## LHU Board of Directors Regular Meeting

**July 19, 2023 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 6:34pm

##### Quorum Present with following Board Members in Attendance:

| **Name** | **Present** |  | **Name** | **Present** |  | **Name** | **Present** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | X |  | Ryan Hill | X |  | Rachel Richardson |  |
| Kim Elliott | X |  | Kevin Hughes | X |  | Elizabeth Uzzell | X |
| Jessi Fasola | X |  | Dwayne Jones | X |  | Robert Wolfe | X |
| Leslie Hamilton | X |  | Keisha Pressley | 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

*“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.*

* Approval item - Strategic Planning consulting with 180 Studios
* Approval/discussion item - student handbook/discipline matrices
* Approval item - Chris Morton, advisory role for LHU Board
* Discussion item - annual retirement plan review
* 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 6:38p, Elizabeth Uzzell moved to approve the agenda. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | X |  |  |  | Ryan Hill | X |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | X |  |  |  | Kevin Hughes | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Jessi Fasola | X |  |  |  | Dwayne Jones | X |  |  |  | Robert Wolfe | X |  |  |
| Leslie Hamilton | X |  |  |  | Keisha Pressley | 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.*

#### Executive Director’s Report – [Maureen Capillo](mailto:mcapillo@sterlingmontessori.org)

* ED introduced Sterling’s new admin hire - Cinwain Garner
* ED covered the current enrollment numbers - focus on filling remaining 6th grade spots
  + Question about needing to increase class size in order to meet the EDM - no major changes to the count, backfilling up to 29 students
* Testing - shown significant improvement in 3rd and 4th graders between the BOG and EOG for 2022-2023
  + EOG results - 4th grade had the lowest results
    - ED reflections - vocabulary was one section that needed improvement, this should be something that can be achieved through the Montessori method
    - 80/20 split is a “good” split, school is always striving for 100% passing
  + Question - how did the 4th grade students fare compared to their EOG from 3rd grade.
    - ED - based on the data, the 4th graders did not improve from their 3rd grade EOG; deterioration continued between 3rd and 4th.
* DEI - need to update the SWOT analysis (still a work in process)
* Suspension data for 3 years (excluding the 2 COVID years) - 30 suspensions and roughly 8-9 kids
* Aftercare - communication planned to send out to parents on Monday
  + Current plan - run CH aftercare as normal with 7 staff and 75 students (3 classrooms)
  + Elementary - 4 staff to serve 1st, 2nd and 3rd grade students + siblings
    - There are 15 families who have 4th-8th graders with no younger sibling - they will get an announcement that there are no aftercare spots for them
    - Hoping to fill 3 additional spots to have a fully operational aftercare program
* Facilities
  + Wooden play structure has been completely removed. Able to salvage a portion of the larger play structure so only one portion needed to be removed
  + New refrigerators in CH delivered and installed
  + Solar panels are in process. City of Morrisville approved last Tuesday
    - Question - would construction occur during school hours?
      * ED - need to discuss further with Facilities
* Lost and Found moved to recycling area beside the kitchen

#### Communications Committee Report - [Leslie Hamilton](mailto:leslie.hamilton@lhuf.org)

* Did not meet this month

#### Finance Committee Report - [Kim Elliott](mailto:kim.elliott@lhuf.org)

* Did not meet this month. Next meeting is August 10 at 12pm

#### DEI Committee Report - [Kim Elliott](mailto:kim.elliott@lhuf.org)

* Kim presented the 1/3/5 year DEI plan. Questions welcome from Board and DEI will review and determine the right timing to post this onto the Sterling website
* AMS accreditation - added an ABAR bar (requirement) as part of the accreditation
  + Will have roughly 1 year before AMS will review the document. These documents will continue to be living documents
* Question - will we be able to respond on the impact of Sterling with implementation of DEI goals (producing real benefits to the community)
  + ED - that data hasn’t been collected intentionally in the past. Anecdotally ED has observed some race related interactions in this prior school year and the hope is that those observations decrease in number every year
  + ED - once a week in the weekly update, will include maybe an article or short update

#### Development Committee Report – [Robert Wolfe](mailto:robert.wolfe@lhuf.org)

* Had a brief meeting on July 5th
* Brainstormed ideas for 100% participation in 2023-2024
* New annual fund year began July 1 - need annual participation from Board members
* Likely some more coffee chat dates with Maureen in the fall to garner 100% family participation

