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## BOARD MEETING MINUTES

### Board Members in Attendance:

<input type="checkbox"/> Ryan Cotterman, President	<input type="checkbox"/> Yuliya Morris, Treasurer	<input type="checkbox"/> Holly Miller, Secretary
<input type="checkbox"/> Roland Lewis Jr., Vice President	<input type="checkbox"/> Shon Mallory	<input type="checkbox"/> A. Monica Cutno
<input type="checkbox"/> Diego Torres		

### I. Call to Order

- A. Regular monthly meeting of the Board of Directors was called to order at 6:30 PM by Ryan Cotterman.
- B. Mission and vision statements were read by the board president.

### II. Consent Agenda

- A. Draft minutes from the July 19, 2021 regular board meeting were presented by Ryan Cotterman.
- B. Financial report was given by Yuliya Morris.

Motion to approve the consent agenda.

**Motion:** A. Monica Cutno

**Second:** Shon Mallory

**Discussion:** None

**Conflict of Interest:** None

**Vote:** Unanimously approved (7-0)

### III. Public Comments

- A. None presented.

### IV. Committee Reports

- A. Executive Director's report was given by Dr. Fuller.
  - 1. Based on current enrollment, the estimate 20-day ADM is 729, which is above the estimated ADM of 722 utilized in the approved budget.
  - 2. COVID-19 update – There have been several cases of positive COVID-19 test results, as well as students who began the school year in quarantine due to returning from international travel. Based on guidance from the Wake County Health Department, no students or staff have been required to quarantine primarily due to the School's mask mandate.
  - 3. Each Dean provided an update for their respective grade levels, noting that School year has started well for Lower Elementary, Upper Elementary and Middle School and Beginning of the Year benchmark testing has commenced.
  - 4. The School is currently working on the ESSER III application for PRC 182 funds. The application is due by September 30, 2021.
  - 5. Work sessions are scheduled for development of a weighted lottery.
  - 6. ESA is in the process of vetting before and after care programs to replace Trinity.

7. Discussed various operations of the School, including the plan for improving carpool and the implementation of the ESA Way, specifically the focus on project-based learning.

B. Finance Committee report was given by Yuliya Morris.

1. Coverage ratio and days cash on hand are both significantly above the covenant requirements and are in good standing.
2. The annual audit of the 2020-2021 financial statements is in process. A draft of the financial statements will be presented by the external auditors in the September board meeting.
3. The five-year strategic business plan is being developed and will be presented at the September board meeting.
4. Reviewed new contracts and proposed renewal of annual agreements and discussion ensued.
5. Playground equipment will need to be inspected, which is anticipated for September 2021.

Motion to ratify the Kid Sense Therapy agreement.

**Motion:** Holly Miller  
**Second:** Roland Lewis, Jr.  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (7-0)

Motion to approve 2021-2022 Assured Partners of North Carolina, LLC workers compensation agreement.

**Motion:** A. Monica Cutno  
**Second:** Ryan Cotterman  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (7-0)

Motion to approve 2021-2022 Selective property liability insurance agreement.

**Motion:** Roland Lewis, Jr.  
**Second:** Shon Mallory  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (7-0)

C. Development Committee report was given by Roland Lewis Jr.

1. Ball fields are ready for use. Field in rear to the right is the regulation field for games.
2. Tennis courts are expected to be completed by the end of September 2021.

D. Governance report was given by Ryan Cotterman.

1. As the Amended bylaws were approved, officer terms are adjusted to be two years versus one.
2. Reviewed the Volunteer Policy Revisions with requirement of proof of full vaccination and original COVID-19 card and other supporting documentation as necessary.
3. Professional Development - Racial Equity Institute Groundwater training was held on Friday, July 30, 2021. Racial Equity Institute Phase 1 will be held on March 17-18, 2022.
4. Discussion ensued regarding a HR Board of Director candidate and the process for application and interviews.

Motion to amend Ryan Cotterman's term as president from one year to two years

**Motion:** A. Monica Cutno  
**Second:** Yuliya Morris  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (7-0)

Motion to amend Roland Lewis Jr.'s term as Vice President from one year to two years

**Motion:** Yuliya Morris  
**Second:** Ryan Cotterman  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (7-0)

Motion to amend Yuliya Morris term as Treasurer from one year to two years

**Motion:** Shon Mallory  
**Second:** Holly Miller  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (7-0)

Motion to amend Holly Miller's term as Secretary from one year to two years

**Motion:** Shon Mallory  
**Second:** Roland Lewis Jr.  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (7-0)

Motion to approve amendment to Volunteer Policy

**Motion:** Shon Mallory  
**Second:** Roland Lewis Jr.  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (7-0)

## V. Closed Session

- A. The Board moved into closed session at 7:50 PM to discuss specific personnel matters under NC G.S. 143-318.11(a)(6).

Motion to approve entering closed session.

**Motion:** Shon Mallory  
**Second:** Roland Lewis, Jr.  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (7-0)

B. The Board exited closed session at 8:28 PM and resumed regular board meeting.

Motion to approve ending closed session.

**Motion:** A. Monica Cutno

**Second:** Shon Mallory

**Discussion:** None

**Conflict of Interest:** None

**Vote:** Unanimously approved (7-0)

## VI. Actions

Motion to accept the School's HR recommendations as discussed in closed session.

**Motion:** Holly Miller

**Second:** Ryan Cotterman

**Discussion:** None

**Conflict of Interest:** None

**Vote:** Unanimously approved (7-0)

## VII. Adjournment

A. Next Business Advisory Board Committee Meeting will be on August 24, 2021 at 6:30 PM.

B. Next regular board meeting is on Monday, September 20, 2021 from 6:30 PM - 8:00 PM.

C. Board meeting was adjourned at 8:41 PM.

Motion to adjourn the meeting.

**Motion:** A. Monica Cutno

**Second:** Roland Lewis, JR.

**Discussion:** None

**Conflict of Interest:** None

**Vote:** Unanimously approved (7-0)