## LHU Board of Directors Regular Meeting

**March 23, 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 |

##### 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

*“LHU Board members acknowledge their duty to avoid conflicts of interest and appearances of conflicts of interest. At this time, we ask all board members if they know of any conflict of interest or any appearance of conflict with respect to any matters coming before them during this meeting to please make a statement to be recorded in the minutes. In addition, if, during the meeting members become aware of an actual or apparent conflict of interest, please bring the matter to the attention of the Chair. It is up to each board member to exercise their duty to abstain from participating in discussion and from voting on such matters.”*

#### Additions to the Agenda

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

* *Approval of Hires, Business Manager and Children’s House Assistant*
* *Closed session for Personnel Discussions and Legal Brief per NCGS.*
* *Discuss NLI Proposal and next steps*
* *Approval of personnel changes*
* *Cancellation of hire*

**Consent Item – Approval of Agenda**

At 6:37p, Elizabeth Uzzell moved to approve agenda with additions discussed. Leslie Hamilton 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 | x |  |  |  | Wallace Lewis | x |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | 2 |  |  |  | Chris Morton | x |  |  |  | Robert Wolfe | x |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson | x |  |  |  | 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

* Have not met since last board meeting
* Garden Day and International Festival.
* March 10th Teacher appreciation breakfast brought in
* Garden Day is Friday, Mar 25, 2022
* International Festival Saturday, Apr 2, 2022
  + Mayor will be attending
  + Permit finalized for the event
* Movie night - Apr 22, 2022
  + Will be appropriate for all levels.
* Teacher Appreciation Week of May 2, 2022
  + Schedule not finalized yet.
  + PFSA invited LHU Board to participate
  + Parent volunteer has offered Yoga class(es) to be considered in the planning.

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

* Long Term Substitute began shadowing MS Math and Art this week
* CO2 levels tested
  + Todd Fisher presented
  + We know that there is not a safety issue. 5000ppm per OSHA
  + Our current readings are between 1000ppm and 1500ppm. NC as a school requires us to be under 1000 when we are at max kids per classroom.
    - Looking into solutions to accomplish this and iWave ionizer as a possible solution.
* Professional Development: Continuation of level curricular studies, all school staff meeting on new COVID protocols, AMS Conference
* Interviews continue

#### Finance Committee Report - Kim Elliott

* Met Tuesday Mar 8, 2022
* In April meeting with policy for the Administration Payscale for review
* Personnel items to discuss in closed
* Surplus has not changed

Development Committee Report – Robert Wolfe

* Met Tuesday Mar 8, 2022
* NLI Next Actions
* Todd Fisher stated he’s receiving information from the Airport Blvd. expansion subcontractor and we expect an offer for the property that they will be “taking over”. Todd will forward plans when he receives them.

#### Strategic Planning Committee Report - Ryan Hill

* Did not Meet, given Search Priority moved next meeting to April.

#### Policy Committee Report - Kari Schwab

* Athletics Policy - unable to start soccer program in the 2022-23 school year and postpone creation of policy.
* Per DPI, we need to add Tobacco policy to parent handbook that will need to be voted on.
* Discussed creation of new policy for
* Update to policy on

#### DEI Committee Report - Kim Elliott

* Discussed MEAC-Equity Audit and expect to have that in April
* Agreed to write and present a 1, 3 and 5 year plan

#### Search Committee Report - Katie Brown

* Job Posting went live near Mar 1, 2022. It was also posted on many job boards.
* Received about 50 applications - many were incomplete and 13 complete application packets and met requirements of a job.
* Using Spark Hire to receive answers to five questions and will be able to share those with the committee to rate candidates and then move to live virtual interviews.
* Now that we are in the interview process, checking in with Josie for her involvement in process.
* Overview of Spark Hire tool.
  + Five questions asked of the candidates
* Elizabeth asked at what point does the full board get involved.
  + Potentially one board member as part of the process
  + Option to share recordings for initial screening and live interviews.
  + In the past, the board was kept updated but not full board.
  + Search committee will keep the board updated through the process.
  + Leslie - the board can be involved in the interview panel that is being planned.
  + Kevin asked about candidates and those meeting requirements.
* Discussion on the best ways for the candidate to connect with the community
* Josie interested in helping provide insight on the interview process from her experience and observing it. She cautioned against an overly lengthy and redundancy in process.
* Next Meeting is Tuesday Apr 5, 2022 at 4:15p

#### Communications Committee Report - Leslie Hamilton

* Met on March 7th at 7:30am, new time and hope to get more teachers involved.
* Standing Agenda
* COVID Cases - none as of Mar 4, 2022
* Staff Survey had 58 responses
  + Kari and Leslie are going to summarize the findings
* Parent/Guardian survey will go out in April
* Focus on the goals of the committee
  + First goal - “facilitate communications between the board, staff, parents and community.”
  + Possible improvements discussed.