#### Governance Committee - Katie Brown

* Reminder for Board members to review their contact info
* Recommend no committee meetings in August or December (except Finance and Policy will be meeting in August)
* Recommend no board meetings in August or December
* Sunday October 22 looks to be the likely date for Board fall retreat
* Recommend adding a one Saturday per month to the LHU calendar (8:30am-12:30pm) as a placeholder

#### Policy Committee Report - [Kevin Hughes](mailto:kevin.hughes@lhuf.org)

* Still tracking the progress of NC SB49. Current Sterling practice is in line with the new law.
* Minor update to the worker compensation policy in the Staff Handbook

#### Strategic Planning Committee Report - [Ryan Hill](mailto:ryan.hill@lhuf.org)

* Discussed the updated proposal from 180 Studios
* Discussed the multiple active proposals - look to do joint sessions
  + ED - working on additional announcement to make it clear the difference between these various groups (some sort of visual)
* Bringing to board approval to utilize 180 Studios (starting with October Board Offsite) - well within the budget that was approved

#### 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.

* [Approval of June 2023 Regular Meeting Minutes](https://docs.google.com/document/d/1PYEbjkW6osbi9Oqdm7n7EF5zg-VxKD8f-PvXk6w-1-g/edit)
* Approval of DEI work and support to publish DEI documents including the 1:3:5 year DEI plan, committee purpose statement, DEI Committee Foundations for Communication, DEI Mission and Vision Statements, etc.

At 8:23p Elizabeth Uzzell moved to approve Consent Agenda Items. Approved.

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | X |  |  |  | Ryan Hill | X |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | X |  |  |  | Kevin Hughes | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Jessi Fasola | X |  |  |  | Dwayne Jones | X |  |  |  | Robert Wolfe | X |  |  |
| Leslie Hamilton | X |  |  |  | Keisha Pressley | X |  |  |  | Lan Zhu | X |  |  |

### 4. DISCUSSION ITEMS

* Student handbook/discipline matrices
  + This new proposed student handbook is not replacing anything the school is currently doing.
  + Maureen feels the existing student handbook is too vague and leaves too much room for interpretation for parents/students to push back.
  + Justin - amount of time spent by admin/teachers/Maureen explaining the handbook was excessive this year. This proposed handbook leaves less for interpretation and hopefully eliminates the additional discussion
  + Question - how often would this handbook be used for Children’s House?
    - ED - we will meet the children where it is developmentally appropriate. Expectation that this would be used for grades 4 and up
    - Fay - formatting was easier to follow. Think the triangle (in existing handbook) was confusing and needed a lot of education on the tiering.
      * It’s a great tool to educate parents on what Sterling’s process is.
  + Question - language for charter school used to be exclusion vs expulsion.
    - ED - will edit and take out expulsion from the handbook
    - Exclusion - means Sterling has excluded them from Sterling and the student would go back to their base school. Sterling can’t expel a student from Wake County (for example)
  + Question - when would the student code of conduct apply?
    - ED - the measurement is whether a behavior resulted in an interruption to the school day
  + Question - for the directors, what parts of the proposed handbook that are must haves for the directors?
    - Positives: Formatting and clarity; the language is very clear that is meant to keep the bias out of the approach
  + The changes to the handbook are NOT changing the current expectations to behavior and discipline; it’s more clearly outlining those expectations
  + Teachers have also expressed wanting more clarity on when they should be stepping in, what is the expectations in their role
  + Student handbook to be further discussed in policy and approved within policy committee (August 3)
* Discussion item - annual retirement plan review
  + Reviewed once annually
  + Discussed including some faculty in this committee (ED to determine appropriate faculty representation as part of this committee)
  + Discussion that this should be part of the Finance subcommittee
  + Board has reviewed this report
* Strategic Planning consulting with 180 Studios
  + Presentation was presented to Board at a prior meeting. Link to proposal was included in the policy committee minutes

### 5. APPROVAL OF CONSENT ITEM

**Consent Item – Approval of consulting engagement with 180 Studios**

At 8:25p, Elizabeth Uzzell moved to approve 10-month consulting engagement with 180 Studios for up to $50,000 (including travel expenses). Approved.

