**Meeting Minutes**

**LHU Board of Directors Regular Meeting November 17, 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 |  |  | Wallace Lewis | x |  | Rachel Richardson | x |
| Kim Elliott | x |  | Elizabeth Uzzell | x |  | Leslie Hamilton | x |
| Ryan Hill | x |  | Kari Schwab | x |  | Lan Zhu | x |
| Chris Morton | x |  | Robert Wolfe | x |  |  |  |

**6:33 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 EC Lead Teacher
* Approval of Hire Lower Elementary Director
* Approval of Financial Audit by Petway Mills & Pearson

**Consent Item – Approval of Agenda**

At 6:34p, Elizabeth Uzzell moved to approve the agenda with additions discussed. Wallace Lewis second to approve the agenda. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery |  |  |  |  | Wallace Lewis | 2 |  |  |  | Rachel Richardson | x |  |  |
| Kim Elliott | x |  |  |  | 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 6:35p, Elizabeth Uzzell moved to approve the October 2021 LHU Regular Board Meeting Minutes with Leslie Hamilton as second. Approved

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

**6:36 PM** **Community Comments:**

* No community comments

**6:37 PM PFSA Report**

* Teacher treats on 10/29
* Band Chorus picture day success
* Middle school movie day
* Student council created welcome home cards for The Carying Place.
* Sterling’s Giving Tree
* Helping to plan staff holiday gathering/party
* Early planning for book fair in connection with Quail Ridge Bookstore

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

 Discussion Items:

* Academy update - contracts 128 students in/still some on waitlist
* Enrollment: 623 charter students expected enrolled for remainder of the year
* Summer Camp and Spring Break camp in the works
* Purchasing orders/needs with COVID funds in process
* Student ambassadors coordinated a peace tree ceremony with planting of tree and classrooms participating with classroom rocks.
* Advertisement for Sterling Academy placed in Morrisville Chamber guide.
* Staff new - two resignations - Dipti Dhungel and Danielle Lamb
* Teacher training - trainers observe then meet with directors for review
* Consultant Meetings
* Admin News - ongoing interviews, onboarding and transition of duties
* Nurse interviews ongoing
	+ Challenge with hiring is that we only need 20 hours and finding someone that desires these hours.

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

Discussion Items:

* Met November 9th
* Two recommendations coming from Finance
	+ Add to Michael Nye’s pay for coordination of PE components to aftercare. Two hours weekly starting December 3, 2021 at $30/hr.
	+ Sports program for the following year, planning starts January 2022. Recommendation of hiring Michael Nye as coach.
* ADM State funding was announced at $5,853.17/student
	+ We will be funded on 613 enrollment
* Substitute pay at $13/hr and $15/hr was prior approved. Wake County increased their rates pushing us to further review. Wake County’s rates compare at $13/hr and $16.50. We have historically paid more than Wake County, would we want to continue a higher rate?
	+ Recommendations from Finance at $14/hr and $17/hr.
	+ Can we afford a $15/hr and $18/hr?
* Question: Bonus’ at Wake County Expected but that comes directly from Wake County’s budget.
	+ There is a discussion ongoing around State level bonus’, if this is passed - we can expect funds along with this but that has not passed.
* Establishing Athletic Program
	+ Hiring Michael Nye as coach
	+ Budget impact is being further explored
	+ Funds for student needs for dues and uniforms

**Consent Item – Approval of Aftercare Activity Coordinator Pay**

At 7:01p, Kim Elliott moved to approve the pay for Aftercare Activity Coordinator on December 3, 2021 for two hours per week at thirty (30) dollars per hour with Rachel Richardson as second. Approved

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

**\*\*Position is currently held by Michael Nye**

**Consent Item – Approval of Establishing Athletic Program**

At 7:09p, Kim Elliott moved to establish an athletic program to begin the school year 2022-2023. Coaches will be paid based on the Wake County Middle School coaches scale. Wallace Lewis as second. Approved

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

**Consent Item – Approval of hiring athletic coach**

At 7:18p, Kim Elliott moved to hire Michael Nye as athletic coach on the Wake County Middle School coaches scale at 5 to 14 year level beginning the school year 2022-2023. Ryan Hill as second. Approved

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

**Consent Item – Approval of increasing substitute pay**

At 7:18p, Kim Elliott moved to increase the pay for substitute teachers to $14/hr (nonqualified) and $17/hr (qualified) based on qualifications. Elizabeth Uzzell as second. Approved

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

**Development Committee - Presented by Robert Wolfe**

Discussion Items:

* Stephanie Deming doing great work
* Quarterly Newsletter started, next in February/March
* Why I give coming up.
* Giving Tuesday coming up with Campaign
* Grandparent information to create a challenge
* Spring school wide challenge
* Charleston Wrap Fundraiser update
* 100% board participation in development fund
* Garden Grants (Whole Kids Garden)
* Goal to have Natural Learning initiative through NCSU help design outdoor spaces. Likely be a multi-year effort
* Do we offer scholarships? We don’t currently
	+ Finance and Development asked to consider scholarships

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

Discussion Items:

* Update to the DEI plan presented continued work with the committee
* Survey’s being reviewed by committee for January report.

**Board Governance Committee - Presented by Chris Morton**

Discussion Items:

* Board Retreat 11/16 on AMS Accreditation and LHU Board Self Evaluation
* Discussion on the number of board members that is ideal.
* Current Candidates have been interviewed and background presented.
	+ Katie Brown
	+ Kevin Hughes
* Committee recommends Katie Brown for nomination as board director.
* Discussion of non-voting members of the board.

**Consent Item – Election of Katie Brown as LHU Board Director**

At 7:50p, Chris Morton moved to elect Katie Brown as LHU Board Director. Leslie Hamilton as second. Approved

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

**Policy Committee - Presented by Kari Schwab**

 Discussion Items:

* Did not meet, will meet December 1, 2021

**Communications Committee - Presented by Leslie Hamilton**

Discussion Items:

* Did not meet, will meet December 6, 2021

**Technology Committee - Presented by Chris Morton**

Discussion Items

* Did not meet, will meet December 6, 2021

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

Discussion Items:

* Did not meet, will meet December 3, 2021

**New Business**

* Approvals of Hire
* Approval of Audit

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

At 7:53p, Elizabeth Uzzell moved to approve the hire of Cathy Constantine as Lower elementary Director at step 9 on the Administration (director) pay scale to begin January 2022. Rachel Richardson as second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery |  |  |  |  | Wallace Lewis | x |  |  |  | Rachel Richardson | 2 |  |  |
| Kim Elliott | x |  |  |  | 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 Hire Lead EC Teacher**

At 8:00p, Elizabeth Uzzell moved to approve the hire of Rashiea Riggsbee as lead EC teacher on the Wake County payscale at EC MA step 14. Lan Zhu as second. Approved

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

**Consent Item – Approval of updated Audit**

At 8:02p, Kim Elliott moved to approve the audit prepared by Petway Mills & Pearson for the year ended June 30, 2021. Rachel Richardson as second. Approved

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

**8:05 PM Enter Closed Session**

At 8:05 pm, Elizabeth Uzzell moved to go into closed session pursuant NCGS 143-318.11(6) for discussion of personnel matters. Chris Morton as second. Approved.

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

**9:40 PM Return to Open Session**

At 9:40pm, Elizabeth Uzzell moved to return to open session. No action taken during closed session. Chris Morton as second. Approved.

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

**9:41 PM Adjournment**

At 9:41 pm, Elizabeth Uzzell made a motion to adjourn. Rachel Richardson as second. Approved.

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

Respectfully submitted by Ryan Hill, LHU Secretary