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

* Met and proposal presented for board approval
* Airport Blvd. expansion’s impact on the NLI proposal.
* Kevin presented another potential vendor to be considered for a second proposal for comparison.
* Robert will schedule a meeting for any interest from teachers, parents and administration for feedback.
* No action items tonight
* Will be scheduling the next meeting

#### Governance Committee - [Chris Morton](mailto:chris.morton@lhuf.org)

* Thank Tiffany Threatt for interest and not looking to fill a spot right now and we won’t be moving forward right now.
* New conflict of interest statement at the beginning of board meetings. This is a best practice, we are required to keep a document on file.
* Next items is to take the forms and make those electronic to make it an easy way to confirm that this is done annually.
* Discussed what stays in open session and what should be in closed session. We were encouraged to take personnel hiring discussions in closed sessions with voting back in open session.
* Chris provided a summary of his discussions with Dave Mechado on proper minutes and improvements being recommended.
* Chris asks the committee chairs to update their sections of the LHU Handbook and also make a list of directors who are officially part of the committee, keep appropriate minutes. We should maintain the board members that are part of each committee.
* A few formal things that we should add to committee minutes. Additionally we should record a motion in committee minutes and document vote/agreement within committee minutes.
* Elizabeth reiterated committee chairs to discuss the items requested in Governance report.

#### Technology Committee Report - Chris Morton

* Met in conjunction with Communications
* There are some new requirements from the state regarding assessments that will cost more.
* Current budget $65k

Kim Elliott - Noted that Elizabeth’s mother, Andrea Faurot, has applied for the Executive Director position and Elizabeth will not participate in any actions, opinions, discussion or influence in the process of interviewing due to her candidacy.

#### 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 Consent Agenda Items.

#### Update to Tobacco Use Policy - Policy 4.5 to Parent Handbook

* Removal of COVID FFCRA information from Policy 13 and 14 in Employee handbook as no longer applicable.
* Employee Handbook update to Policy 3.1.a.1 updating last sentence.
* [March 4, 2022 Special Meeting Minutes](https://docs.google.com/document/u/0/d/1y8c02l5LIqzzLzoCUvUfVXZBD9UM2fXFmJE9frLYeSY/edit)
* [February 16, 2022 Regular Meeting Minutes](https://docs.google.com/document/d/1mTvES6gUvSdLAXHd5j-04AKEe57-mBz6wOObpTs_nL4/edit?usp=sharing)

At 8:51p 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

* No additional discussion items

### 5. CLOSED SESSION

#### Closed Session is requested by Elizabeth Uzzell

To prevent the disclosure of privileged or confidential information that is protected [N.C.G.S. § 143-318.11(a)(1)

**Enter Closed Session**

To prevent the disclosure of privileged or confidential information that is protected [N.C.G.S. § 143-318.11(a)(1)

At 8:53p, Elizabeth Uzzell moved to enter closed session for privilege and confidendial per NCGS [N.C.G.S. § 143-318.11(a)(1). 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 9:24p, 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 | x |  |  |  | Robert Wolfe | x |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson | x |  |  |  | Lan Zhu | x |  |  |

#### Closed Session is requested by Elizabeth Uzzell

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 9:25p, 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 | 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 10:08p, 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 | x |  |  |  | Robert Wolfe | x |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson | x |  |  |  | Lan Zhu | x |  |  |

