



**Casa Esperanza Montessori**  
**Minutes of the Board of Directors Regular Meeting**  
**September 17, 2015 - 6:00 p.m.**

The following are minutes of the meeting of the Board of Directors of Casa Esperanza Montessori School Incorporated, a North Carolina non-profit corporation, (the "School"), held in the teacher's lounge at the school at the time and date noted above.

Member	Present	Absent
Luke Simmons Chair		X
Michel Miller Vice Chair	X	
Mary Khan Treasurer		X
Erin Huckel Secretary	X	
Tracy Tucker-Cortez	X	
Laura Dupree		X
Jenny Goguen	X	
Chip Shankle	X	
Krisy Sims	X	
Ibis Nunez Head of School	X	

Also present at the meeting were Samuel Coronado, Assistant Head of School, Christina Riordan, Parents and Teachers.

Proper notice having been given and a quorum of directors being present the meeting was called to order by Ms. Miller at 6:05pm.

**I. WELCOME**

Ms. Miller welcomed everyone and Ms. Huckel read the Ethics Statement reminding Board members to recuse themselves if necessary.

**II. CONSENT AGENDA**

The August 20, 2015 minutes, and financials, and HOS report were presented to the board. Ms. Huckel motioned to approve the consent agenda, Ms. Miller motioned to second, and all approved 7-0

**III. PUBLIC COMMENT**

No public comments

**IV. ANNOUNCEMENTS**

Ms. Miller announced Intersession Sept. 28-Oct. 12

**V. NEW BUSINESS**

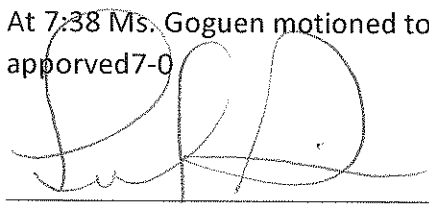
- i. Ms. Nunez presented the Head of School Report
- ii. Ms. Riordan presented enrollment data. The revised budget will be presented at the October board meeting.
- iii. An Assistant Head of School reclassification proposal was presented to expand months of employment from 10 to 11 as a result of administrative demands. Ms. Tucker-Cortez motioned to approve the reclassification, Ms. Sims motioned to second, and all approved 7-0.
- iv. School Fee policy GS115C-238 29F (b) was presented. Ms. Goguen motioned to approve the policy as presented, Ms. Miller motioned to second, and all approved 7-0.
- v. Revised credit card limits for Media and HR Coordinator were presented to increase Media to \$1,000.00 and decrease HR by \$500.00. Ms. Miller motioned to approve the limits, Ms. Tucker-Cortez seconded, and all approved 7-0.
- vi. Ms. Tucker-Cortez motioned to approve hiring Wilson Seymore as part time Information Technology employee on a temporary basis for \$15.00 per hour, Ms. Miller motioned to second the hire, and all approved 7-0.

- vii. Wilson Seymour is the son of the school's Guidance Counselor. Ms. Seymour does not supervise Mr. Seymour in any capacity. Therefore the board does not feel that Mr. Seymour's employment will violate its conflict of interest or nepotism policies. Ms. Huckel motioned to declare there is no conflict of interest in hiring Wilson Seymore as an Information Technology administrator, Ms. Goguen motioned to second, and all approved 7-0.

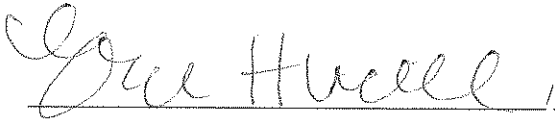
**VI. COMMITTEE REPORTS**

- i. Board Affairs- No Report
- ii. Strategic Planning- the committee is working with administration to divide goals between administration and the board
- iii. Finance and Human Resources- No Report
- iv. Development and Communication- The committee is in communication with two companies for web site creation, plans are being made to host the Hispanic Chamber of Commerce
- v. Maintenance- Reclaimed Resources will be used to acquire new office furniture, the front office will be painted during Intersession

At 7:38 Ms. Goguen motioned to adjourn the meeting, Ms. Sims seconded the motion to adjourn, and all approved 7-0



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Luke Simmons, Board Chair



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Erin Huckel, Board Secretary