



Casa Esperanza Montessori
Minutes of the Board of Directors
May 20, 2021 - 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 was 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. Chilton motioned to approve consent agenda with additions of revised contract template, gas retro expenses and possible membership for Charter Public Schools, Mrs. Ward seconded and all approved 8-0.

Mr. Wood motioned to approve the Board minutes from the May 10th meeting, Mrs. Ward seconded and all approved 8-0.

III. **PUBLIC COMMENT:** *Mrs. Harlow* spoke to the board. *Mrs. Mogos* spoke to the board. *Mr. Diego Aisenberg* spoke to the board. *Mrs. Miranda Draper* spoke to the board. *Mrs. Jennifer Harrison* spoke to the board.

IV. **ANNOUNCEMENTS:** No announcements.

V. **OLD BUSINESS:**

HOS Report – 533 Charter students currently enrolled; 4 have withdrawn since the last meeting due to relocation. Academic Blitz continues through May 25th, this covers standards from the beginning of the year to now to help prepare for the End Of Grade state testing. This helps support the students and helps with mastery on the state level. Students with accommodations will begin testing next week, regular testing will be June 1-3rd, followed by make-up testing after. Assessment data for May has been updated and shared with the Board. All Kindergarten lottery seats for 2021-2022 have been filled with 60 plus for enrichment and immersion. EC caseload has shifted to 49 students and 2 pending. This requires that we add back the EC teacher positions for next year. Staff placement has been taken care of for the next school year based on vacancies currently identified. Staffing for immersion is tentative. There are no specific staff needs; licensure renewals are up for some. School spirit week was this week and the students loved it.

NEW BUSINESS:

HR/Finance Job Description – Dr. Thomas Miller presented a draft organization chart of school personnel. The Board discussed how a revised job description for the HR/Finance position might alter the chart.

Monthly financial report – 83% through the year, revenue is tracking fine and consistent with trends through the year. Instructional supplies is an area where we underspent. In the area of Instructional technology, the school overspent because of chromebook purchase for future students based on the anticipated enrollment increase. Preconstruction expenses are under the next fiscal year's Profit & Loss (P&L) and the school will get reimbursed for certain included expenses once the bonds are issued.

2021-2022 SY Plan Options – at this time charter schools are not permitted to offer virtual options for the 2021-2022 school year. The plan is for all Casa students to return to in-person learning at school on August 2nd.

Draft Payroll Calendar – The Board and Mrs. Connor discussed a necessary improvement following an investigation of process and pay periods. Ten-month employees receive an advance paycheck on July 1 of each school year and there needs to be clear alignment of the pay periods that match paychecks, especially if an employee departs before the end of a school year.

Mrs. Ward moves to approve the draft payroll calendar, Mrs. Perry seconded and all approved 8-0.

Revised Contract Template – Following an evaluation of policies and process, the employment contract for 2021-2022 has been edited and had legal review. Changes included clarity of dates in the contract as it corresponds to the school calendar and days worked.

Mr. Slipsky moves to approve the 2021-2022 employment contract as presented, Mrs. Davis seconded and all approved 8-0.

Utility retro gas expenses – Following legal review after the landlord brought past utility gas expenses to the school’s attention, the Board must decide whether to debate a statute of limitations for one year in question or to pay the full outstanding balance of \$24,039.59. The school will also pay this utility expense going forward. Mr. Chilton moves to approve the payment of our past gas expenses, Mrs. Ward seconded and all approved 8-0.

NC Association for Charter Public Schools – membership benefits, advocacy, professional development, job fairs, newsletters, etc., cost is \$3.50 per student. The Head of School should provide a report to the Board periodically on information received from this membership.

Mrs. Ward moves to approve joining NC Association for Charter Public Schools, Mrs. Perry seconded and all approved 8-0.

Board Draft Communication – will finalize and review in the coming days.

Mrs. Ward moves to add schedule adjustment to the agenda due to testing, Mr. Chilton seconded and all approved 8-0. Mr. Chilton moves to authorize Mrs. Connor to adjust the schedule as needed based on testing needs, Mr. Slipsky seconded and all approved 8-0.

VI. COMMITTEE UPDATES

- a. Board Affairs: continuing to review board policies and recruitment
- b. Communications:
 - Student handbook for necessary and adjusted dates for next school year.
 - Marketing – targeted areas. Recommended not to pay for marketing at this time; leverage knowledge and relationships.
- c. Development:
 - Discussing doing a capital campaign
- d. Executive: Preparing for the annual meeting and retreat.
- e. Construction and Facility Management group
 - Met with BCCG and had a tour of Coastal Prep.
 - Next meeting with BCCG will be on Monday, May 24th.
 - Waiting on construction contract from BCCG
- f. Finance:
 - Financial projections for the construction project have been updated, this is provided in the Board folder.

Mrs. Perry made a motion to adjourn the meeting at 8:15 p.m., Mr. Lee seconded and all approved 8-0.



/ 6/3/2021

Monique Taylor, Board Chair



/ 6/4/2021

Mike Slipsky, Board Secretary