



**BOARD MEETING MINUTES**

**Board Members in Attendance:**

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

**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 August 16, 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:** Roland Lewis Jr.  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (6-0)

**III. Public Comments**

- A. None presented.

**IV. Committee Reports**

Prior to the Committee Reports, Phyllis Pearson from Petway Mills & Pearson, PA presented the draft 2020-2021 Financial Statements, which contained an unmodified opinion and no internal control deficiencies. Approval of audited financial statements will be presented at the ESA board of directors on October 18, 2021.

- A. Academic Committee report was given by Dr. Fuller.
  1. Based on current enrollment, the estimated 20-day ADM is 730, which is above the estimated ADM of 722 utilized in the approved budget.
  2. Proposals for vendors to run ESA’s before and after care program and firms to lead the redesign of the ESA website were presented by Mrs. Bradley. Discussion ensued to align on which vendors to move forward with in the process.
  3. ESA is pursuing amending its charter to adopt a weighted lottery for economically disadvantaged students. An overview of weighted lottery, the policy to be implemented and the amendments to the bylaws were presented by Mrs. Prentice.
  4. School Report cards will be issued soon for 2020-2021 school year.
  5. Discussion regarding the storage needs of the School and the estimated costs ensued.

6. COVID-19 update.

- a. Administration recommends that ESA continue the mask requirement for all students, staff and any person that enters the School's building. Mask breaks for students are built into the schedule for all grades. The draft mask policy to be reviewed during Governance Committee report.
- b. Discussed implementing a requirement for employees to be vaccinated. A draft policy will be presented at the October 18, 2021 board of directors meeting.
- c. ESA's initial meeting for on-site COVID-19 testing is September 23<sup>rd</sup>.
- d. Discussed the ESSER III grant application and proposed use for the funds.

Motion to approve the Enrollment and Weighted Lottery Admissions Policy.

**Motion:** A. Monica Cutno  
**Second:** Holly Miller  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (6-0)

Motion to approve the Weighted Lottery Cover Letter, inclusive of minor corrections recommended and putting the letter on ESA letterhead.

**Motion:** A. Monica Cutno  
**Second:** Yuliya Morris  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (6-0)

B. Finance Committee report was given by Yuliya Morris.

1. Reviewed the 2021-2022 Budget noting a coverage ratio of 1.22 and 106 days cash on hand, which are both significantly above the covenant requirements and are in good standing.
2. The five-year strategic business plan for 2023-2027 was presented. Utilizing a conservative approach to estimate ADM, consistent with the annual budgeting process, the School expects to exceed its covenant requirements in each of the next 5 years.
3. Reviewed new contracts and proposed renewal of annual agreements and discussion.

Motion to approve 2021-2022 Sergio's Lawn Care Services agreement.

**Motion:** Roland Lewis, Jr.  
**Second:** Ryan Cotterman  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (6-0)

Motion to ratify 2021-2022 amended Kerr Connect LLC agreement.

**Motion:** Yuliya Morris  
**Second:** Shon Mallory  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (6-0)

Motion to ratify the 2021-2022 Screencastify agreement.

**Motion:** Shon Mallory  
**Second:** Roland Lewis, Jr.  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (6-0)

Motion to approve Sergio's Lawn Care Services over \$10,000.

**Motion:** Shon Mallory  
**Second:** Yuliya Morris  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (6-0)

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

1. Soccer fields are in use by students and staff.
2. Tennis courts are expected to be completed by the end of September 2021. Next steps are to determine the list of equipment and other items needed to purchase when courts are completed.
3. Due to potential erosion on slopes to the left of the garden, junipers and pine straw will be added to protect and the slope.

D. Governance Committee report was given by Ryan Cotterman.

1. Amendment to bylaws to add the Weighted Lottery was discussed during the Academic Committee report above.
2. Reviewed proposed policy for requiring masks for students, staff and visitors,
3. Board members reviewed the Professional Development requirement to obtain at least 2 hours each school year and the opportunity to attend the Racial Equity Institute Phase 1 training that will be held on March 17-18, 2022

Motion to approve Mandatory Mask Policy as revised.

**Motion:** A. Monica Cutno  
**Second:** Shon Mallory  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (6-0)

## V. Closed Session

A. The Board moved into closed session at 9:29 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:** A. Monica Cutno  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (6-0)

B. The Board exited closed session at 10:19 PM and resumed regular board meeting.

Motion to approve ending closed session.

**Motion:** Shon Mallory  
**Second:** A. Monica Cutno  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (6-0)

**VI. Actions**

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

**Motion:** Shon Mallory  
**Second:** Yuliya Morris  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (6-0)

**VII. Adjournment**

- A. Next regular board meeting is on Monday, October 18, 2021 from 6:30 PM - 8:00 PM via Zoom conference call.
- B. Board meeting was adjourned at 10:21 PM.

Motion to adjourn the meeting.

**Motion:** Yuliya Morris  
**Second:** Ryan Cotterman  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously approved (6-0)