**Meeting Minutes**

**LHU Board of Directors Regular Meeting August 18, 2021**

**Sterling Montessori Academy and Charter School 6:30 PM 202 Treybrooke Drive, Morrisville, NC 27560 Virtual via Google Meet & On Campus D4**

Board Member Attendance:

| **Name** | **Present** |  | **Name** | **Present** |  | **Name** | **Present** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | x |  | Wallace Lewis | x |  | 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:

Lewis Thomas (in person)

Virtual Attendees recorded in electronic file.

**6:38 PM Call to Order:** Meeting called to order by Steve Mansbery.

**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**

**Introductions.**

* **Board Members: Name, any service positions and time with board.**
* **Process of our meetings**

**Agenda Items:**

* Retirement Plan Audit
* Officer Succession Planning

**Consent Item – Approval of Agenda**

At 6:50p, Steve Mansbery moved to approve the agenda with additions discussed. Elizabeth Uzzell as second to approve the agenda. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | M |  |  |  | Wallace Lewis | x |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | x |  |  |  | Elizabeth Uzzell | 2 |  |  |  | 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, June 2021**

At 6:51p, Steve Mansbery moved to approve the June, 2021 LHU Regular Board Meeting Minutes with Wallace Lewis as second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | M |  |  |  | Wallace Lewis | 2 |  |  |  | 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 |  |  |  |  |  |  |  |

**Consent Item – Approval of the LHU Special Board Minutes, July 13, 2021**

At 6:52p, Steve Mansbery moved to approve the July 13, 2021 LHU Special Board Meeting Minutes with Lan Zhu as second. Approved

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

**Consent Item – Approval of the LHU Special Board Minutes, July 27, 2021**

At 6:53p, Steve Mansbery moved to approve the July 27, 2021 LHU Special Board Meeting Minutes with Kari Schwab as a second. Approved

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

**Consent Item – Approval of the LHU Meeting Board Minutes, August 11, 2021**

At 6:55p, Steve Mansbery moved to approve the June, 2020 LHU Emergency Board Meeting Minutes with Kim Elliott as second. Approved

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

**6:55 PM** **Community Comments:**

Notes

* Jennifer Daniels: Asked the board if/when are their plans to make a dashboard available to parents on vaccination/cases?

**PFSA Report**

Will be Meeting on Wednesday August 25 for the first meeting of the year

**7:00 PM Executive Director’s Report - Presented by Josie Spreher**

 Discussion Items:

* 608 present first day of school. 614 enrollment.
* Successful teacher work week and teacher trainings in the works.
* CH assistant training happened over summer
* ESSR 2 Covid funds going to Reading Math Science and Geography
* ESSR 3 Funds being applied for 20% toward learning loss, expected to be in excess of $200k.
	+ The other 80% will be used for outside learning.
* Garden Grant received for $3,000 - Thanks to Stephanie Demming for writing for that Grant.
* Partnering with Carrying Place for volunteer/service opportunities
* Virtual Plans
	+ Met with Dave Mechado, Office of Charter Schools to explore options
	+ Charter schools are not allowed to be hybrid or virtual without changing the schools charter through the normal OCS process
	+ We can’t currently offer Virtual school, but we can prepare for any potential closures that may arise.
* Facilities and Maintenance
* Reporting - COVID Cases will be reported in our board meetings.
	+ Currently one positive case, parent visitor (details ED Report)
	+ NCDHHS guidance read (Current as of this week)
* Vaccines
	+ We can choose to ask for proof of vaccination (being validated by counsel)
	+ It is advised to require vaccination as a condition of any new contracts - if we choose to require vaccinations.
	+ We can provide summary of vaccination information, staff can refuse to disclose
	+ We can require testing, and staff can refuse to test
	+ We have not asked for information, as yet.
	+ Josie requests board to address decisions on whether we ask for vaccination status and/or require vaccinations

**Consent Item – Reporting of COVID Cases**

At 7:37p, Chris Morton moved to recommend reporting new COVID cases each week in the weekly message and on the website. Elizabeth Uzzell as second. Approved 6-5.

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

\*\*Steve Mansbery notes that this should be noticed on future meeting so that the community and particularly staff have the opportunity to be heard.

\*\*Kari Schwab, Robert Wolfe, Leslie Hamilton, Lan believe that this should remain to the Sterling Community only and not externally.

Josie Spreher stated that we will move forward with adding the information through Parent Square. The board discussed in detail the need to present the information on the website as well.

