## LHU Board of Directors Regular Meeting

**October 19, 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 6:31pm

##### 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 6:38pm*

*\*\* Joined at 7:36pm*

##### 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.*

* Board Retreat Debrief
* Approval of hire and personnel related matters per NCGS: 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 6:33p, 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 |  |  |  |  | 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

* Middle School Camping Trip
  + 2 days / 1 night trip
* ED is visiting all the classrooms to meet the children
* Committee Structure is pushed out for AMS Accreditation
  + Need Board representation for the AMS Accreditation committee
* Development
  + Garden Day - $1,000 raised
  + Charleston Wrap - $6,100 raised / $10,000 was the goal
  + Day of Giving - Tuesday after Thanksgiving; more information to come
  + Restaurant Fundraiser upcoming
* Administration
  + Reviewing process for Pre-K enrollment for 2023-2024, launching in early November
    - Finance committee to review tuition increase policy, to take back to Board for full approval
* Request for special December Board Meeting for 12/14/22 to approve 2023-2024 school calendar

#### Finance Committee Report - Kim Elliott

* Discussed bond refinancing - not due until 2027 but exploring other options in anticipation
* Reviewed budget
  + ADM is 615 for 2022-2023 school year; have 621 in attendance
  + Budget to meet the 1.05x debt service coverage ratio requirement is tight (required as part of the issued Bond)
    - 88 staff to 95 in recent year - staffing is the largest expense for Sterling
    - Would like to target 1.20x for budget planning purposes
    - This is the last year for anticipated COVID funds (extra revenue source)
* Finance committee is working to change auditing firms - existing firm had issues meeting deadlines

#### DEI Committee Report - Kim Elliott

* Had first meeting of the school year
* Discussed land acknowledgement (now included as part of kickoff for Board meetings)
* DEI was also covered extensively during the fall Board retreat

#### Strategic Planning Committee Report - Ryan Hill

* Has not met since last board meeting

#### Communications Committee Report - Leslie Hamilton

* Discussed leadership transition survey
  + Went out to 16 directors/admins - had some technical issues that likely led to low response rate
    - Another survey to be sent out in early 2023
* Discussed media specialist / communications manager position
  + 25 applicants total -> 6 set for second round interview
    - Roles will free up some work from NetSmart
* Discussed COVID positive policy (currently included in weekly announcement)
  + Will plan to keep policy as is for current school year; reassess for following year
* Feb/March 2023 (target) for community surveys to be sent out
* 5 new committee members
* Next steps:
  + Next meeting December 5, 2022
  + Consider Development Committee and Communications Committee to collaborate (possibly some meetings together)
    - Also consider Development Committee establish own meeting time

#### Development Committee Report – Robert Wolfe

* No updates
* Charleston Wrap covered in Executive Director’s Report (see above)

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

* Has not met since last board meeting

#### Governance Committee - Chris Morton

* Did not formally meet since last board meeting
* Have 1 interested party to join the Board - will discuss interviews at next governance committee

#### Technology Committee Report - Chris Morton

* Has not met since last board meeting

#### Policy Committee Report - Kevin Hughes

* Discussion around transportation policy - is there a need to modify? Decided no change needed
* Discussion around clubs - given this policy is going through an ongoing review - clubs are on hold for this school year
* Also discussed Title 9 protections

#### PFSA Report

* No report issued

#### 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.*

* None

### 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.

* [September 2022 Regular Meeting Minutes](https://docs.google.com/document/d/1Sh0LK0kix7zzNFe2fJMXrUT4DukKuzU5Ip8jmgNEFaE/edit)

At 7:22p 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 |  |  |  |  | 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

**Board retreat debrief**

* Held in person on Monday October 17, 2022 (9am - 5pm)
* Special thank you to Maureen and her team (Gloria - EC, Stephanie - Development, Betty - Finance/budget and Justin - DEI committee update) for their hard work and great presentations
* Rough Schedule for the day: DEI -> Budget -> EC -> Development
* Next Steps - determine time for Spring board retreat (targeting February 2023)

### 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 7:41p, 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 8:28p, 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 |  |  |

### 6. APPROVAL OF CONSENT ITEMS

**Consent Item – Approval of Hires**

At 8:30p, 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** |
| --- | --- | --- | --- | --- |
| Wendy Peele | Manager | Communications manager | Hire | Part-time (20 hours) |

| **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 |  |  |

**Approval of Personnel Action**

At 8:31p, Elizabeth Uzzell moved to approve the personnel decision 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 | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

### 7. ADJOURNMENT

At 8:33p, 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 | X |  |  |  | Robert Wolfe | X |  |  |
| Ryan Hill | X |  |  |  | Rachel Richardson | X |  |  |  | Lan Zhu | X |  |  |

**Attendance:**

| **Full Name** | **First Seen** | **Time in Call** |
| --- | --- | --- |
| **Carroll Krause** | **10/19/2022 6:30** | **1:10:43** |
| **Chris Morton** | **10/19/2022 6:30** | **2:03:50** |
| **Denise Kimball** | **10/19/2022 6:34** | **1:56:39** |
| **Elizabeth Uzzell** | **10/19/2022 6:30** | **2:03:48** |
| **Jessi Fasola** | **10/19/2022 6:30** | **1:10:20** |
| **Kari Schwab** | **10/19/2022 6:31** | **2:02:06** |
| **Katie Brown** | **10/19/2022 6:30** | **2:03:58** |
| **Kevin Hughes** | **10/19/2022 7:36** | **0:57:39** |
| **Kim Elliott** | **10/19/2022 6:33** | **2:00:59** |
| **Lan Zhu** | **10/19/2022 6:30** | **2:04:16** |
| **Leslie Hamilton** | **10/19/2022 6:30** | **2:03:54** |
| **Maureen Capillo** | **10/19/2022 6:30** | **2:04:16** |
| **Michael Wallace** | **10/19/2022 6:30** | **1:11:12** |
| **Rachel Richardson** | **10/19/2022 6:38** | **1:56:08** |
| **Robert Wolfe** | **10/19/2022 6:30** | **2:03:24** |
| **Ryan Hill** | **10/19/2022 6:30** | **2:04:11** |
| **Wallace Lewis** | **10/19/2022 6:31** | **2:03:10** |