



**Casa Esperanza Montessori
Minutes of the Board of Directors
December 17, 2020 - 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 via teleconference at the time and date noted above.

Member	Present	Absent
Monique Taylor Chair	X	
Seraka Davis Vice Chair	X	
Alice Ward Treasurer	X	
Mike Slipsky Secretary	X	
Dan Chilton	X	
Jon Lee	X	
Monica Perry	X	
Seth Wood	X	
GeRita Connor Head of School	X	

Also present at the meeting were 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. Taylor at 6:02 p.m.

I. WELCOME

Mrs. Taylor welcomed everyone.

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

II. CONSENT AGENDA

Mr. Wood motioned to approve consent agenda with addition of lease letter and job description for the school nurse, Mr. Chilton seconded and all approved 8-0.

Mrs. Perry motioned to approve the board minutes from the November 19th meeting, Mrs. Davis seconded and all approved 8-0.

III. **PUBLIC COMMENT:** No one presented during public comment.

IV. **ANNOUNCEMENTS:** No announcements.

V. **NEW BUSINESS:**

HOS Report – there are 553 charter students currently enrolled although the Average Daily Membership count was held at 568 for financial purposes. Academic health - the school will be administering second quarter bench-mark assessments the week after returning from winter intersession in all grade levels. There will be an updated procedure for excessive, unexcused absences. MTSS training was conducted for the Counselor/Co-

MTSS Coordinator. The state department has not yet distributed a waiver for the testing requirement, so 95% of students must participate in testing. There are no changes to the EC case load and faculty is preparing for phase 2 of plan B. There were 9 families in attendance for our first virtual tour on December 9th. In January there are two tour sessions scheduled. We have a 1st/2nd grade teacher position open and one candidate has accepted. Staff needs - there have been adjustments to planning, intervention and office hours due to the impact of the Plan B schedule. Highlights and celebrations – we had winter spirit week and a faculty goose chase. As a follow up to the Federal programs visit, the audit review has concluded. A letter from the state department confirmed that Casa has successfully met all requirements. Winter intersession starts Monday, December 21st and school will open on January 4th along with the charter lottery.

November Financials – state revenue is being spent first, with 43.7% of the annual budget used so far. For instructional technology expenses, we have renewed licenses in the amount of \$3,713. Covid funding in the amount of \$21,994.00 was received as payment from the US Treasury. The budget shows a projected surplus of \$342,130.00.

Form 990 – the non-for-profit tax return showed no issues after review and the form is ready for filing.

Mrs. Ward moves to approve the form 990 for filing, Mr. Chilton seconded and all approved 8-0.

Janitor – Employment Contract for fulltime position from part-time.

Mr. Chilton moves to approve the employment contract for Ms. Mejias as a fulltime janitor, Mr. Slipsky seconded and all approved 8-0.

Part-time Nurse – Memorandum of Understanding

Mrs. Ward moves to approve the job description for school nurse, Mrs. Davis seconded and all approved 8-0.

Mr. Chilton moves to approve the part time nurse memorandum of understanding, Mr. Wood seconded and all approved 8-0.

VI. **Old Business:**

Lease Letter – real estate agent has drafted a letter requesting a meeting to discuss possible early lease termination with our current landlord, BPG.

Mr. Slipsky moves to approve submitting the meeting request letter to the landlord, Mrs. Perry seconded and all approved 8-0.

Reopening plan update –19 families have requested change from Plan C to Plan B. There is also concern of coming back to school on January 4th due to family travel during holidays and more social interaction during the two week period. An option would be to remain remote for at least the first week upon returning from winter break.

Mrs. Taylor moves to approve Plan C for all students during the weeks of the January 4th and January 11th, Mrs. Ward seconded and all approved 8-0.

VII. **COMMITTEE UPDATES**

a. Board Affairs

- Planning for 2021 and reviewing terms, several terms end in 2021.
- Recruitment for the board

- b. Communications:
 - Helping to promote enrollment for upcoming lottery
 - Posters have been created and updated
 - Focus on social media and website support
- c. Development:
 - Charleston Wrap fundraiser earned \$1,900
 - Giving Tuesday earned \$250
 - Generous donation of \$5,000 received from an anonymous donor
- d. Finance
 - Due diligence materials for bond closing have been submitted
 - Truist has prepared a slide deck presentation for potential investors
 - Multiple revisions to the 5 year forecast and year 25-26 has now been added
- e. Construction & Facility Management:
 - Meeting with BCCG, BB&T to touch base on progress
 - Due diligence is in progress for the property
 - Community outreach focus on spreading Casa's good name

Mr. Chilton made a motion to adjourn the meeting at 7:32 p.m., Mrs. Perry seconded and all approved 8-0.

Monique Taylor

/ 1/5/2021

Monique Taylor, Board Chair

Michael Slipsky

/ 1/5/21

Mike Slipsky, Board Secretary