**Consent Item – Survey of Staff Vaccination**

At 7:57p, Chris Morton moved that the board requests that an anonymous survey be sent to staff asking vaccination status and results reported to the community for transparency. Pending approval from counsel. Leslie Hamilton as second. Approved. 6-5

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery |  | x |  |  | 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 |  |  |  |  |  |  |  |

\*\*Steve Mansbery notes that this should be noticed on future meeting so that the community and particularly staff have the opportunity to be heard. Also that details be discussed at committee level.

\*\*Ryan Hill noted that this should be a community wide survey not just to staff

\*\*Rachel Richardson noted that this should go back to the committee level for detail work.

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

Discussion Items:

* Student Lunches increases for Free and Reduced

**Consent Item – Increase the Free and Reduced Lunch allocation**

At 8:25p, Kim Elliott moved to increase the free and reduced lunch allocation to $7.00 per student to be reviewed annually. Robert Wolfe as second. Approved.

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | x |  |  |  | Wallace Lewis | x |  |  |  | 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 | 2 |  |  |  |  |  |  |  |

**Development Committee - Presented by Robert Wolfe**

Discussion Items:

* Meets now as part of finance
* Over Summer issued annual report
* Kicking off new annual fund, treasure chest - some donations coming in. Schedule coming with key dates
* Would like to be able to say the entire board has made a donation of some amount, asking that the board participate in donating this year.
* Still working off allocation buckets
* A portion of the donations will go towards out community partner

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

Discussion Items:

* Meets upcoming Monday for the first meeting for the year
* Any thoughts, comments from the board. Looking at admins edits and original statement.

**Board Governance Committee - Presented by Elizabeth Uzzell**

Discussion Items:

* Board Candidate, Clyde Lewis Thomas, recommends move forward with interviews.
* Retreat will be hybrid
* Future meeting arrangements. Agree to keep the virtual option until further notice.
* LHU Board President Succession

**Consent Item – Renew board appointment of Kim Elliott**

At 8:58p, Elizabeth Uzzell moved to renew the appointment of Kim Elliott to another term as an LHUF Board Director. Rachel Richardson as second. Approved.

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | x |  |  |  | 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 |  |  |  |  |  |  |  |

**Policy Committee - Presented by Elizabeth Uzzell**

 Discussion Items:

* Met August 4th
* State Board of Ed - requires a school based mental health plan. This is being drafted for submission to DPI. Due mid September
* Sibling bundle policy, addresses the way siblings are handled in our lottery process.
* Weighted Lottery policy in draft process
* Board Member lottery priority and timing being taken to committee
* Permanent Easement for adjacent business presented by SMYLE Investments LLC was reviewed by counsel and recommendations were presented to the board. No motion was presented to support approval.

**Consent Item – Approval of Sibling Bundling Policy**

At 9:27p, Elizabeth Uzzell moved to approve the Sibling Bundling Policy. Chris Morton as second. Approved.

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | x |  |  |  | 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 |  |  |  |  |  |  |  |

**Communications Committee - Presented by Kari Schwab**

Discussion Items:

* Did not meet. Next meeting is planned for October 4th with Technology Committee

**Technology Committee - Presented by Chris Morton**

Discussion Items

* Did not meet.
* We will add a Sterling Directors group

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

Discussion Items:

* Weighted Lottery Timeline
* Strategic Planning Update

**New Business**

* Retirement Plan Audit

**Consent Item – Approval of Retirement Plan Audit**

At 9:52p, Kim Elliott moved to approve the Retirement Plan Audit for year ended December 31, 2020. Steve Mans as second. Approved.

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery | 2 |  |  |  | Wallace Lewis | x |  |  |  | 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 |  |  |  |  |  |  |  |

**10:07 PM Enter Closed Session**

At 10:07 pm,Steve Mansbery 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 | M |  |  |  | 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 | 2 |  |  |  | Robert Wolfe | x |  |  |  |  |  |  |  |

**11:13 PM Return to Open Session**

At 11:13pm, Steve Mansbery moved to return to open session. No action taken during closed session. 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 | x |  |  |  | Elizabeth Uzzell | x |  |  |  | Leslie Hamilton | x |  |  |
| Ryan Hill |  |  |  |  | Kari Schwab | x |  |  |  | Lan Zhu | x |  |  |
| Chris Morton | x |  |  |  | Robert Wolfe | x |  |  |  |  |  |  |  |

**11:14 PM Adjournment**

At 10: pm, Steve Mansbery made a motion to adjourn. Chris Mortong 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 | x |  |  |
| Ryan Hill | x |  |  |  | Kari Schwab | x |  |  |  | Lan Zhu | x |  |  |
| Chris Morton |  |  |  |  | Robert Wolfe | x |  |  |  |  |  |  |  |

Respectfully submitted by Ryan Hill, LHU Secretary