**Meeting Minutes**

**LHU Board of Directors Regular Meeting September 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 | 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 |  |  |  |

Additional Attendees:

**6:33 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.”*

**Agenda Items:**

* Approval of additional positions
* Approval of hire, lower elementary assistant
* Approval of hire, school nurse
* Approval of hire, floater
* Discussion regarding possible COVID-19 testing and vaccination requirements for staff and students
* Nomination and vote for LHU President
* Approval to change banks for loans

**Consent Item – Approval of Agenda**

At 6:34p, Steve Mansbery moved to approve the agenda with additions discussed. Rachel Richard as second to approve the agenda. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery |  |  |  |  | Wallace Lewis |  |  |  |  | Rachel Richardson | 2 |  |  |
| 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 Regular Board Minutes, August 2021**

At 6:36p, Ryan Hill moved to approve the August, 2021 LHU Regular Board Meeting Minutes with Lan Zhu as second. Approved

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

**Vote for LHU President**

* Steve Mansbery and the governance committee nominate Elizabeth Uzzell as LHU Board President.

**Consent Item – Vote for LHU President**

At 6:40p, Kim Elliott moved to elect Elizabeth Uzzell as LHU President beginning September 15, 2021. Kari Schwab as second. Approved

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

**6:40 PM** **Community Comments:**

* Kyle Munn: DEI [(noted ABC news report)](https://registercw.com/ArK3yijm) support for the work being done by DEI committee and going forward.

**PFSA Report**

* Fundraiser kicked off and started really well.

**6:42 PM Executive Director’s Report - Presented by Josie Spreher**

Discussion Items:

* Update Enrollment
  + Academy123 of 128 contracts and deposits
  + Charter 618 of 624 spots enrolled
* Professional Development day, COVID protocols, working session with counselor and behavioral therapist, teachers trained and continue working on lesson plans to give to the staff, teams worked remainder of day.
  + Reading and Math, Carol, conducting training. Math and Reading.
  + Five teachers going through BTSP
* ESSER 2 funds received, resubmitted for ESSER 3 funds.
* COVID Testing plan meetings to provide testing at Sterling.
* DPI, Remote instruction learning plans in the works for submission.
* Rownak and Josie met with EC Montessori consultant to make a visit and work on inclusion
* BOG Testing complete, WAPT testing and EOG language arts scores received
* COVID Reporting, began every week in weekly messages.
  + Discussion on reporting specifics
* Elizabeth applauds our EOG scores and proud of the work that teachers and staff have done given all of the challenges last year.

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

Discussion Items:

* Positions needed for Sterling.
  + Nurse, three students that need support (20 hrs week, contractor $50/hour)
  + Floater Assistant, (Asst Payscale)
  + Behavioral Assistant to be considered in the future (not being proposed tonight)
  + Administrative Assistant (12 month position) ($52k)
* Academy Contracts going out in January
* Will be looking to see if tuition increase is in place.
* Weighted Lottery projected expenses
  + Additional positions that we think we may need.
  + Transportation is a question
  + Add impact discussion to strategic calendar
* BBVA US was acquired by PNC where our loans were held. BBVA NY held our rate swap; therefore, our rate swap documents will need to be approved. No changes to any terms.
* Before and Aftercare contract for All Levels

**Consent Item – Approval of Nurse Contract**At 7:28p, Kim Elliott moved to approve engaging the nursing services with ProCare Therapy not to exceed $35,000/yr (20hrs/week at $50/hr). Ryan Hill as second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery |  |  |  |  | Wallace Lewis |  |  |  |  | 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 Floater/Assistant**At 7:32p, Kim Elliott moved to create a Floater/Assistant full time to be paid on the assistant payscale. Elizabeth Uzzell as second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery |  |  |  |  | Wallace Lewis |  |  |  |  | Rachel Richardson | x |  |  |
| Kim Elliott |  |  |  |  | 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 Administrative Assistant**At 7:35p, Kim Elliott moved to create a twelve month administrative assistant not to exceed $55,000. Rachel Richardson as second. Approved

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

**Consent Item – Approval of changes to Before and After Care Contract**At 7:38p, Kim Elliott moved to approve revisions to the Before and After Care Contract including, the revised payment plan table clarifying the discounts based on payment plan type and language on page two regarding program fee due at registration. Elizabeth Uzzell as second. Approved

