



**Casa Esperanza Montessori  
Minutes of the Board of Directors  
May 17, 2018 - 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
Awamary Khan Chair	X	
Norma Quinones Vice Chair		X
Allen Cannedy	X	
Traci Tucker- Cortez	X	
Geraldo Orbando		X
Seth Wood	X	
Alice Ward Treasurer		X
Mike Slipsky	X	
Krisy Sims		X
Monique Taylor	X	
Cindy Appleby Secretary	X	
Ibis Nunez Head of School	X	

Also present at the meeting were Anna Foley, Lucretia Griffiths, Anna Foley and Barbara Cooke.

Proper notice having been given and a quorum of directors being present the meeting was called to order by Mrs. Khan at 6:09 p.m.

**I. WELCOME**

Mrs. Khan welcomed everyone. Introductions around the room by all present.

Conflict of interest statement read and presented along with mission statement.

**II. CONSENT AGENDA**

Mrs. Khan motioned to approve the minutes from April meeting, Mr. Cannedy motioned to approve, Mrs. Cortez seconded and all approved 7-0.

Mrs. Khan motioned to approve the amended minutes from January 25, 2018 meeting, Mrs. Appleby motioned to approve, Mrs. Cortez seconded and all approved 7-0.

**III. PUBLIC COMMENT:**

**IV. ANNOUNCEMENTS**

**V. NEW BUSINESS**

- Head of School Report– We started the month off with a staff training on students with trauma provided by a mental health therapist.

- We have selected an assistant head of school. The initial interview process was rigorous and we considered the input provided by the staff through the results of a survey. The interviews were held by a team of teachers, board members and administration and the top three candidates were selected for a second interview. A decision was made to hire Dr. Julie Jaillal.
- Field Day was a success with the collaboration of parent volunteers and PFA.
- Our PFA did a fabulous job of planning and delivering everyday special treats for our teachers during the Teacher Appreciation week.
- EOG administration/proctor training has been taking place as we begin officially administering EOG tests during the last week of May and first week of June.
- We have met as a faculty and discussed the benefits/value of the Acceleration Initiative for grades 3<sup>rd</sup>-8<sup>th</sup>. Teachers agreed that it should be continued the following year since it provides students more differentiation. Student feedback has also been collected and the main comments have been as follows:  
 Increase the rigor, more frequency and duration, extend the work to the other math areas since we focused only on 3 strands (fractions, algebraic thinking, measurement/data-different areas for 7<sup>th</sup> and 8<sup>th</sup>).  
 Students would also like to have social studies articles besides science included in the acceleration initiative.  
 Students liked the rotations, this affords them the opportunity to learn with various teachers.  
 We have collected math and literacy assessments information and will compare with EOG results.
- Lastly, the biggest task was to reorganize carpool due to the landlord's lease of the south part of the building. We have accomplished this on time for their move into the south part of the building June 1<sup>st</sup>.
- For closure, we have a presentation to share the impact of the second strong initiative we initiated this year to further enhance our Montessori curriculum in our middle grades: Paideia Seminars.
- Removal of a Board officer Norma Quinones due to medical issues and Geraldo Orbando who has not attended any meetings since July.

Mr. Cannedy makes a motion to remove board members as board officer, Mrs. Taylor seconded and all approve 7-0.

- Election of Board Officers, 3 board members for the month of may.

Mr. Wood makes a motion Monica Perry, Mechelle McKeeney, Dan Chilton , Mrs. Taylor seconded and all approve 7-0.

- Election of Vice-Chair

Mrs. Khan makes a motion to make Monique Taylor Vice-Chair, Mr. Cannedy seconded and all approve 7-0.

- AHOS contract for 2018-2019

Mr. Cannedy makes a motion to approve the AHOS Contract, Mrs. Appleby seconded and all approve 7-0.

- New school credit card for Finance Director

Mr. Chilton makes a motion to approve credit card, Mr. Wood seconded and all approve 7-0.

- Employment contract for 10 and 11 month employees

Mrs. Taylor makes a motion to approve new employment contracts for 10 and 11 month employees, Mr. Wood seconded and all approve 7-0.

- School maintenance and custodian job description

Mr. Cannedy makes a motion to approve the school maintenance and custodian job description, Mr. Wood seconded and all approve 7-0.

- Administrative Assistant job description

Mr. Chilton makes a motion to approve the administrative assistant job description, Mrs. McKeeney seconded and all approve 7-0.

## VI. COMMITTEE REPORTS

### i. Board Affairs-

- Bylaws are still at DPI and we still going by out old bylaws. Still awaiting response for DPI.

### ii. Strategic Planning:

- Moving forward in prioritizing initiatives, next meeting June 13<sup>th</sup>.

### iii. Finance/HR committee:

- April financials are on budget.
- Second draft of budget is without the expansion. Put together a budget wish list for technology and have budget get staff new laptops which is about \$14,000.
- Received \$4000 from landlord for repairs done to HVAC.
- Met with Suntrust to get generate some interest on the monies in the bank.
- Looking to integrate a STEM program for BASC.
- We are filled but still accepting students as a result of lottery when parents decline.

### iv. Development:

- Mariposa 2018 is up to 53,000, we are going to try to get to \$60,000.
- Looking to switch it up next year. Mariposa in the Fall and Viva Casa in the Spring.

### v. Communication Committee:

- Welcome to Casa welcome packet to new parents introduced both in English and Spanish which was presented to the board back in fall.

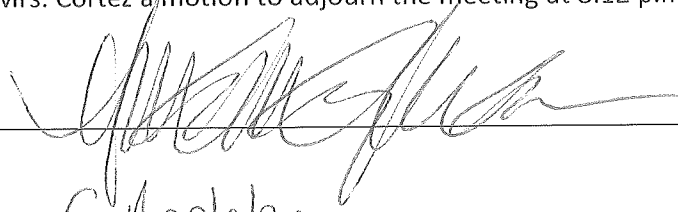
Mr. Wood makes a motion to approve the welcome packet, Mr. Cannedy seconded and all approve 7-0.

- Casa Staff and Parent Survey

Mr. Wood motioned to move into closed session for personnel and student matter in accordance with: NC Gen. Statue 143-318.11(a) (6) Mr. Cannedy seconded and all approved 7-0.

Mrs. Appleby made a motion to return to open session, Mr. Slipsky seconded and all approved 7-0. Mr. Wood made a motion to accept the AHOS as amended. Mrs. Taylor seconded and all approved 7-0. No open items remain.

Mrs. Cortez a motion to adjourn the meeting at 8:12 p.m. Mr. Chilton seconded and all approved 8-0.

 , 6/13/18 Awamary Khan, Board Chair

C. Appleby , 6-13-18 Cindy Appleby, Board Secretary