## LHU Board of Directors Regular Meeting

**June 15, 2022 6:30 PM**

**Sterling Montessori Academy and Charter School**

**202 Treybrooke Drive, Morrisville, NC 27560**

**Virtual via Google Meet**

### 1. COMMENCEMENT

#### Call to Order and Board Attendance w/Determination of Quorum At 6:34pm

##### Quorum Present with following Board Members in Attendance:

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

##### 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.* Conflict of Interest Statement: *At this time, we ask all board members to make a statement to be recorded in the minutes should they know of any conflict of interest or appearance of conflict with respect to any matters coming before them during this meeting. It is the duty of each board member to abstain from discussion and voting on such matters.*

#### Additions to the Agenda

*Related consent agenda items or discussion items added to agenda prior to consent vote.*

* *Closed Session for Personnel: to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of a present or prospective public officer or employee [N.C.G.S. § 143-318.11(a)(6)].*
* *Approval of hire assistant*
* *Exit Interview for Josie Spreher (from Communications Committee)*
* *Survey for Managers/Directors (from Communications Committee)*
* *Communication Purchase/Walkie Talkie (from Finance Committee)*
* *Approval of 2021-2022 Budget (From Finance Committee)*
* *Approval of 2022-2023 Budget(From Finance Committee)*
* *EC Assistant Payscale: We propose to follow Wake County and adopt their separate EC Scale for our EC Assistants. (From Finance Committee)*
* *Admin Payscale: We propose to increase the Admin Payscale at a rate equal to the average teacher base scale increase percentage.(From Finance Committee)*
* *Contractor Increases:We would like to use the Admin Scale as a guide to how we increase the Contractors (From Finance Committee)*

**Approval of Agenda**

At 6:38p, Elizabeth Uzzell moved to approve agenda with additions discussed. Approved

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

### 2. REPORTS AND PRESENTATIONS

*Please hold community comments until the end of ALL presentations. Board members may ask clarifying questions at this time of the presenter. Any board member may move to refer further discussion or other action back to the committee, with a vote.*

#### PFSA Report

* Updates included in ED Report

#### Executive Director’s Report –

* Testing update, details in report

#### Finance Committee Report - Robert Wolfe

* Assistant Payscale to align with Wake County’s recent adjustment
* Budget Approval for 2021-2022 Final
* Budget Approval for 2022 -2023 Initiall
* Airport Blvd Acquisition offer discussion for the offer presented by NC DOT.
  + Have the discussion that we are coming out with less property and no trees. It’s our understanding that the cost of trees on this area can easily reach close to $100k.
  + Going back to discuss further with quote further understanding of land being acquired from Cedar Fork.
* Other Improvements being considered
  + Walkie Talkies - going to Technology for consideration
    - This is solving the ability to communicate to the classrooms and need to communicate to teachers when they are outside the classroom.
    - It was considered to replace the phones, but the limitations ruled out that option.
  + C02 Mitigation: We need an additional 10% airflow to bring our levels to compliance. Total cost on this is $297,000 for the solution. This is an in ceiling ERV.
  + It’s going to work and the only way to make this work is to bring outside air to bring the levels below 1000 ppm.
  + 1000ppm is Wake County threshold / OSHA requirement is 1500ppm and we have some classrooms pushing this limit.
  + This quote is to bring every classroom and every building within compliance and recommended levels.
* Admin and Contractor pay scales
  + We do not currently have a manner in which to increase the payscales for each of these based on an ongoing mechanism (i.e. Wake County adjustments)

DEI Committee Report -

* Did not Meet

Search Committee Report - Katie Brown/Kim Elliott

* notes

#### Strategic Planning Committee Report - Ryan Hill

* Overview and adjustment of Committee meetings to meet the AMS process
* Ready to move forward and admin is very excited about rolling that out with
* Board approval will fall within the budget needs but not for the process/application
* Communication roll out: Lots of surveys - consider outsourcing the surveys.

#### Policy Committee Report - Kari Schwab

* Did not Meet

#### Communications Committee Report - Leslie Hamilton

* Elizabeth Uzzell update on Exit Interview process
* Consider a survey for managers and directors in the leadership transition. They may not need anything but there is value in asking the questions.
* PFSA: New facebook page launching next year. Focused on community building rather than marketing theme for the main school page. Closed group that will be audited.

Development Committee Report – Robert Wolfe

* Quick meeting with Finance
* Received $3,000 donation to be earmarked for Outdoor Environment

Outdoor Plan and Learning Space Committee Report – Robert Wolfe

* Did not meet / proposal covered in finance
* Board asked for second quote, vendor has not responded
* Regroup with Maureen on next steps.

#### Governance Committee Report - Chris Morton

* Did not meet
* Wallace Lewis up for term renewal to be reviewed in next meeting
* Board Handbook still pending completion
* Everyone signs confidentiality agreements, conflict of interest forms, board expectations/agreements.
* Committee Chair vacancies and Officer elections
  + Policy is open

Technology Committee Report – Chris Morton

* Did not meet

#### Community Comments (3 minute time limit)

*Board Secretary will record names of speaker with summary of comments. The board will not directly respond to any comments during this time. Please provide contact information to president@lhuf.org allow for follow-up by the appropriate officer or committee chair. Formal comments may be emailed to* [*president@lhuf.org*](mailto:president@lhuf.org) *ahead of any regular meeting to be considered for agenda/discussion.*

* No community comments

### 3. APPROVAL OF CONSENT AGENDA

*Consent agenda items are non-controversial items unanimously recommended for approval by all involved parties and have already been reviewed by the board and Executive Director. Any board members or the Executive Director may request to pull items off the consent agenda.*

#### Approval of the LHUF Board Minutes from meetings listed:

* May Regular Meeting Minutes.
* May 11 Special Meeting Minutes
* Approval of 2021-2022 Budget (From Finance Committee)
* Approval of 2022-2023 Budget(From Finance Committee)
* Approval of Ventilation Improvements contracted with Johnson Controls not to exceed $300,000
* Approval of facility improvements required for gutters (A, B & C buildings) not to exceed $65,000
* Approval of facility improvement to repaint crosswalk and fire lanes based on fire marshall’s recommendations not to exceed $15,000

#### Approval of Consent Agenda Items.

At 7:52p Elizabeth Uzzell moved to approve Consent Agenda Items. Approved.