**Consent Item – Approval of Hires**

At 10:10p, Elizabeth Uzzell moved to approve personnel changes outlined below. Approved

| **Full Name** | **Department/Section**  **(Classroom)** | **Position (Year/Step)** | **Action / Change** | **Note** |
| --- | --- | --- | --- | --- |
| JoAnne Amazan | Administration | Business Manager  Manager / 3 | Hire |  |
| Rudra Vyas | Children's House A2 | Assistant / 2 | Hire |  |
| Wyleen Davis | Administration | Manager / 22 | Step Correction |  |
| Mike Blouin | Lower Elem | Assistant | Stipend |  |
| Susan Macaulay | Lower Elem | Assistant | Stipend |  |
| Pam Narayana | Art |  | Stipend |  |
| Denise Tucker | Art |  | Stipend |  |
| Wyleen Davis | Administration |  | Stipend |  |
| Stephanie Deming | Administration |  | Stipend |  |
| Rebecca Peterson | Children's House |  | Stipend |  |

| **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 10:08p, 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 | x |  |  |  | Robert Wolfe | x |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson | x |  |  |  | Lan Zhu | x |  |  |

**Return to Open Session**

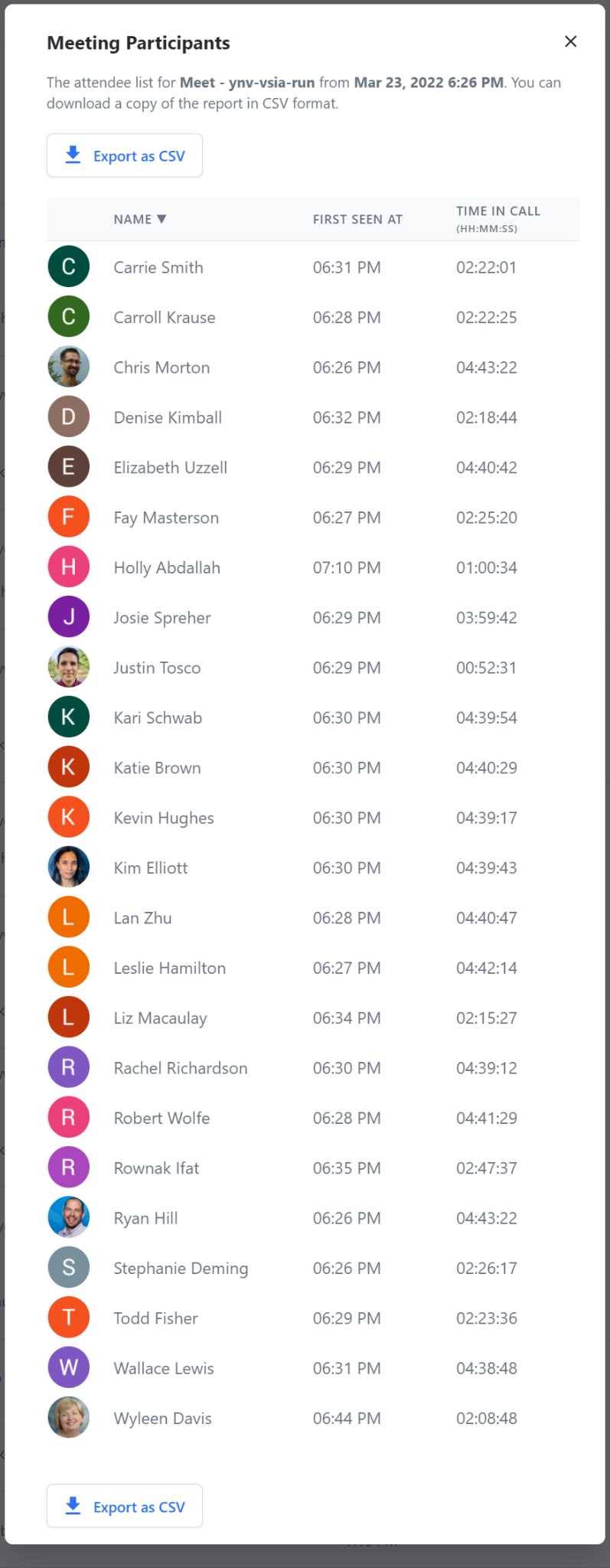
At 11:09p, Elizabeth Uzzell moved to return to the open session. No action taken. Approved

| **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 | x |  |  |  | Robert Wolfe | x |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson | x |  |  |  | Lan Zhu | x |  |  |

### 6. ADJOURNMENT

At 11:09p, Kevin Hughes 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 | x |  |  |  | Robert Wolfe | x |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson | x |  |  |  | Lan Zhu | x |  |  |

**Attendance:   
  
**