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

**Consent Item – Approval of transfer of rate swap from BBVA to PNC**At 7:47p, Kim Elliott moved to approve transfer of the rate swap from BBVA to PNC Bank. Robert Wolfe as second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery |  |  |  |  | Wallace Lewis |  |  |  |  | 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:

* Met with Finance
* Getting ESSER 3 funds that are sizeable amount for outdoor environment
* Ask for Board donations
* Grandparents drive - working on how to build a campaign
* Development buckets update
* Annual Fund is LHU Foundation dba Sterling Montessori

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

Discussion Items:

* DEI Statement
* Surveys to Parent/Guardian, MS student, UE students, LE students and staff.
  + Student surveys will go to parent/guardian not directly to students
* Weighted lottery
  + Looking feedback from committee on weighted lottery
  + Will discuss for any recommendations from the committee
* Ethics Pledge reviewed from AMS
  + Have at the meetings as a reminder
* Discussion on Survey specifics

**Consent Item - Approval of DEI Statement**

At 8:32p, Kim Elliott moved to approve the revised DEI Statement presented to be accompanied by the FAQ, supplemental information and the statement placed on our website. Chris Morton as second. Approved.

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

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

Discussion Items:

* Reflections on board retreat
* Board Goals - Self Evaluation and Accreditation
  + Possibly do a 2hr virtual meeting to cover those things.
* Presidential succession
* Elizabeth stepping down from Policy Committee and Governance Committees

**Consent Item - Approval of Committee Chair, Policy**

At 8:47p, Elizabeth Uzzell moves to approve Kari Schwab as Chair of the Policy Committee. Kim Elliott as second. Approved.

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steve Mansbery |  |  |  |  | Wallace Lewis |  |  |  |  | Rachel Richardson | x |  |  |
| 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 Committee Chair, Communications**

At 8:47p, Elizabeth Uzzell moves to approve Leslie Hamilton as Chair of the Communications Committee. Kari Schwab as second. Approved.

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

**Consent Item - Approval of Committee Chair, Governance**

At 8:49p, Ryan Hill moves to approve Chris Morton as Chair of the Governance Committee. Elizabeth Uzzell as second. Approved.

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

Board Candidate has gone through interviews, there is no recommendation to move forward right now due to moving to 12 and would like to remain at 11 or 13 to be considered in future.

**Policy Committee - Presented by Elizabeth Uzzell**

Discussion Items:

* Approvals presented
* October Goal for approval of Weighted Lottery policy

**Consent Item - Approval of Homebound Policy**

At 8:53, Elizabeth Uzzell moves to approve the homebound policy. Kim Elliott as second. Approved.

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

**Communications Committee - Presented by Kari Schwab**

Discussion Items:

* Staff Survey, vaccination status 79 out of 87
  + 92.4 fully vaccinated
  + Would you like to survey students and results were sent out.
* Vaccine/Testing Mandate discussion
  + We have high staff vaccination per survey and high compliance to COVID protocols
  + Conversation may continue to policy and communications

**Technology Committee - Presented by Chris Morton**

Discussion Items

* Tech budget increased
* Monitoring age of equipment and properly cycling in new equipment

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

Discussion Items:

* Did not meet.

**New Business**

* Approval of Hire

**Consent Item - Approval of Gauri Borkar as Lower Elementary Assistant**

At 9:44p, Elizabeth Uzzell moves to approve Gauri Borkar as Lower Elementary Assistant on step 1 of the teacher assistant pay scale. Ryan Hill as second. Approved.

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

**Consent Item - Approval of Cathy Sorgi as Floater/Support**

At 9:45p, Elizabeth Uzzell moves to approve Cathy Sorgi as Floater/Support on step 13 of the teacher assistant pay scale. Lan Zhu as second. Approved.

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

**9:47 PM Enter Closed Session**

At 9:59pm,Elizabeth Uzzell moved to go into closed session pursuant NCGS 143-318.11(6) for discussion of personnel matters. Ryan Hill as second. Approved.

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

**10:13 PM Return to Open Session**

At 10:13pm, Elizabeth Uzzell moved to return to open session. No action taken during closed session. Kim Elliott as second. Approved.

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

**10:14 PM Adjournment**

At 10:14pm, Elizabeth Uzzell made a motion to adjourn. Kari Schwab as second. Approved.

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

Respectfully submitted by Ryan Hill, LHU Secretary