



BOARD MEETING MINUTES

Board Members in Attendance:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Ryan Cotterman, President | <input type="checkbox"/> Yuliya Morris, Treasurer | <input checked="" type="checkbox"/> Holly Miller |
| <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"/> Diego Torres, Secretary | | |

I. Call to Order

- A. Regular monthly meeting of the Board of Directors was called to order at 6:34 PM by Ryan Cotterman.
- B. Mission and vision statements were read by the board president.

II. Consent Agenda

- A. Draft minutes from September 21, 2020 regular monthly board meeting were presented by Ryan Cotterman.
- B. Financial report was given by Ryan Cotterman.

Motion to approve the consent agenda.

Motion: A. Monica Cutno

Second: Ryan Cotterman

Conflict of Interest: None

Vote: Unanimously approved (4-0)

III. Public Comments

- A. None presented.

IV. Committee Reports

Holly Miller joined the meeting (6:42pm).

Roland Lewis Jr. joined the meeting (7:19pm).

- A. Academic Committee report was given by Dr. Fuller.

1. Dr. Fuller thanked the leadership team for the tremendous efforts that have gone into preparing for the opening of the School under Plan B on October 22, 2020.
2. An appeal process was implemented to allow parents to change their choice regarding their child's learning experience (i.e. virtual versus on campus) if extenuating circumstances exist.
3. Mr. Gorski and Mrs. Prentice presented the specifics around Plan B for the Upper School and Lower School, respectively. Discussion ensued, including parent feedback received.
4. The 20-day Average Daily Membership for 2020-2021 was confirmed to be 725.
5. Discussed the need for a policy for employee leave related to being quarantined due to COVID-19.
6. Reviewed the 2020-2021 addendum to the Camp Trinity agreement.
7. Discussed the possibility of entering into an Articulation Agreement with another school.

Motion to approve 2020-2021 Addendum to the Camp Trinity Agreement.

Motion: A. Monica Cutno
Second: Roland Lewis Jr.
Conflict of Interest: None
Vote: Unanimously approved (6-0)

B. Finance Committee report was given by Ryan Cotterman.

1. Reviewed the final draft of the 2020 audited financial statements.
2. Discussed significant changes to the 2020-2021 budget, which included the addition of the \$350 state bonus for teachers, COVID-19 funds and expected expenses and amount required to move all staff to the living wage threshold at a minimum.
3. In conjunction with our bond requirement, the School is required to hire an independent appraiser to perform a capital needs assessment every 5 years. It is due by January 1, 2021.
4. Reviewed the 2020-2021 Systel lease agreement, which is a renewal with similar terms.

Motion to approve the 2020 Audited Financial Statements.

Motion: A. Monica Cutno
Second: Ryan Cotterman
Conflict of Interest: None
Vote: Unanimously approved (6-0)

Motion to approve the 2020-2021 Systel Lease Agreement.

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

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

1. The expected cost of the tennis courts increased by \$18,000 due the need to utilize a subcontractor for the installation.
2. Significant amount of maintenance has been completed on the soccer field, including fertilizing, seeding and re-doing the erosion barrier.
3. Fence contractors have been giving bids, which range from approximately \$20,000 to \$30,000.

Motion to approve upper limit amount for Soccer Field fencing of \$30,000.

Motion: Shon Mallory
Second: Diego Torres
Conflict of Interest: None
Vote: Unanimously approved (6-0)

D. Governance Committee report was given by Shon Mallory.

1. Policies related to teleworking, work expectations under COVID-19 and other updates to the employee handbook to be completed and reviewed in the November 16, 2020 board meeting.

V. Closed Session

- A. Board entered closed session at 8:32 PM to discuss specific personnel matters under NC G.S. 143-318.11(a)(6) and confidential and privileged information under NC G.S. 143-318.11(a)(1).

Motion to enter closed session.

Motion: Diego Torres
Second: Ryan Cotterman
Conflict of Interest: None
Vote: Unanimously approved (6-0)

B. Board exited closed session 9:19 PM and resumed regular board meeting.

Motion to end closed session.

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

VI. Actions

Motion to accept Dr. Fuller's HR recommendations.

Motion: Diego Torres
Second: Shon Mallory
Conflict of Interest: None
Vote: Unanimously approved (6-0)

VII. Adjournment

- A. Next regular board meeting is scheduled for Monday, November 16, 2020 at 6:30 PM - 8:00 PM at 590 Traditions Grand Blvd, Wake Forest, NC.
- B. Board meeting was adjourned at 9:26 PM.

Motion to adjourn the meeting.

Motion: Shon Mallory
Second: Ryan Cotterman
Conflict of Interest: None
Vote: Unanimously approved (6-0)