**Meeting Minutes**

**LHU Board of Directors Regular Meeting October 15, 2021**

**Sterling Montessori Academy and Charter School 6:30 PM 202 Treybrooke Drive, Morrisville, NC 27560 Virtual via Google Meet**

Board Member Attendance:

| **Name** | **Present** |  | **Name** | **Present** |  | **Name** | **Present** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | x |  | Wallace Lewis |  |  | Rachel Richardson |  |
| Kim Elliott | x |  | Elizabeth Uzzell | x |  | Leslie Hamilton | x |
| Ryan Hill | x |  | Kari Schwab | x |  | Lan Zhu | x |
| Chris Morton | x |  | Robert Wolfe | x |  |  |  |

Additional Attendees: Josie Spreher, Justin Tosco, Kevin Hughes, Liz Macauley

**6:34 PM Call to Order:** Meeting called to order by Elizabeth Uzzell.

**Reading of Mission Statement:**

“*The mission of Sterling Montessori is to create a diverse educational community, grounded in the Montessori philosophy and teaching practices, that fosters curiosity, creativity, and critical thinking in its students. We strive to empower each student to become life-long learners who respect themselves, others, and their environment.”*

**Welcome Attendees**

**Agenda Items:**

* Approval of Hire administrative assistant
* Approval of Hire Lower Elementary Assistant
* Updates to Suicide Intervention policy
* Discuss 2022-2023 Academic Calendar

**Consent Item – Approval of Agenda**

At 6:34p, Elizabeth Uzzell moved to approve the agenda. Kim Elliott second to approve the agenda. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery |  |  |  |  | Wallace Lewis |  |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | 2 |  |  |  | Elizabeth Uzzell | M |  |  |  | Leslie Hamilton | x |  |  |
| Ryan Hill | x |  |  |  | Kari Schwab | x |  |  |  | Lan Zhu | x |  |  |
| Chris Morton | x |  |  |  | Robert Wolfe | x |  |  |  |  |  |  |  |

**Consent Item – Approval of the LHU Regular Board Minutes, September 2021**

At 6:34p, Elizabeth Uzzell moved to approve the September, 2021 LHU Regular Board Meeting Minutes with Ryan Hill as second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | x |  |  |  | Wallace Lewis |  |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | x |  |  |  | Elizabeth Uzzell | M |  |  |  | Leslie Hamilton | x |  |  |
| Ryan Hill | 2 |  |  |  | Kari Schwab | x |  |  |  | Lan Zhu | x |  |  |
| Chris Morton | x |  |  |  | Robert Wolfe | x |  |  |  |  |  |  |  |

**6:35 PM** **Community Comments:**

* No Community Comments

**PFSA Report**

* Fundraiser update
* Family movie nights
* Participation from older students and The Caring Place support
* Drone photos with Middle School students 10/29
* Garden Day 10/15 - many parent volunteers. $250 earned from plant sale.
* Teacher Appreciation
* Parent volunteers planning to do something for faculty on 10/29
* Student council - being formed with officers. Stephanie as advisor and get them involved in community service.

**6:39 PM Executive Director’s Report - Presented by Josie Spreher**

Discussion Items:

* Officially at 127 contracts of 128 full
* Charter 623 enrolled.
* Mini Fall break currently running
* Professional development monday and social emotional training.
* Conferences on 10/19
* Weekly meetings on meeting standards
* ESSER III Funds have been received and processing PO’s for furniture and other needs.
* Current consultants working with various teams working towards AMS accreditation standards.
  + Efforts: All school inclusion re: students with special needs.
    - Discussing school goals to be more inclusive.
    - CH team consultant and MS Math consultant
    - Still pursuing LE/UE consultant
* Interviews
* Two new versions of the calendar for review.

**6:44 PM Finance Committee Report - Presented by Kim Elliott**

Discussion Items:

* No Recommendations for this meeting
* Budget
* Discussed calendar
* Audit is not complete. Academy is not matching up and additional work being done to move it to completion. There is an extension, expected update at next committee meeting and November board meeting for approval.

**Consent Item – Approval of Surplus Spending**

At 6:51p, Kim Elliott moved to approve the surplus expenditure for furniture, stainless surface, stove, artwork for classroom spaces and electric blinds not to exceed $54,000. Robert Wolfe as second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | x |  |  |  | Wallace Lewis |  |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | M |  |  |  | Elizabeth Uzzell | x |  |  |  | Leslie Hamilton | x |  |  |
| Ryan Hill | x |  |  |  | Kari Schwab | x |  |  |  | Lan Zhu | x |  |  |
| Chris Morton | x |  |  |  | Robert Wolfe | 2 |  |  |  |  |  |  |  |

**Development Committee - Presented by Robert Wolfe**

Discussion Items:

* Met last week
* ESSER III funds received
* Connected with NC Learning initiative to help design outdoor spaces or guide use of outdoor spaces.
* Quarterly newsletter on November 5th.
* Charleston Fundraiser
* Solicit grandparents for donations - growing into the future.
* Need additional board support to move to 100% board participation.

