## LHU Board of Directors Regular Meeting

**November 16, 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 6:32pm

##### 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 | X |  | Elizabeth Uzzell | X |
| Leslie Hamilton | X |  | Chris Morton | X |  | Robert Wolfe | X |
| Ryan Hill | X |  | Rachel Richardson | X \* |  | Lan Zhu | X |

*\* Joined at 7:40pm*

##### 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.”*

#### Native Land Acknowledgement

*“The LHU Board recognizes that Sterling Montessori sits on the ancestral land of the Tuscarora, Lumbee and Occaneechi Band of the Saponi Tribes. As we strive to become better stewards of the environment, we also strive to provide a more equitable and culturally responsive environment for all students, but especially Black and indigenous students of color.”*

#### Agenda Items:

*Including any related consent agenda items or discussion items added to agenda prior to consent vote.*

* Director term renewals - Robert Wolfe and Rachel Richardson
* Nomination of Jessi Fasola to join the Board of Directors
* Rescheduling of March 2023 Board meeting
* March/October Annual Board Retreat
* AMS Conference
* Sterling Board Visits - Ambassador Tours
* Closed session: 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 Agenda**

At 6:36p, Elizabeth Uzzell moved to approve the agenda. 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 | 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.*

#### Executive Director’s Report – Maureen Capillo

* Lower Elementary field trip to a train museum; upper elementary field trip to the symphony
* Parent education program - Children’s House, successful night with a great parent turnout (100 participants)
* Meet the ED events - will do by grade level in the Spring

#### Finance Committee Report - Kim Elliott

* Charitable giving - currently partnering with the Carying Place
  + Adding 2 additional organizations - OBST and the
  + Discussion around making charity commitments on 3-year basis
  + 3% to the 3 organizations
* 2022-2023 Budget is on track
* Audit - waiting for the final audit report
  + Finance committee also recommends changing audit firms and will plan to meet with 2 firms, get quotes and make a decision

#### DEI Committee Report - Kim Elliott

* Peaceful Schools NC is Sterling’s DEI consultant. They will do a PD day in January
* FAQs document is near completion

#### Strategic Planning Committee Report - Ryan Hill

* Anticipate a committee meeting in January/February in preparation for the Spring Board Retreat

#### Communications Committee Report - Leslie Hamilton

* Has not met since last board meeting; next meeting in December

#### Development Committee Report – Robert Wolfe

* Has not met since last board meeting
* Day of Giving is November 29 - email to Sterling community will be sent out
  + Currently 25% of the staff have participated in the annual fund

#### Outdoor Play and Learning Space Committee Report - Robert Wolfe

* Has not met since last board meeting

#### Governance Committee - Chris Morton

* New LHU board candidate - has prior board experience and background in fundraising. Governance committee would like to nominate Jessi Fasola to the LHU board (to be voted on later in this meeting).

#### Technology Committee Report - Chris Morton

* Netsmart Update
  + Implemented new service request process for Directors, Operations and Administration
  + Inventoried all Chromebook, MAC and Windows workstations
  + Worked on addressing technology pain points around campus
    - Reconfigured outdoor WiFi to increase carpool coverage
    - Establishing new training for anti-phishing training
    - Donated iPhone for staff campus use
  + Provided on-site support for all testing days
  + New walkie-talkies are rolling out in December
  + Selected TEAMS for teacher/parent conferences instead of ZOOM

#### Policy Committee Report - Kevin Hughes

* Did not formally meet this month
* Will look to reschedule the monthly policy meeting time
* Also looking to schedule a full working day for policy committee (likely on a Saturday)

#### PFSA Report

* Working on the teacher’s favorite things list (for holiday giving)
* Class chair committee for classroom parent chairs to meet
* Yearbooks are now on sale

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

*The Board Secretary will record names of speakers with a brief 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.*

* Jon Wallace - Sterling’s printing partner; here to answer any questions/address any concerns around printing needs
* Tim Martin - boys have been here 7-8 years at Sterling, great teachers and community, concerns around climate change, we are in a climate emergency, concerned around the future of the environment for our children, have some ideas/potential actions to suggest to the community; documentary/viewing suggestions around climate change (to email LHU President email)

### 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 Consent Agenda Items.

* [October 2022 Regular Meeting Minutes](https://docs.google.com/document/d/1Ux2V72E6K2A1AQ1ScdS7GjPklcpOnn7rKat--p7d-4M/edit)

At 7:41p 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 | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson |  |  | X |  | Lan Zhu | X |  |  |

### 4. DISCUSSION ITEMS

* Director term renewals - Robert Wolfe and Rachel Richardson
* Nomination of Jessi Fasola to join the Board of Directors
* Rescheduling of March 2023 Board meeting
  + Proposing to move from March 15, 2023 to March 22, 2023
* March/October Annual Board Retreat
  + Half day Friday and full day Saturday or full day Sunday + half day Monday
  + Also discussed doing a mixer on a separate night
  + Discussed inviting consultants to the retreat (around being on a Board)
* AMS Conference
  + Extension of invitation to the Board to attend the upcoming AMS Conference in March 2023
* Sterling Board Visits - Ambassador Tours
  + 2 board members have already done the tour; wonderful glimpse into the classrooms and student ambassador/hosts were welcoming and knowledgeable

### 5. APPROVAL OF DISCUSSION ITEMS

**Election of Directors  
  
Board Member**

At 7:43p, Elizabeth Uzzell moved to nominate and elect Robert Wolfe as Board Member of the LHU Board of Directors for November 2022 to November 2025. 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 | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

**Board Member**

At 7:44p, Elizabeth Uzzell moved to nominate and elect Rachel Richardson as Board Member of the LHU Board of Directors for November 2022 to November 2025. 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 | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

**Board Member**

At 7:45p, Elizabeth Uzzell moved to nominate and elect Jessi Fasola as Board Member of the LHU Board of Directors for November 2022 to November 2025. 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 | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

### 6. CLOSED SESSION

**Enter Closed Session**

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)].

At 8:09p, Elizabeth Uzzell moved to enter closed session 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 | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

**Return to Open Session**

At 8:20p, 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 |  |  |  | Jessi Fasola | X |  |  |
| Kim Elliott | X |  |  |  | Wallace Lewis | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | X |  |  |  | Chris Morton | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

### 7. APPROVAL OF CONSENT ITEMS

**Consent Item – Approval of Hires**

At 8:23p, Elizabeth Uzzell moved to approve the personnel changes as noted below and discussed in closed session. Approved

| **Full Name** | **Classroom/Section** | **Position (Year)** | **Action / Change** | **Note** |
| --- | --- | --- | --- | --- |
| Katsuri Sahu | Aftercare | Aftercare staff | Hire |  |
| Brett Kempler | Aftercare | Aftercare staff | Hire |  |

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

### 8. ADJOURNMENT

At 8:24p, Elizabeth Uzzell moved to adjourn. Approved

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

**Attendance:**