



**BOARD MEETING MINUTES**

**Board Members in Attendance:**

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

Invited Guest: Phyllis Pearson, Petway Mills & Pearson, PA

**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 15, 2022 regular board meeting were presented.
- 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 (5-0)

**III. Public Comments**

- A. None Presented

Diego Torres joined the meeting at 6:34 p.m.

**IV. Committee Reports**

- A. Finance Committee report was given by Yuliya Morris.
  - 1. 2021-2022 Draft Financial Statements were presented by Phyllis Pearson, which resulted in an unmodified audit opinion and no internal control deficiencies.
  - 2. 2022-2023 Budget Review was presented by Yuliya Morris noting no significant changes to the working budget, however, the ADM for the fiscal year has yet to be finalized.
  - 3. Coverage ratio remains strong at 1.33 compared to required 1.10 ratio per the School’s bond covenants and cash on hand is 133 days compared to the 45 days requirement.
  - 4. Vendor Contracts were presented and discussed. A recommendation for continued improvement was made to have a standard addendum that all vendors are required to complete for each contract.

Motion to ratify the ANC BrightArrow Technologies 2022-2023 software and service agreement.

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

Motion to ratify the Little Fox 1-year online service agreement.

**Motion:** Yuliya Morris  
**Second:** Hassan Kingsberry  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (6-0)

Motion to ratify the N2Y 1-year online subscription service agreements.

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

Motion to ratify the agreement for the Sound to Sea at Trinity Center program for 2022-2023.

**Motion:** Yuliya Morris  
**Second:** Hassan Kingsberry  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (6-0)

Motion to ratify the Systel Business 1-year Maintenance agreement.

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

Motion to ratify the Systel Business 5-year equipment lease agreement.

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

Motion to ratify the BCS, Inc. agreement to restore the gym floor.

**Motion:** Yuliya Morris  
**Second:** Hassan Kingsberry  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (6-0)

Motion to ratify the Coble Commercial Interiors floor restoration services agreement.

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

Motion to approve the Chris Singleton Speaks agreement, contingent on the addition of providing meals.

**Motion:** Diego Torres  
**Second:** Hassan Kingsberry  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (6-0)

Motion to ratify the Frozen Jr. licensing and performance kit agreement.

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

Motion to ratify the KLR Partners grant support services agreement.

**Motion:** A. Monica Cutno  
**Second:** Hassan Kingsberry  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (6-0)

Motion to ratify the NCFC Youth fall 2022 soccer field lease agreement.

**Motion:** Roland Lewis Jr.  
**Second:** Yuliya Morris  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (6-0)

Motion to ratify the Renaissance Center rental agreement.

**Motion:** Diego Torres  
**Second:** A. Monica Cutno  
**Discussion:** None  
**Conflict of Interest:** Hassan Kingsberry recused himself from voting.  
**Vote:** Unanimously Approved (5-0)

Motion to approve the AT&T Charter agreement, contingent upon the result of review of DOT and MC # safety checks.

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

Motion to approve the Yay! Lunch agreement, contingent on item #9 regarding foodborne illness verbiage being agreed upon.

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

B. Academic Committee report was given by Dr. Charles Fuller.

1. Dr. Fuller presented the School Report Card data for the 2021-2022 school year, which resulted in the School receiving an overall grade of a 'B'.
2. An update on the expected ADM was provided noting that the School estimates a 734 ADM for the 2022-2023 school year.
3. The School Improvement Plan for the first half of the 2022-2023 school year was presented and discussion ensued.
4. An update was provided on the School's continuous safety plan, including a potential safety related grant, metal fence to encircle a portion of the campus and installation of a second knox box.
5. Proposed Curriculum initiatives and changes were discussed, including K-5 STEAM specials class changing to coding and the current STEAM coordinator will be repurposed as a K-5 project-based learning (PBL) curriculum coach.
6. An estimate for a design fee was provided by Jonathan Medlin. The development committee will create a plan for facilities improvements to be capitalized.

Motion to approve the School Improvement Plan for the first half of the 2022-2023 school year.

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

Diego Torres left the meeting 8:31 p.m.

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

1. Discussion ensued regarding the School's facilities and future improvement plan. The administration and Development Committee will create a detailed plan for facilities improvements to be discussed at the next board meeting.

D. Governance Committee report was given by Ryan Cotterman

1. Reviewed Purchasing, Procurement, and Contracting Policy.

## V. Closed Session

A. The Board moved into closed session at 8:58 PM to discuss specific personnel matters under NC G.S. 143-318.11(a)(6).

Motion to approve entering closed session.

**Motion:** A. Monica Cutno  
**Second:** Roland Lewis  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (5-0)

B. The Board exited closed session at 9:18 PM and resumed regular board meeting.

**Motion:** Yuliya Morris  
**Second:** Hassan Kingsberry  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (5-0)

## VI. Actions

Motion to accept the School's HR recommendations.

**Motion:** Yuliya Morris  
**Second:** Hassan Kingsberry  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (5-0)

## VII. Adjournment

- A. Next regular board meeting is on Monday, October 17, 2022 from 6:30 PM - 8:00 PM at 590 Traditions Grande Blvd., Wake Forest, NC 27587.  
B. Board meeting was adjourned at 9:19 PM.

Motion to adjourn the meeting.

**Motion:** A. Monica Cutno  
**Second:** Yuliya Morris  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (5-0)