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

### 4. DISCUSSION ITEMS

* Exit interview for Josie. The purpose of the exit interview would be to offer a deeper look at workplace culture, processes, management solutions, and employee morale. It can help us understand the ED's experience and identify opportunities to improve retention and engagement with Maureen moving forward.
* Survey for Managers/Directors to ensure they are supported during the leadership transition. A survey is recommended to gather information on what support looks like to them. Managers and Directors have working meetings, next week 6/13, to set up in the summer to support the upcoming school year - meeting topics include, handbooks, pd, carpool, placement, student information sheet, and emergency prepared. This will help to offer as a guide for Maureen when she starts as a look at the work that the admin team does together.
* Admin Payscale: We propose to increase the Admin Payscale at a rate equal to the average teacher base scale increase percentage.(From Finance Committee)
* Contractor Increases:We would like to use the Admin Scale as a guide to how we increase the Contractors (From Finance Committee)
  + Going back to Finance for further discussion and clarification.
* EC Assistant Payscale: We propose to follow Wake County and adopt their separate EC Scale for our EC Assistants. (From Finance Committee)
  + This is consistent with how we handle teacher payscales.

**Creation of EC Assistant Teacher Payscale**

At 8:10p, Robert Wolfe moved to adopt an EC Assistant teacher payscale in line with the Wake County EC Assistant teacher payscale and move all Sterling EC assistant teachers to this new payscale.

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

**Election of Officers  
  
President**

At 8:14p, Robert Wolfe moved to nominate and elect Elizabeth Uzzell as President of the LHU Board of Directors for June 2022 to June 2023. Leslie Hamilton as second. Approved.

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

**Vice President**

At 8:16p, Elizabeth Uzzell moved to nominate and elect Rachel Richardson as Vice President of the LHU Board of Directors for June 2022 to June 2023. Ryan Hill as second.

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

**Treasurer**

At 8:17p, Elizabeth Uzzell moved to nominate and elect as Kim Elliott as Treasurer of the LHU Board of Directors for June 2022 to June 2023. Robert Wolfe as second. Approved.

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

**Secretary**

At 8:18p, Ryan Hill moved to nominate and elect Lan Zhu as Secretary of the LHU Board of Directors for June 2022 to June 2023. Kari Schwab as second.

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

**Policy Committee Chair**

At 8:20p Elizabeth Uzzell moved to elect Kevin Hughes as Chair of the Policy Committee of the LHU Board of Directors. Ryan Hill as second.

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

### 5. CLOSED SESSION

#### Closed Session is requested

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of a present or prospective public officer or employee [N.C.G.S. § 143-318.11(a)(6)]  
 **Enter Closed Session**

At 8:26p, Elizabeth Uzzell moved to enter closed session for personnel discussions per NCGS [N.C.G.S. § 143-318.11(a)(6)]. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  |  |  | Kevin Hughes | x |  |  |  | Kari Schwab | x |  |  |
| Kim Elliott |  |  |  |  | Wallace Lewis |  |  |  |  | Elizabeth Uzzell | x |  |  |
| Leslie Hamilton | x |  |  |  | Chris Morton | x |  |  |  | Robert Wolfe | x |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu | x |  |  |

**Consent Item – Return to Open Session**

At 8:30p, Elizabeth Uzzell moved to return to open session. No action taken. Wallace Lewis as a second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown |  |  |  |  | Kevin Hughes |  |  |  |  | Kari Schwab |  |  |  |
| Kim Elliott |  |  |  |  | Wallace Lewis |  |  |  |  | Elizabeth Uzzell |  |  |  |
| Leslie Hamilton |  |  |  |  | Chris Morton |  |  |  |  | Robert Wolfe |  |  |  |
| Ryan Hill |  |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu |  |  |  |

**Approval of Personnel Report**

At 8:31p, Elizabeth Uzzell moved to approve personnel changes discussed in closed session. Approved

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

| **Full Name** | **Classroom/Section** | **Position (Year)** | **Action / Change** | **Note** |
| --- | --- | --- | --- | --- |
| Patty Booker | A6 | Children’s House Assistant | Hire |  |
| Ginger Harris | B8 | Lower Elementary | Move | From A6 to B8 |
| Liseth Ancidey | Music | Music Assistant | Move | From B8 to Music |
|  |  |  |  |  |

**Enter Closed Session**

At 8:34p, Elizabeth Uzzell moved to enter closed session for personnel discussions To hear or investigate a complaint, charge, or grievance by or against a public officer or employee [N.C.G.S. § 143-318.11(a)(6)]. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  |  |  | Kevin Hughes | x |  |  |  | Kari Schwab | x |  |  |
| Kim Elliott |  |  |  |  | Wallace Lewis |  |  |  |  | Elizabeth Uzzell | x |  |  |
| Leslie Hamilton | x |  |  |  | Chris Morton | x |  |  |  | Robert Wolfe | x |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu | x |  |  |

**Consent Item – Return to Open Session**

At 8:51p, Elizabeth Uzzell moved to return to open session. No action taken. Approved

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

### 6. ADJOURNMENT

At 8:53p, Elizabeth Uzzell moved to adjourn. as a second. Approved

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