



**Minutes of a Meeting of the Board of Directors
of
Casa Esperanza Montessori
held on
July 13, 2021 at 6:00 p.m.**

The following are minutes of the Annual Meeting of the Board of Directors of Casa Esperanza Montessori Incorporated, a North Carolina nonprofit corporation (the “**School**”), held at the North Carolina State University Club, 4200 Hillsborough St. Raleigh, NC 27606, at the time and on the date noted above. The meeting was also available to attendees via Zoom videoconference link, and, except for the Closed Session, the proceedings were live-streamed on YouTube.

Member	Present	Absent
Monique Taylor, Chair	X	
Seraka Davis, Vice Chair	X	
Alice Ward, Treasurer	X	
Mike Slipsky, Secretary	X	
Jon Lee	X	
Monica Perry	X	
Seth Wood	X	
Thomas Miller, Interim Head of School	X ¹	

Proper notice having been given and a quorum of directors being present, the meeting was called to order by Mrs. Taylor at 6:05 p.m.

I. WELCOME

¹ Dr. Miller attended the meeting via videoconference. All others listed above attended in person.

Mrs. Taylor welcomed everyone to the Annual Meeting.

Mr. Slipsky read the School's Conflict of Interest statement and its Mission Statement.

II. CONSENT AGENDA

The first matter to come before the meeting was the approval of the previously circulated Agenda for the meeting. There being no proposed changes to the Agenda, Mrs. Perry made a motion to approve the Agenda, which was seconded by Mrs. Ward. The motion was unanimously approved.²

III. MINUTES FROM JULY 1, 2021

The next matter to come before the meeting was the approval of the Minutes of the Board's July 1, 2021 meeting. Mr. Wood made a motion to approve said Minutes, which was seconded by Mrs. Davis. The motion was unanimously approved.

IV. ANNOUNCEMENTS

There were no announcements.

V. HEAD OF SCHOOL REPORT

The next matter to come before the meeting was the Head of School Report, which was presented by Dr. Miller. Dr. Miller outlined three key priorities for the School: (1) enrollment, (2) staffing, and (3) preparation of the School building for the upcoming academic year. With regard to enrollment, Dr. Miller reported that the School was in the process of reaching out to families on the waitlist. At the time of the meeting, 594 of 619 prospective students had confirmed their intention to attend. The second grade immersion classroom was a little light on confirmed enrollees as of the date of the report. With regard to staffing, Dr. Miller reported that there were seven teacher openings, with four candidates in their second or third interviews. The School had republished its openings and had many applicants in the 24 hours preceding the meeting. EPI, which has been the School's service provider for recruiting non-U.S. teachers, reported that it had reached its annual limits for bringing teachers into the U.S., but EPI has put the school in contact with similar service providers. Dr. Miller reported that if all teacher openings could not be filled by the first day of classes (August 2, 2021), then he would plan on using reading interventionists and/or trusted substitute teachers until those positions could be permanently filled. With regard to preparation of the School building, Dr. Miller stated that cleaning and maintenance inspections were scheduled to occur during the week following the meeting.

VI. RETURN TO SCHOOL—PANDEMIC PREPARATIONS

The next matter to come before the meeting was discussion with Dr. Miller regarding the School's preparations for students returning to campus and pandemic-related preparations. Dr. Miller reported that he intends to check in with other charter schools' leaders to see what they have been doing and what they intend to do. He also reported that the State has not yet issued any updates to its Covid-19 guidance for schools. Until further notice, the School is limiting the presence of any persons on campus who are not School personnel or service providers. Dr. Miller indicated that he would update the Board after consulting with other schools' leaders and returning School faculty regarding what worked (or didn't work) following the School's partial re-opening in the Spring of the 2020-2021 academic year.

VII. CLOSED SESSION

Next, Mrs. Taylor stated that the Board would need to go into closed session to discuss certain personnel matters.

Mr. Lee made a motion to go into closed session to discuss such matters, which was seconded by Mrs. Davis. The motion was unanimously approved, and the Board went into closed session at 6:20 p.m.

A motion was approved in closed session with respect to the personnel matters discussed therein.

At 7:30 p.m., Mrs. Perry made a motion to leave closed session, which was seconded by Mr. Wood. The motion was unanimously approved.

VIII. EC DIRECTOR JOB DESCRIPTION AND CONTRACT

² All votes taken at the meeting were taken by roll call vote.

