



BOARD MEETING MINUTES

Board Members in Attendance:

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

I. Call to Order

- A. Regular monthly meeting of the Board of Directors was called to order at 6:32 PM by Ryan Cotterman.
- B. Mission and vision statements were read by the board president.

II. Consent Agenda

- A. Draft minutes from the February 27, 2023 regular board meeting were presented.
- B. Financial report was given by Yuliya Morris.

Motion to approve the consent agenda.

Motion:	Shon Mallory
Second:	Monique Taylor
Discussion:	None
Conflict of Interest:	None
Vote:	Unanimously Approved (5-0)

III. Public Comments

- A. None presented.

IV. Committee Reports

- A. Academic Committee report was given by Dr. Fuller.
 1. Discussed the positive impact that the addition of the 5 new teacher assistant positions are having on the morale of the staff and the school.
 2. The administrative team provided a presentation on the Summer Learning and Read to Achieve programs that are planned for this summer.
 3. The recent 8th grade field trip to Washington D.C. was an overwhelming success.
 4. In preparation for the reinspection required by the fire marshal that is planned for March 28, 2023, there were several electrical issues that were addressed.
 5. Due to a recent increase in theft, locks have been added to the outside cover over the backflow water and fire areas.
 6. The barriers outside the front of the school have been filled with gravel. The next phase is to fill the barriers with plants.
 7. Additional research was performed regarding the potential of bringing the before and after school care program in-house, including the need to hire a coordinator position.
 8. There were no asset dispositions.

Hassan Kingsberry joined the meeting at 7:08pm

B. Finance Committee Report was given by Yuliya Morris.

1. Reviewed the 2022-2023 working budget. During the March 2023 Finance Committee meeting, various expense line items including technology, curriculum materials, furniture and supplies, were increased in total amount of \$160,000.
2. Inclusive of the increased spend described above, the coverage ratio and days cash on hand for March 2023 were 1.49 and 135 days, respectively. The School's financial performance remains strong.
3. Truist has increased the money market interest rate to 3.44%, which generated significantly more interest income than what was previously being earned. The finance committee is exploring whether the School could obtain a higher rate through other banking institutions.
4. Request for proposals from 3 auditing firms were presented and reviewed.
5. Vendor contracts were reviewed for approval and ratification.

Motion to accept the proposal and engagement letter from Rebekah Barr for the audit of the 2022-2023 school year.

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

Motion to accept the Giles Flythe proposal for engineering consulting services regarding the inspection of the building exterior and scope of work for the exterior painting project.

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

Motion to approve the purchase requisition of 100 chromebooks, ADP warranties, licenses and protective cases.

Motion: Yuliya Morris
Second: Monique Taylor
Discussion: None
Conflict of Interest: Diego Torres recused himself from the vote.
Vote: Unanimously Approved (5-0)

Motion to approve the insurance for 169 existing chromebooks.

Motion: Ryan Cotterman
Second: Monique Taylor
Discussion: None
Conflict of Interest: Diego Torres recused himself from the vote.
Vote: Unanimously Approved (5-0)

C. Development Committee.

1. No additional information presented.

D. Governance Committee report was given by Ryan Cotterman

1. Updates for the Employee section of the policies manual were reviewed.

Motion to accept the Employees section of the policies manual as revised.

Motion: Monique Taylor
Second: Hassan Kingsberry
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (6-0)

V. Closed Session

- A. The Board moved into closed session at 8:08 PM to discuss specific personnel matters under NC G.S. 143-318.11(a)(6).

Motion to approve entering closed session.

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

- B. The Board exited closed session at 8:37 PM and resumed regular board meeting.

Motion to approve exiting closed session.

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

VI. Actions

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

Motion: Shone Mallory
Second: Ryan Cotterman
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (6-0)

VII. Adjournment

- A. Next regular board meeting is on Monday, March 20, 2023, from 6:30 PM - 8:00 PM at 590 Traditions Grande Blvd., Wake Forest, NC 27587.
B. Board meeting was adjourned at 8:40 PM.

Motion to adjourn the meeting.

Motion: Monique Taylor
Second: Yuliya Morris
Discussion: None
Conflict of Interest: None
Vote: Unanimously Approved (6-0)