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | X |  |  |  | Ryan Hill | X |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | X |  |  |  | Kevin Hughes | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Jessi Fasola | X |  |  |  | Dwayne Jones | X |  |  |  | Robert Wolfe | X |  |  |
| Leslie Hamilton | X |  |  |  | Keisha Pressley | 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 8:29p, Elizabeth Uzzell moved to go into closed session. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | X |  |  |  | Ryan Hill | X |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | X |  |  |  | Kevin Hughes | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Jessi Fasola | X |  |  |  | Dwayne Jones | X |  |  |  | Robert Wolfe | X |  |  |
| Leslie Hamilton | X |  |  |  | Keisha Pressley | X |  |  |  | Lan Zhu | X |  |  |

**Return to Open Session**

At 8:58p, 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 |  |  |  | Ryan Hill | X |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | X |  |  |  | Kevin Hughes | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Jessi Fasola | X |  |  |  | Dwayne Jones | X |  |  |  | Robert Wolfe | X |  |  |
| Leslie Hamilton | X |  |  |  | Keisha Pressley | X |  |  |  | Lan Zhu | X |  |  |

### 7. APPROVAL OF CONSENT ITEMS

**Consent Item – Approval of Hires**

At 8:59pm, Elizabeth Uzzell moved to approve the hire of personnel as noted below and discussed in closed session. Approved

| **Full Name** | **Classroom/Section** | **Position (Year)** | **Action / Change** | **Note** |
| --- | --- | --- | --- | --- |
| Yvonne Yates | D16/UE | Lead Guide | Hire |  |
| Jenny Blair | D20/UE | Lead Guide | Hire |  |
| Julia Lee | B6/LE | Assistant | Hire | Hire pending reference checks |
| Kaitlin Powell | LE | Floater | Hire |  |
| Jaidyn Strange | Music | Music Assistant | Hire |  |
| Chelsea Barlow | MS | MS Science | Hire |  |
| Claire Humphreys | Admin | Office Manager | Hire |  |
| Nina Kerr | EC | EC PA | Hire |  |
| Brianne Colvert | MS | EC Resource | Hire | Hire pending reference checks |
| Christine Holston | Art | Art Teacher | Hire | Hire pending reference checks |

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | X |  |  |  | Ryan Hill | X |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | X |  |  |  | Kevin Hughes |  |  | X |  | Elizabeth Uzzell | M |  |  |
| Jessi Fasola | X |  |  |  | Dwayne Jones | X |  |  |  | Robert Wolfe | X |  |  |
| Leslie Hamilton | X |  |  |  | Keisha Pressley | X |  |  |  | Lan Zhu | X |  |  |

### 8. ADJOURNMENT

At 9:01p, Elizabeth Uzzell moved to adjourn. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | X |  |  |  | Ryan Hill | X |  |  |  | Rachel Richardson |  |  |  |
| Kim Elliott | X |  |  |  | Kevin Hughes | X |  |  |  | Elizabeth Uzzell | M |  |  |
| Jessi Fasola | X |  |  |  | Dwayne Jones | X |  |  |  | Robert Wolfe | X |  |  |
| Leslie Hamilton | X |  |  |  | Keisha Pressley | X |  |  |  | Lan Zhu | X |  |  |

**Attendance:**

| **Full Name** | **First Seen** | **Time in Call** |
| --- | --- | --- |
| **A.K Miller** | **7/19/2023 18:42** | **1:41:27** |
| **Amanda Johnston** | **7/19/2023 18:41** | **1:24:35** |
| **Cinwain Garner** | **7/19/2023 18:33** | **1:36:16** |
| **Dwayne Jones** | **7/19/2023 18:29** | **2:32:18** |
| **Elizabeth Uzzell** | **7/19/2023 18:29** | **2:31:25** |
| **Fay Masterson** | **7/19/2023 19:07** | **0:30:52** |
| **Jessi Fasola** | **7/19/2023 18:33** | **2:28:08** |
| **Justin Tosco** | **7/19/2023 19:01** | **0:36:20** |
| **Katie Brown** | **7/19/2023 18:30** | **2:31:15** |
| **Keisha Pressley** | **7/19/2023 18:31** | **2:29:42** |
| **Kevin Hughes** | **7/19/2023 18:30** | **2:31:20** |
| **Kim Elliott** | **7/19/2023 18:31** | **2:29:54** |
| **Lan Zhu** | **7/19/2023 18:28** | **2:32:31** |
| **Leslie Hamilton** | **7/19/2023 18:31** | **2:29:40** |
| **Maureen Capillo** | **7/19/2023 18:33** | **2:27:45** |
| **Robert Wolfe** | **7/19/2023 18:31** | **2:30:24** |
| **Ryan Hill** | **7/19/2023 18:30** | **2:29:29** |