



**Casa Esperanza Montessori**  
a dual-language charter school and preschool community

**Minutes of the Board of Directors Regular Meeting**  
**Date: 6:00PM, 20 October 2011**

The following are the minutes of the meeting of the Board of Directors of Casa Esperanza Montessori Incorporated, a North Carolina non-profit corporation (the “School”), held at the offices of the School at the time and date noted above.

<b>Member</b>	<b>Present</b>	<b>Absent</b>
Zachary Donahue <i>Chair</i>	X	
Dianne Goode <i>Vice Chair</i>	X	
Wade Hudson <i>Secretary</i>	X	
Holly Atkins <i>Member at Large</i>	X	
Chris Morgan <i>Member at Large</i>	X	
Michel Miller <i>Member at Large</i>	X	
Kate Griffith <i>Member at Large</i>		X
Sonya Judd <i>Member at Large</i>	X	
Diana Bush <i>Head of School (HOS)</i>	X	

Also present at the meeting were: Christina Riordan, Finance Director, Dan Middleman, Testing Coordinator, staff members Lena Espinoza and Leah Ruto and two parents.

Proper notice of the meeting having been given and a quorum of directors being present, **Mr. Donahue called the meeting to order at 6:03 p.m..**

**I. Welcome**

Mr. Donahue welcomed everyone, made introductions, then Mr. Hudson read the ethics statement and reminded people to recuse themselves if necessary. Ms. Miller informed the Board that she works as a substitute at Casa sometimes. The Board noted this and will have the Board Affairs committee make sure this is not an issue with Board membership.

**II. Consent Agenda**

Mr. Hudson made a motion to approve the Consent Agenda including the minutes from the August 26 and September 15 regular Board meetings, the monthly financial report, the HOS report and committee reports from Strategic Planning and Maintenance. Ms. Goode seconded and all approved.

**III. Public Comment**

Mr. Donahue asked for any public comments. Angela Stahl made an inquiry about student fund raising. Her question will be brought up at the Finance Committee meeting.

**IV. Announcements**

Casa is looking at changing janitorial services when the contract runs out February 15th to improve service and save money.

Ms. Bush suggested that we make sure we renew our request to DPI to add 100 students so we'll continue to have that option. Upon further investigation, we found that the DPI has changed the guidelines to allow schools to add up to 20% more students annually without special request, so no action needs to be taken on Casa's request.

There was a discussion of projected Casa student population numbers and how that relates to our current facilities and the available space.

## V. New Business

### A. Bylaws

The Casa Bylaws have been updated and circulated to all Board members. Ms. Stahl expressed concerns about article 2, section 9 - having related people on the Board. In particular she wondered if this might be looked up negatively by the DPI. In addition, parent Craig Schwinger wrote to Ms. Medina to ask her to share his concerns about the same article 2, section 9 (letter attached). After discussion and recommendations Ms. Judd made a motion to approve the updated Bylaws with the following 2 revisions pertaining to Article 2, Section 9: 1. to preclude more than one Board member to serve per household and 2. to preclude any contracted Casa employees from serving on the Board. Mr. Morgan seconded and all approved. It was also noted that the Ethics Statement for the State of North Carolina is read at the beginning of every Board meeting. This statement specifies that any Board member must speak up and abstain from participating in any discussion or voting on any matter if they have a conflict of interest.

### B. Paraprofessional Job Evaluations

Ms. Goode made a motion to approve the new Paraprofessional Evaluations. Ms. Judd seconded and all approved.

### C. New Position for a part time Immersion Reading/Writing Instructor.

Ms. Bush shared the qualifications for a candidate named Haley Lofton for this position for approval. Ms. Judd made a motion to approve this hire. Ms. Miller seconded and all approved.

### D. Testing Overview

Mr. Middleman shared an overview of how testing works at Casa.

Mr. Morgan made a motion to approve the 6.2.1 End of Grade test. Ms. Judd seconded and all approved.

## VI. Committee Reports

### A. Finance.

Mr. Donahue announced that Ms. Judd will now chair and that our current budget/finances are in good order.

### B. Strategic Planning

Ms. Goode shared the 3 top goals the committee determined from its meeting. Details attached.

### C. HR

The HOS and Finance/Development Director evaluations need to be drafted and a big project will be to rewrite the employee handbook.

### D. Development Committee

Ms. Judd shared an update including the goals to 1. pursue a partnership with at least one local university and 2. explore contracting a grant writer. These ideas will be discussed with the Finance Committee before coming to the Board for approval.

### E. Board Affairs

Mr. Hudson announced that Ms. Atkins has formally retired from the Board. Mr. Hudson will plan and hold the 1st meeting for the HOS Search committee.

### G. Maintenance

Ms. Griffith shared her report via email (attached)


## VII. Closed Session

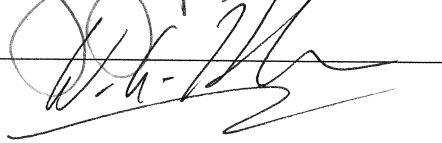
The Board went into closed session to discuss our facilities situation.

## VIII. Time and Place of Next Board Meeting

The Board will hold its next meeting on 17 November 2011. This regular meeting of the

Board was adjourned at 8:55PM.

  
\_\_\_\_\_/ 17 NOV 11 Zachary Donahue, Board Chair

  
\_\_\_\_\_/ 17 Nov. 2011 Wade Hudson, Board Secretary