



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

**Minutes of the Board of Directors Regular Meeting**  
**Date: 6:00PM, 21 November 2013**

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.

<u>Member</u>	<u>Present</u>	<u>Absent</u>
Zachary Donahue <i>Chair</i>	X	
Michel Miller <i>Vice Chair</i>	x	
Chris Morgan <i>treasurer</i>		X
Kate Griffith <i>secretary</i>		X
Luke Simmons <i>Member at large</i>	X	
Chip Shankle <i>Member at large</i>	X	
Mary Khan <i>Member at Large</i>	X	
Diana Bush <i>Head of School (HOS)</i>	X	

Also present at the meeting were Christina Riordan, Sam Coronado, 6 additional Casa staff members and 7 parents and community members.

Proper notice of the meeting having been given and a quorum of directors being present, **Mr. Simmons called the meeting to order at 6:05 p.m.**

I. Welcome

Mr. Simmons welcomed everyone; Christina Riordan read the ethics statement reminding Board members to recuse themselves if necessary.

II. Consent Agenda

Mr. Donahue made a motion to pull the September and October Minutes from the

Consent Agenda. Luke Simmons seconded the motion. Motion was approved 5-0.

Luke Simmons made a motion to approve the consent agenda without the September and October Meeting Minutes. Zach Donahue seconded the motion. Motion was approved. 5-0

III. Public Comments

There were no public comments.

IV. Announcements

Diana Bush informed the Board of a recent visit from Lisa Swinson, our consultant with the Office of Charter Schools at DPI. This is an annual site visit conducted by the Office. It went very well.

Diana Bush also discussed a letter she received from Laura Bromfreund, a Senior Policy Analyst with the New American Foundation. Ms. Bromfreund visited the school's immersion program and wrote to say how impressed she was with the school and its immersion program.

Luke Simmons informed the Board that he had visited three classrooms this week. He plans to continue to visit classrooms throughout the year.

#### V. New Business

##### Private Program Rates

Chip Shankle made a motion to accept the finance committee's recommendation to increase private preschool rates for next school year from \$8,000 to \$8,300 for full day, \$5,000 to \$5,150 for half day, and \$6,000 to \$6,225 for staff members. Luke Simmons seconded the motion. Motion was approved. 5-0

##### HVAC Estimates

Christina Riordan presented two options for an HVAC unit that is not working. Option one would fix the heating unit for \$2,000. Option two would replace the older unit which also needs an air conditioning repair for \$11,000. Quotes have been sought from two other vendors. Ms. Riordan talked with the landlord who is willing to write a new unit into our lease negotiations for next year.

##### Budget

Christina Riordan presented a projected budget for the end of the year. The board discussed the budget and decided to send it back to committee for additional review.

##### Testing Update

Dan Middleman presented the End of Grade Testing (EOG) results for 2012-2013 school year. Mr. Middleman explained the new Common Core Standards that were adopted last year which made the tests harder and scores lower. Casa's testing scores went down compared to last year but scores were better than state standards overall. Casa exceeded growth. This is the highest standard possible. Reading programs are addressing scores in reading EOG. These programs will start in January.

Mr. Middleman also addressed the Read to Achieve program. Third graders were given a Beginning of Grade test. Results of those test showed that 94% of third graders scored in the 60th percentile.

##### Grievance Policy

Zach Donahue made a motion to approve the grievance policy as presented.. Luke Simmons seconded. The motion was approved 5-0.

##### New Staff Contract

Michel Miller made a motion to approve a staff contract for Lower Elementary teacher

Michel Dryoff. Mary Khan seconded the motion. Motion was approved 5-0.

#### FSA Options

Casa needs to make a decision about its FSA plan for 2014. A change in the law allows employers to permit employees to carry over \$500 of unspent FSA funds into the next plan year. The current plan does not allow rollover. Zach Donahue made a motion to delegate the decision about the FSA options back to staff. Luke Simmons seconded the motion. Motion was approved 5-0

#### VI. Committee Reports.

Board Affairs: Committee discussed how to handle meeting minutes and evaluations for Head of School and School Finance and Development Director. The evaluations will involve an informal evaluation and then a more formal evaluation.

Strategic Planning: Met and completed SWAT analysis. January meeting will focus on strategic goals.

Finance Committee: Discussed the budget and year-end projections.

Human Resources Committee: All discussion was brought before the board earlier in the meeting.

Development Committee: discussed the annual fund.

Maintenance Committee: no report.

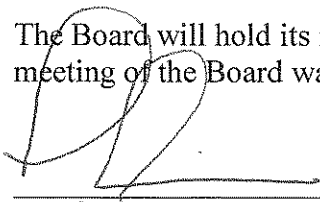
Chip Shankle made a motion to move into closed session to discuss a confidential personnel matter. Luke Simmons seconded. Motion approved 5-0.

The board returned to open session at 7:58 pm with no action items remaining.

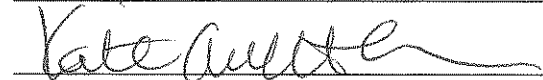
Chip Shankel made a motion to adjourn the meeting. Luke Simmons seconded. Motion was approved 5-0

#### VII. Time and Place of Next Board Meeting

The Board will hold its next meeting at 6:00 PM on 19<sup>th</sup> of December 2013. This regular meeting of the Board was adjourned at 8:00 PM.



12.19.13 Luke Simmons, Board Chair



12.19.13 Kate Griffith, Board Secretary