



**BOARD MEETING MINUTES**

**Board Members in Attendance:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Ryan Cotterman, President        | <input type="checkbox"/> Yuliya Morris, Treasurer | <input checked="" 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 October 18, 2021 regular board meeting and the November 5, 2021 special board meeting were presented by Holly Miller.
- B. Financial report was given by Ryan Cotterman.

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**

- A. Academic Committee report was given by Dr. Fuller.
  - 1. The state has not provided the final ADM for fiscal year 2021-2022. Installment funding for school year 2022 first month's ADM used in calculations.
  - 2. Staff Morale Committee report was given by Mr. Gorski and Ms. Johnson. Proposed action steps provided by staff were presented and discussed.
  - 3. State Board of Education has given final approval for the weighted lottery. Staff is working on adjusting the application process for the upcoming lottery.
  - 4. A proposed Eagle Scout Project to build an outdoor classroom near the tennis courts was discussed.
  - 5. Ms. Bradley presented updates on the progress of the website improvement initiative and the two storage buildings that have been delivered.
  - 6. COVID-19 update.
    - a. Administration recommended that ESA follow NCDHHS recommendations and continue the mask requirement for all students, staff and any person that enters the School's building.
    - b. The vaccination policy for employees has been implemented with 100% compliance.
    - c. On campus COVID-19 testing will begin Friday, November 19, 2021.

7. The retention pond is having problems with washout and erosion. Potential solutions were discussed, with larger drainage grates and additional rocks being a possible solution.
8. The Musical Theatre group will present “Alice In Wonderland” on November 19-20, 2021.

B. Finance Committee report was given by Ryan Cotterman.

1. Reviewed the 2021-2022 Budget noting a coverage ratio of 1.17 and 96-days cash on hand, which are both above the covenant requirements and are in good standing.
2. ESSER III Funds added to the budget
3. Ms. Bradley presented new contracts.

Motion to ratify 2021-22 STEAM/Writing Residency Contract.

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

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

1. Athletics fields and tennis courts are completed. There is still incremental clean-up to be finalized surrounding the tennis court that is being negotiated.

D. Governance Committee report was given by Diego Torres.

1. Reviewed mandatory mask policy for students, staff and visitors.
2. Updated the language in the policy manual for non-exempt employees, leave days and several other policies.

Motion to approve the Mandatory Mask Policy.

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

Motion to accept revisions to the ESA Policies Manual as presented.

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

V. Closed Session

- A. The Board moved into closed session at 8:21 PM to discuss specific personnel matters under NC G.S. 143-318.11(a)(6).

Motion to approve entering closed session.

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

B. The Board exited closed session at 8:36 PM and resumed regular board meeting.

Motion to approve ending closed session.

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

## VII. Adjournment

- A. Next regular board meeting is on Monday, December 13, 2021, from 6:30 PM - 8:00 PM via Zoom conference call.
- B. Board meeting was adjourned at 8:45 PM.

Motion to adjourn the meeting.

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