 budget at the August 2026 Board Meeting.

Moved by: Bonnie Hauser

Seconded by: Michael Palmer

Vote: Unanimously Approved.

5. Approval of Lease Agreement - Union Baptist Church

Ben Johnson presented the revised lease agreement for the school's new location at **311 Dowd Street**, Union Baptist Church.

The lease incorporates revisions requested by the Board, including:



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- Clarification of landlord responsibilities for HVAC, roof, and plumbing maintenance.
- Revised payment and lease execution timelines.
- A security deposit equal to one year of rent.

Discussion included transportation logistics and bus parking accommodations.

Motion: To approve the lease agreement with Union Baptist Church for the facility located at 311 Dowd Street.

Moved by: Bonnie Hauser

Seconded by: Michael Palmer

Vote: Unanimously Approved.

6. Approval of School Relocation

Principal Cheryal Isaac presented the relocation requirements established by the North Carolina Department of Public Instruction and the Office of Charter Schools.

Administration reported that required documentation includes:

- Board approval of the relocation.
- Cover letter signed by the Board Chair and Lead Administrator.
- Current and new facility addresses.
- Distance map.
- Educational Occupancy (ECO) documentation.

Motion: To approve relocation of Community School of Digital and Visual Arts from 1955 W. Cornwallis Road, Durham, North Carolina to Union Baptist Church, 311 Dowd Street, Durham, North Carolina, effective June 2026 following completion of testing and end-of-year activities.



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Moved by: Bonnie Hauser

Seconded by: Michael Palmer

Vote: Unanimously Approved.

7. Academic Calendar and End-of-Year Updates

Principal Isaac provided updates regarding:

- EOG testing schedules.
- Graduation ceremonies scheduled for June 4, 2026.
- Promotion ceremonies for Kindergarten and Fifth Grade.

8. Enrollment and Recruitment Update

Administration provided an update regarding enrollment and recruitment efforts.

Activities include:

- Community outreach events.
- Digital marketing campaigns.
- Direct mail campaigns.
- New signage at the future school location.
- Planning for community open house events.

9. Summer Literacy Camp

Principal Isaac reported plans for a Summer Literacy Camp.

Program details:

- Scheduled for late July 2026.
- Targeted toward students in Grades 1-3.



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- Includes third-grade reading proficiency support and retesting opportunities.

11. Building Sale Proceeds and Financial Planning

The Board discussed planning for anticipated proceeds from the sale of the current facility.

Discussion included:

- Outstanding debt obligations.
- Moving expenses.
- Broker fees.
- Long-term investment and management of proceeds.

12. Adjournment

Motion: To adjourn the meeting.

Moved by: Michael Palmer

Seconded by: Bonnie Hauser

Vote: Unanimously Approved.

The meeting was adjourned at _____.

Respectfully Submitted,

Board Secretary

Approved by the Board of Directors on: _____



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