



**Casa Esperanza Montessori**  
**Minutes of the Board of Directors Regular Meeting**  
**August 18th, 2016 - 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	
Awmary Khan Treasurer	X	
Traci Tucker- Cortez	X	
Laura Dupre	X	
Jenny Goguen	X	
Chip Shankle	X	
Krisy Sims	X	
Ibis Nunez Head of School	X	

Also present at the meeting were the following staff members Samuel Coronado, Christina Riordan, Anna Foley, Molly Blanchard. Parent guests were also parents.

Proper notice having been given and a quorum of directors being present the meeting was called to order by Ms. Miller at 6:03pm.

**I. WELCOME**

Mrs. Miller welcomed everyone and Ms. Riordan read the Ethics Statement reminding Board members to recuse themselves if necessary. Mr. Simmons stated that he would recuse himself from the Spanish speaking Psychologist contract because of a personal friendship with the psychologist.

**II. CONSENT AGENDA**

The June meeting minutes and the July Board Retreat minutes, and financials were part of consent agenda. Ms. Dupre motioned to approve the consent agenda, Mr. Shankle motioned to second, and all approved 6-0

**III. PUBLIC COMMENT**

Public comments were made by the Engelbrechts.

**IV. ANNOUNCEMENTS**

- August 25<sup>th</sup> the school will be receiving a visit from DPI's Office of Charter School as part of school's charter renewal. The Office of Charter Schools will be meeting with parents, students, administration, and the board.
- Ms. Nunez announced that we will have a routine EC audit this spring.
- The coupon book fundraiser has started.

## V. NEW BUSINESS

- i. The following individuals were presented to serve as Officers of the Board of Directors for the 2016-2017 school year: Awamary Khan, Chair; Michel Miller, Vice-Chair, Luke Simmons, Treasurer, Jenny Goguen, Secretary. Ms. Cortez voted to approve the new officers as presented and Mr. Simmons seconded, all approved. The motion was passed 8-0.
- ii. Ms. Nunez presented the HOS report to the board.
- iii. Staff contracts for the 2016-2017 school year were presented for Rosemarie Baker (teacher), Ileana Castillo (paraprofessional), Annalyn Guzman (paraprofessional) and Dionne Smith (Before and After School Care Coordinator). Mrs. Kahn made a motion to accept all four contracts. Mrs. Miller seconded, all approved. The motion passed 8-0.
- iv. Construction on the art/music room will cost more than initially budgeted. The board voted to increase the construction line item by \$5,000 in the 2016-2017 budget. Mrs. Kahn made a motion to approve the increase, Mrs. Simms seconded and all approved. The motion passed 8-0.
- v. Mrs. Miller made a motion to change staff credit card limits as presented. Mr. Simmions seconded the motion, all approved. The motion passed 8-0.
- vi. Mr. Simmons made a motion to accept the new IT company contract with Steve Joyner Consulting Services. The board asked that backup server services and anti virus protection be included in the contract. Mrs. Kahn seconded and all approved. The motion passed 8-0.
- vii. Mrs. Simms made a motion to approve a contract for Spanish-language Psychological Services with Jackelin Veloz-Jefferson. Mr. Simmons recused himself from the vote because of a personal friendship with Ms. Veloz-Jefferson. Ms. Dupre seconded and all remaining approved. The motion passed 7-0, with 1 abstention.
- viii. Travel policy was discussed. Board would like to revisit travel policy after a per diem can be added.

## VI. COMMITTEE REPORTS

- i. Board Affairs Committee discussed HOS review. Focus areas for the year: Board recruitment, updating board documents, Recruitment and training, Board mission statement/policies and procedures, modify the board orientation packet.
- ii. Strategic Planning Committee has not met this year. Next meeting will be on September 8<sup>th</sup> at 4:00. April Committee meeting was moved to April 18<sup>th</sup>. October Committee meeting was moved to October 19<sup>th</sup>.
- iii. Finance and Human Resources Committee discussed goals for the year.
- iv. Development and Communication Committee presented development plan for the year. Plan includes 3 funding raising events: fall gala, fiesta, and mariposa fund.
- v. Maintenance Committee

**VII. CLOSED SESSION**

Mr. Simmons motioned to move into closed session in accordance with: NC Gen. Statue 143-318.11(a) (6) to discuss personnel and student topics Mrs. Simms motioned to second and all approved 8-0

Mr. Simmons motioned to resume Open Session, Ms. Miller motioned to second; all approved the motion was passed 8-0.

At 7:30pm Mr. Simmons motioned to adjourn the meeting, Ms. Cortez seconded the motion to adjourn, and all approved and the motion passed 8-0

\_\_\_\_\_/ \_\_\_\_\_ Luke Simmons, Board Chair

\_\_\_\_\_/ \_\_\_\_\_ Jenny Goguen, Board Secretary