**DEI Committee Report - Presented by Kim Elliott**

Discussion Items:

* Weighted Lottery - discuss percentage and whether moving forward
* Not recommending that we are ready to move forward with a weighted lottery.
* Surveys completed and the committee will be reviewing results. Results may inform the weighted lottery discussion.
* Ensuring the school is ready for the weighted lottery before recommending.
* Working group to be scheduled by Kim Elliott & Ryan Hill

**Board Governance Committee - Presented by Elizabeth Uzzell/Chris Morton**

Discussion Items:

* Virtual Board Retreat, board self evaluations to be reviewed
* Moving through meetings more quickly, ensure we are prepared prior to board meeting. Only hit high discussion points.
* Transparency with the community continued discussions by the committee.
* Board Candidates
  + Still soliciting new board members, how do we continue? Should we continue to actively solicit?
  + Kevin Hughes & Dr. Katie Brown interviews going forward.

**Policy Committee - Presented by Kari Schwab**

Discussion Items:

* State requirements needed to Suicide Intervention Policy that staff can no long assess risk level
* Researching athletics policy, specifically starting with a soccer team. Beginning with intramural sports such as floor ball and soccer.
* Academic Calendar

**Consent Item – Approval of Suicide Intervention Policy**

At 7:31p, Kari Schwab moved to approve the updates to the Suicide Intervention Policy. Lan Zhu as second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | x |  |  |  | Wallace Lewis |  |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | x |  |  |  | Elizabeth Uzzell | x |  |  |  | Leslie Hamilton | x |  |  |
| Ryan Hill | x |  |  |  | Kari Schwab | M |  |  |  | Lan Zhu | 2 |  |  |
| Chris Morton | x |  |  |  | Robert Wolfe | x |  |  |  |  |  |  |  |

**Consent Item – Approval of 2022-2023 Academic Calendar**

At 7:31p, Kari Schwab moved to approve the 2022-2023 Academic calendar version 1.1 with changes of professional day as 10/24 and 10/25 as conferences. Lan Zhu as second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | x |  |  |  | Wallace Lewis |  |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | x |  |  |  | Elizabeth Uzzell | x |  |  |  | Leslie Hamilton | x |  |  |
| Ryan Hill | x |  |  |  | Kari Schwab | M |  |  |  | Lan Zhu | 2 |  |  |
| Chris Morton | x |  |  |  | Robert Wolfe | x |  |  |  |  |  |  |  |

**Communications Committee - Presented by Leslie Hamilton**

Discussion Items:

* Met Monday, 10/4
* Meeting Efficiency, dual committee meeting. Communication and Technology.
* Parent Square
  + A lot of positive feedback on the tool
  + Teachers are asked to highlight something twice a month gives extra incite to what’s going on in the classroom.
* COVID vaccine survey. 170 staff/families have registered for testing
* Nurse starts on 10/25
* No recent asks about virtual school
* DEI surveys
  + Discussion around anonymity
* No Approval items.
* Next meeting in December and prepping for staff survey

**Technology Committee - Presented by Chris Morton**

Discussion Items

* Met Monday, 10/4
* No recommendations

**Strategic Planning Committee - Presented by Ryan Hill**

Discussion Items:

* Weighted Lottery Discussion
* AMS Accreditation
* Current work presented by administration, details in report

**New Business**

* Approval of Hire

**Consent Item – Approval of Hire Administrative Assistant**

At 8:20p, Elizabeth Uzzell moved to approve the hire of Deborah Mitchell on the office and administrative assistant pay scale at step 21. Leslie Hamilton as a second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | x |  |  |  | Wallace Lewis |  |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | x |  |  |  | Elizabeth Uzzell | M |  |  |  | Leslie Hamilton | 2 |  |  |
| Ryan Hill | x |  |  |  | Kari Schwab | x |  |  |  | Lan Zhu | x |  |  |
| Chris Morton | x |  |  |  | Robert Wolfe | x |  |  |  |  |  |  |  |

**Consent Item – Approval of Hire Lower Elementary Assistant**

At 8:21p, Elizabeth Uzzell moved to approve the hire of Lara Hamblen as Lower Elementary Assistant at step 28 on the assistant pay scale with Steve Mansbery as second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | 2 |  |  |  | Wallace Lewis |  |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | x |  |  |  | Elizabeth Uzzell | M |  |  |  | Leslie Hamilton | x |  |  |
| Ryan Hill | x |  |  |  | Kari Schwab | x |  |  |  | Lan Zhu | x |  |  |
| Chris Morton | x |  |  |  | Robert Wolfe | x |  |  |  |  |  |  |  |

**8:26 PM Adjournment**

At 8:26 pm, Elizabeth Uzzell made a motion to adjourn.Chris Morton as second. Approved.

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | x |  |  |  | Wallace Lewis |  |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | x |  |  |  | Elizabeth Uzzell | M |  |  |  | Leslie Hamilton | x |  |  |
| Ryan Hill | x |  |  |  | Kari Schwab | x |  |  |  | Lan Zhu | x |  |  |
| Chris Morton | 2 |  |  |  | Robert Wolfe | x |  |  |  |  |  |  |  |

Respectfully submitted by Ryan Hill, LHU Secretary