The next matter to come before the meeting was the Exceptional Children Director's job description and proposed contract. Dr. Miller presented the job description and, inter alia, stated that the appropriate job title for this position should be Exceptional Children Coordinator, rather than "Director," which would typically encompass a much larger population of exceptional children. He further recommended that that position continue to be an employee of the School, rather than an independent contractor, as the incumbent employee had previously proposed. After discussion of the matter with Dr. Miller, Mr. Wood made a motion to approve the Exceptional Children Coordinator's job description as presented. Mrs. Davis seconded the motion, and it was unanimously approved.

IX. HEAD OF SCHOOL DESCRIPTION AND CANDIDATES

The next item on the Agenda was the Head of School description and candidates. That Agenda item was discussed in the aforementioned Closed Session.

X. BREAK

The Board took a break from the meeting from 7:32 p.m. until reconvening at 7:43 p.m.

XI. WORKSHOP

The next matter to come before the meeting was the Board's annual workshop, which covered the following topics:

A. SURVEY SUMMARY

The Board reviewed the summary results from the School's Annual Parent Survey. The survey respondents represented parents of approximately 30% of the School's 2020-2021 enrollment. Mrs. Taylor led the discussion of the summary results, which will also be shared with the new Head of School and the faculty.

B. COMMITTEES

The Board then discussed the Board committees that would be established or retained during the 2021-2022 academic year. After discussion on the matter, Mrs. Ward made a motion to retain or establish, as applicable, the following committees: Board Affairs, Development, Executive, Finance and Head of School Transition. Mr. Wood seconded the motion, which was unanimously approved.

C. FACILITY UPDATE

Next, the Board received an update from the Facility Planning Task Force regarding the School's planned new facility. It was reported that the new facility had been discussed at a recent public hearing before the Wake Forest Planning Board, and the next step in the regulatory approval process would be an upcoming hearing before the Wake Forest Board of Commissioners for site plan approval, which was scheduled for July 20, 2021. The Task Force also expects to receive completed construction drawings from BCCG in the near future.

D. POLICIES

Next, the Board discussed the necessity and desirability of updating certain School policies, including the Board Ethics Policy, the Social Media Policy and the Parent Organization Policy. Mrs. Davis reported that a draft of the updated Board Ethics Policy is located in the Board's shared drive and ready for review, with the goal of having a finalized update in place by the end of August 2021. Mrs. Davis reported that the School's legal counsel had provided a form of Social Media Policy, which was circulated for the Board's review. It was determined that the Board would review that form and revisit it at a future meeting. Finally, Mrs. Davis reported that an updated version of the Parent Organization Policy was ready for the Board's review and comment. Again, the plan would need to be finalized and adopted by the end of August 2021.

XII. BOARD ELECTION

The next matter to come before the meeting was the election of Board members. Mrs. Perry's and Mrs. Davis's initial terms concluded at the end of the 2020-2021 academic year, and they indicated their willingness to serve additional terms if re-elected. Mr. Wood made a motion to re-elect Mrs. Perry and Mrs. Davis as members of the Board for additional terms beginning with the 2021-2022 academic year. The motion was seconded by Mr. Slipsky, and it was unanimously approved.

XIII. BOARD OFFICER ELECTIONS

The next matter to come before the meeting was the election of Board officers. After discussion on the matter, Mr. Wood made a motion to elect Mrs. Taylor as Board Chair, Mrs. Davis as Vice Chair, Mr. Slipsky as Secretary and Mrs. Ward as Treasurer. Mrs. Perry seconded the motion, and it was unanimously approved.

XIV. ASSIGNMENT OF COMMITTEE CHAIRS

After discussion, it was determined that the Board committee chairs should also be assigned at the meeting. Because that matter was not originally included in the Agenda for the meeting, Mr. Wood made a motion to amend the Agenda to add that matter thereto. The motion was seconded by Mr. Slipsky, and it was unanimously approved.

Following approval of that motion, the Board discussed committee chair assignments. Mr. Lee made a motion to approve the following committee chair assignments:

<i>Committee</i>	<i>Chair</i>	<i>Co-Chair</i>
Head of School Transition	Mrs. Taylor	Mr. Wood
Finance	Mrs. Ward	Mr. Slipsky
Development	Mr. Lee	Mr. Slipsky
Executive	Mrs. Taylor	Mrs. Davis
Board Affairs	Mrs. Davis	Mr. Wood

Mr. Wood seconded the motion, and it was unanimously approved.

XV. ADJOURN

There being no further business on the Agenda, Mr. Lee made a motion to adjourn the meeting, which was seconded by Mr. Slipsky. The motion was unanimously approved, and the meeting adjourned at 8:23 p.m.

 / 9/1/21 _____ Monique Taylor, Board Chair
 / 9/2/21 _____ Mike Slipsky, Board Secretary