## LHU Board of Directors Regular Meeting

**December 14, 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 |  | Jessi Fasola | x |
| Kim Elliott | x |  | Wallace Lewis | x |  | Elizabeth Uzzell | x |
| Leslie Hamilton | x |  | Chris Morton | x |  | Robert Wolfe | X\* |
| Ryan Hill | x |  | Rachel Richardson |  |  | Lan Zhu |  |

*\*joined at 7:43p*

##### 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.*

* Guest Presentation, Bobbi MacDonald and Sam Chaltain
* Board Retreat Date Confirmation
* Board Director Resignation for Wallace Lewis
* Engagement with Board Consultants

**Approval of Agenda**

At 6:35p, 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 |  |  |  | Jessi Fasola | x |  |  |
| Kim Elliott | x |  |  |  | Wallace Lewis | x |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | x |  |  |  | Chris Morton | x |  |  |  | Robert Wolfe |  |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu |  |  |  |

### 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

* Review of Report
* School Committees met (Hospitality, Social Gatherings, ILT and AMS)
* Exploring Evaluation systems (180 / 360 style and cadence of those reviews)
* AMS Accreditation committee is going back to their teams to discuss a proposed timing of submission. Three time tables up for discussion. Hope to make a decision by next month.
* Increased staff participation on DEI and Communications board committees
* Confirmed with the middle school board tours. Maureen asked the board to email [boardtours@sterlingmontessori.org](mailto:boardtours@sterlingmontessori.org) if they have not toured yet.
* Calendar update - there’s going to be a soft email to parents that it is still in the works. Most items are staying the same. Most of the hold up is confirming two additional professional development days and alignment with the AMS conference dates.
* Board Committee review for timing for new schedule for 2023.
* Start recording actual rosters for board committees so we know who is committed to showing up.
* Maureen Introduced Wendy Peele as our part time communications manager.
  + Wendy introduced herself.
* Development overview discussion
* Consider volunteer commitment from parents - is this something we can explore? Some form of it was in the original bylaws
* *\*\*Stephanie Demming and Wendy Peele departed meeting.*
* Discussion on digitizing field trip forms and legal nature of permission slips

#### Finance Committee Report - Kim Elliott

#### Debt coverage looks good.

#### Still await the audit, it’s in the works

#### Moving accounts to PNC in the next couple of months

#### DEI Committee Report - Kim Elliott

* Had student representative attended
* FAQ document in the works, expected to be finalized for the February Board meeting

#### Strategic Planning Committee Report - Ryan Hill

* Meeting second Monday of January

#### Communications Committee Report - Leslie Hamilton

* Wendy will be taking over the weekly messaging
* Leading room parents
* Expression of wanting a space for room parents to have a space to connect more.
* COVID updates will remain in weekly message for now, to be revisited next year
* Community surveys - three surveys going out this year.
  + January 9th - Leadership Transition Survey
  + February 6th - Staff Survey
  + March - Parent Survey
* Community Education
  + Staff leading
  + Coffee chats or meet and greets
  + Optional parent informational sessions considered for February and March

#### Development Committee Report –

* No report

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

* Has not met since last board meeting

#### Governance Committee - Chris Morton

* Recruiting new board members and needing a technology
* Chris’ board term ends in June and would like to begin having someone in place to take over Chris’ committees
* Expectations of committee members and have Governance Committee revisit self evaluations.
* Send out final Yes/No poll for 3/12 - 3/13 dates for Board Retreat (Ryan to send out)

#### Technology Committee Report - Chris Morton

* No Meeting this month

#### Policy Committee Report - Kevin Hughes

* Discussion on having a distinct Title IX policy separate from other policies
* This is the best practice to have it separate and post it publicly and has the process specifically outlined.
* If this is finalized in January then it will be brought back to board after final with the committee.
* Additional policies to be addressed at the policy committee retreat
* Invitation extended to the Policy committee for retreat on January 28, 2023.

