



## 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           |  |

### I. Call to Order

- A. Regular monthly meeting of the Board of Directors was called to order at 6:31 PM by Ryan Cotterman.
- B. Mission and vision statements were read by the board president.

### II. Consent Agenda

- A. Draft minutes from the January 23, 2023 regular board meeting were presented.
- B. Financial report was given by Ryan Cotterman.

Motion to approve the consent agenda.

- |                              |                            |
|------------------------------|----------------------------|
| <b>Motion:</b>               | A. Monica Cutno            |
| <b>Second:</b>               | Roland Lewis Jr.           |
| <b>Discussion:</b>           | None                       |
| <b>Conflict of Interest:</b> | None                       |
| <b>Vote:</b>                 | Unanimously Approved (5-0) |

### III. Public Comments

- A. None presented.

Monique Taylor joined the meeting at 6:35 PM  
 Yuliya Morris joined the meeting at 6:37 PM  
 Diego Torres joined the meeting at 6:42 PM

### IV. Committee Reports

- A. Academic Committee report was given by Dr. Fuller.
  - 1. Update on rounds one and two of the school safety grant, as well as information from the most recent fire marshal visit were provided.
  - 2. The lottery application period for the 2023-2024 school year closed on Friday. There were over 1,000 applications in total, which constituted another strong year of enrollment for ESA.
  - 3. The School Improvement Plan was presented by the administration and discussion ensued.
  - 4. The administration reported on the various events the School has hosted over the past few weeks.
  - 5. Dr. Fuller summarized the Summer Learning Program and requested final board approval.
  - 6. Given the continued need for before and after school care, the School discussed the potential of implementing a new position for Volunteer/Before & After Care Coordinator.
  - 7. There were no asset dispositions.

Motion to approve the School Improvement Plan.

**Motion:** Shon Mallory  
**Second:** Yuliya Morris  
**Discussion:** None+  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

Motion to approve the Summer Learning Program.

**Motion:** Hassan Kingsberry  
**Second:** Roland Lewis Jr.  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

B. Finance Committee Report was given by Yuliya Morris.

1. Reviewed the 2022-2023 working budget. The school currently has a strong coverage ratio of 1.67 and 146 days cash on hand, which are both significantly over the covenant requirement.
2. Request for proposal has been sent to three audit firms and the deadline for submission is March 10, 2023. The proposals will be discussed during the next board meeting.
3. The finance committee met with the administration to review financial policies and procedures.
4. Mr. Cotterman presented information regarding the February Investor Call.
5. Vendor contracts were reviewed.

Motion to approve the NCFC agreement for the spring 2023 season.

**Motion:** A. Monica Cutno  
**Second:** Diego Torres  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

Motion to ratify the Old Salem 4<sup>th</sup> grade field trip agreement.

**Motion:** Ryan Cotterman  
**Second:** Monique Taylor  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

Motion to ratify the AT&T Charter contract for the 6<sup>th</sup> grade field trip on February 23, 2023.

**Motion:** Roland Lewis Jr.  
**Second:** Yuliya Morris  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

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

1. An update was provided on the exterior paint project, including discussion regarding the selection of a consulting company to investigate the various issues.

D. Governance Committee report was given by Ryan Cotterman

1. Information was presented regarding updating the following sections of the Policies Manual:
  - a. Financial policy updates
  - b. Parent/student handbook
  - c. Risk Mitigation
2. The administrative team are continuing to review the remainder of the policy manual to determine if any additional revisions are necessary.
3. Mr. Cotterman reminded board members of the required training and the deadline of June 30, 2023.

Motion to approve the Parent/Student Handbook with the caveat to update COVID-19 and Health and Safety measures policies as proposed.

**Motion:** Ryan Cotterman  
**Second:** Shon Mallory  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

Motion to approve the risk mitigation policies with the proposed edits.

**Motion:** Diego Torres  
**Second:** Shon Mallory  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

Motion to approve the updated finance policies.

**Motion:** A. Monica Cutno  
**Second:** Yuliya Morris  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

V. **Closed Session**

- A. The Board moved into closed session at 8:38 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 approve entering closed session.

**Motion:** A. Monica Cutno  
**Second:** Yuliya Morris  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

- B. The Board exited closed session at 9:31 PM and resumed regular board meeting.

Motion to approve exiting closed session.

**Motion:** Diego Torres  
**Second:** A. Monica Cutno  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

**VI. Actions**

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

**Motion:** Diego Torres  
**Second:** Shon Mallory  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)

**VII. Adjournment**

- A. Next regular board meeting is on Monday, March 20, 2023, 6:30 PM - 8:00 PM at 590 Traditions Grande Blvd., Wake Forest, NC 27587.
- B. Board meeting was adjourned at 9:32 PM.

Motion to adjourn the meeting.

**Motion:** A. Monica Cutno  
**Second:** Yuliya Morris  
**Discussion:** None  
**Conflict of Interest:** None  
**Vote:** Unanimously Approved (8-0)