## LHU Board of Directors Regular Meeting

**May 18, 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 6:38pm

##### 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 | X |  | Wallace Lewis |  |  | Elizabeth Uzzell | X |
| Leslie Hamilton | X |  | Chris Morton |  |  | Robert Wolfe | X |
| Ryan Hill |  |  | 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.*

* *Discuss Executive Director Candidate Offer*
* *Approval of hires*
* *Closed Session 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)].*

**Approval of Agenda**

At 6:40p, 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 | X |  |  |  | Wallace Lewis |  |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton |  |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill |  |  |  |  | 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.*

#### Executive Director’s Report – Josie Spreher

* Working with Peaceful Schools on PD for next year (several dates)
* New staff need Positive Discipline
* Requested 10k more for PD budget
* Consultant who has been working with directors is finishing up last session

#### Finance Committee Report - Kim Elliott

* Need to approve EC lead and behavioral assistant
* Rate change for aftercare staff

#### Retirement Plan Committee Report - Kim Elliott

* Annual meeting recommended change to portfolio
* Need new staff person to serve on committee

DEI Committee Report - Kim Elliott

* Reflection questions
* Engagement for next year
* Report out to community next year
* In consultation with Peaceful Schools

Search Committee Report - Katie Brown/Kim Elliott

* Very eventful month in search!
* A number of candidates went through interviews
* One candidate who seemed promising withdrew candidacy
* Received late in the game application, went through same process, has met with the board
* We will move forward with bringing her to campus on Monday 5/23
* Campus visit includes school tour, lunch with board members, meeting with parents, then meeting with staff members of search committee
* Cathay recommends “sprinkling” of classrooms from CH, UE, EL and MS; possibly EC and specials ~15 minutes in each room

#### Strategic Planning Committee Report - Ryan Hill

* Did not Meet in May.

#### Policy Committee Report - Kari Schwab

* Update to Policy 46.
* Committee chair will be open.

#### Communications Committee Report - Leslie Hamilton

* Did not Meet in May.

Development Committee Report – Robert Wolfe

* Awesome fundraising at 44k this year! Will roll over to next year.

Outdoor Plan and Learning Space Committee Report – Robert Wolfe

* Did not Meet in May.

#### Governance Committee Report - Chris Morton

* Possibly canceling board retreat for June or pushing back until we can include the new ED
* Will discuss again in June
* Board members please complete assigned sections of board handbook.

Technology Committee Report – Chris Morton

* Did not Meet in May.

#### PFSA Report

* Had presentation from student council president Hannah Pooley during meeting
* Next year’s events have been tentatively scheduled
* Teacher Appreciation Week organized daily offerings (treats, flowers, cards, lunch); well received
* Finalizing plans for EOY luncheon on sport court; 11 am on June 8
* New spirit wear

#### 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.*

* Kyle Munn asked question about retirement fund
* Harrison commented on Ms. Kim’s nomination for Teacher of the Year; Cathy seconded and commented on how great everyone looked at her award ceremony

### 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:

* April Regular Meeting Minutes.
* Updates to Policy 46 Sterling Montessori Academy and Charter Employee Salary Policy
* EC Lead Teacher and Behavioral Specialist Assistant
* Rate change for aftercare staff (For Full-time Staff who work in AfterCare, we will increase the rate to time and a half when working AfterCare. The beginning rate for AfterCare is $14/hour; time and a half is $21/hour.)
* Additional line on pay scale for 31+ years of experience
* Change to retirement plan

#### Approval of Consent Agenda Items.

At 7:25p 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 | X |  |  |  | Wallace Lewis |  |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton |  |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill |  |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu | X |  |  |

### 4. DISCUSSION ITEMS

* Parent/Guardian Survey Results
  + ~50% of families responded
  + Leslie: Does the board have a plan to interpret results for the community?
  + Elizabeth: Possibility to increase family education next school year as we move into accreditation
  + Katie: Several quotes about parents wanting to understand student learning; individualized family education?
  + Josie: Future goals pre-Covid included increase in parent education; come see my work/open house for students in the fall and spring

### 5. CLOSED SESSION

#### Closed Session is requested by

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)]

*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)].*  
 **Consent Item – Enter Closed Session**

At 7:38p, 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 | X |  |  |  | Wallace Lewis |  |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton |  |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill |  |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu | X |  |  |

**Consent Item – Return to Open Session**

At 7:58p, 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 | X |  |  |  | Wallace Lewis |  |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton |  |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill |  |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu | X |  |  |

**Approval of Hires**

At 7:59p, Elizabeth Uzzell moved to approve personnel changes outlined below. Approved.

| **Full Name** | **Classroom/Section** | **Position (Year)** | **Action / Change** | **Note** |
| --- | --- | --- | --- | --- |
| Nicole Pratt | D20 | 2022-23 Upper Elem Teacher | Move to D16 |  |
| Anu Singh | D20 | 2023-23 Upper Elem Assistant | Hire |  |
| Patricia Calle | D14? | 2022-23 Upper Elem Teacher | Hire |  |
| Mary Dean | D12? | 2022-23 Upper Elem Teacher | Hire |  |
| Rhonda Williamson | AC | Aftercare Staff | Stipend |  |
| Shenes Ray | AC | Aftercare Staff | Increase |  |

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

**Consent Item – Enter Closed Session**

At 8:01p, Elizabeth Uzzell moved to enter closed session to discuss grievance or complaint 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 | X |  |  |  | Wallace Lewis |  |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton |  |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill |  |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu | X |  |  |

**Consent Item – Return to Open Session**

At 8:43p, 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 | X |  |  |  | Wallace Lewis | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton |  |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill |  |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu | X |  |  |

**Consent Item – Enter Closed Session**

At 8:43p, 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 | X |  |  |  | Wallace Lewis | M |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton |  |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill |  |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu | X |  |  |

**Consent Item – Return to Open Session**

At 9:13p, 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 | X |  |  |  | Wallace Lewis | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton |  |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill |  |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu | X |  |  |

**Consent Item – Approval of Offer Package**

At 9:18p, Elizabeth Uzzell moved to approve the offer package for the executive director candidate 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 | X |  |  |  | Wallace Lewis | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton |  |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill |  |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu | X |  |  |

### 6. ADJOURNMENT

At 9:22p, Elizabeth Uzzell moved to adjourn. Approved.

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

**Attendance:**

**Josie Spreher**

**Carrie Smith**

**Cathy Constantine**

**Justin Tosco**

**Wyleen Davis**

**Chris Kang**

**Deandrea Thomas-Young**

**Holly Abdallah**

**Jennifer Wisselink**

**JoAnne Amazan**

**Julie Hughes**

**Kyle Munn**

**Laura Chintapalli**

**Maureen Capillo**

**Mickaella Guarascio**

**Stephanie Deming**

**Todd Fisher**