#### PFSA Report

* No Report (details in Executive Director’s Report)

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.*

* *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 Consent Agenda Items.

* [Approval of November 2022 Regular Meeting Minutes](https://docs.google.com/document/d/1wOUAOxt1sWDVbe_nZR1BJVYzzgSMp_ayEj-qT3jC1Eg/edit?usp=share_link)

At 7:42p 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 |  |  |  | Jessi Fasola | x |  |  |
| Kim Elliott | x |  |  |  | Wallace Lewis | x |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | x |  |  |  | Chris Morton | x |  |  |  | Robert Wolfe |  |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu |  |  |  |

### 4. DISCUSSION ITEMS

* Guest Presentation, Bobbi MacDonald and Sam Chaltain
  + Maureen gave introductions and background information.
  + Bobbi MacDonald spoke and talked about her background in Baltimore charter schools. She spoke of work and how she connected with Sam Chaltain on the work to bring boards and their work together with communities. To see the possibilities of dedication and how to make things happen.
  + Love sterling to have some space where people can gather, alot of what it seems that the staff have gathering space. Try to meet in the Middle school classroom. This has not happened with very much regulation because there isn’t a space. Eventually there is likely to be a challenge with staff and parents without a pointed gathering space.
  + They came to mind because they have coached Maureen through prior leadership challenges. Bobbi and Sam are very good at bringing community around the conversations that impact vision.
  + Kevin: What are we asking Sam and Bobbi to do?
    - Maureen would like for them to be part of our development of the next strategic plan.
  + We have a strategic plan that is expiring and we want to have consultants to help us imagine and develop our next iteration.
* Board Retreat Date Confirmation
  + Confirmed dates for 3/12-3/13, Ryan to send a final confirmation of attendance.
* Board Director Resignation for Wallace Lewis
* Engagement with Board Consultants
  + Going to Strategic Planning Committee

### 5. 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 8:14p, Elizabeth Uzzell moved to go into closed session. 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 |  |  |  |  | Lan Zhu |  |  |  |

**Return to Open Session**

At 8:24p, Elizabeth Uzzell moved back into open session. Approved

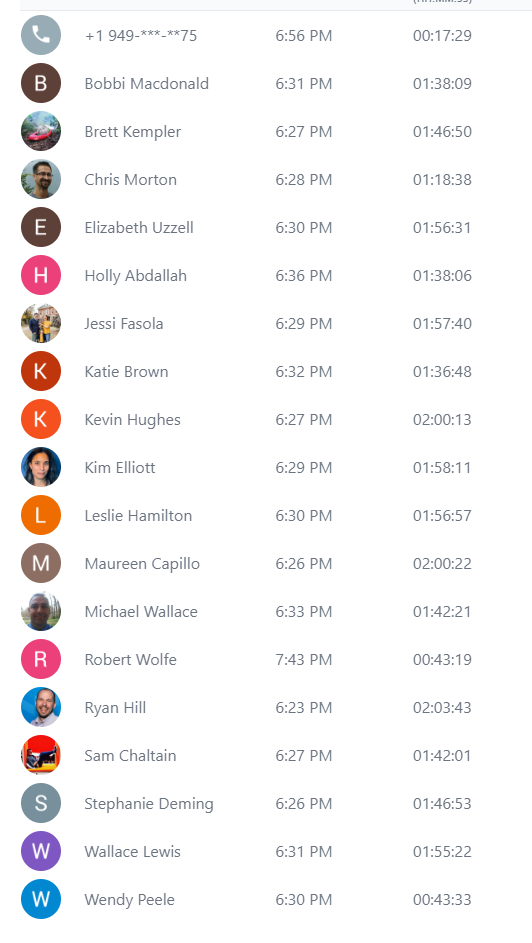
| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  |  |  | Kevin Hughes | x |  |  |  | Jessi Fasola | x |  |  |
|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

### 6. ADJOURNMENT

At 8:25p, 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 |  |  |  |  | Lan Zhu |  |  |  |

**Attendance:**

****