## LHU Board of Directors Regular Meeting

**February 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 QuorumAt 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 |  |  | Lan Zhu |  |

##### 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.”*

#### Additions to the Agenda

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

* Director of Operations Role and Job Description
* Executive Director Job Description
* Closed Session, Personnel

**Consent Item – Approval of Agenda**

At 6:33p, Elizabeth Uzzell moved to approve agenda as discussed. Wallace Lewis 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 | 2 |  |  |  | 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.*

#### PFSA Report

* Presentation by Megha Patel on the International Festival
	+ Party with Food Trucks, Passports, Maps, Itinerary
	+ 15 fun locations to visit
	+ Kids will get stamps in their passports
	+ Ask for help with Sub Committees to help with flow and responsibilities
	+ The even it planned, but needs volunteers to help make the festival a success
	+ Best way to connect for volunteering is through Parent Square volunteer signup.
* Virtual Book Fair
	+ 276 wish list books purchased
	+ $850 estimated earnings from the book fair
* Spirit Wear Purchase
* Treats for Staff this past Monday
* March is next teacher appreciation day
* Spring pictures planned for March 16th-17th

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

* Contracts update for Childrens House
* Lottery is closed for applications and will be held in March - 1350 total lottery applications
* Art Teacher, Courtney XX’s last day moved up for early maternity leave
* Consultant meetings for Inclusion continues with directors for MTSS
	+ Directors met with DPI representatives to connect on compliance issues
	+ Work clarifying the roles and responsibilities involved.
* Consultant from Peaceful Schools will help with professional development and DEI goals
* COVID protocol updates
* Mask Mandate discussion
	+ NC Strong Schools does give the option to schools.
	+ Wake County has not moved to masks optional
	+ Josie’s recommendation is that we follow Wake County’s decision. Wake County has a team informing the decision and the recommendation is based on this expertise.
	+ Ventilation in classrooms - Josie reviewed efforts done in past of improving filters and exploring best options.
	+ Clarification: Are we saying that we are linking our decision to the decision of Wake County or are there other considerations that we need to discuss now?
		- Would we put other provisions in place at the same time of masks becoming optional?
			* Specific masks (i.e.KN94, etc) Josie has looked into it and the disposable nature of the masks and cost associated is prohibitive of providing them. Per CDC and Strong schools these masks are not required but are recommended.
			* We are still required to follow Strong Schools for exposures/positive cases/quarantine/etc. These requirements stay in place whether we go mask optional or not.
			* Josie has consulted with counsel and advised to follow Strong Schools.

**Consent Item – Vote for Mask Policy**

At 7:12p, Elizabeth Uzzell moved to approve the recommendation by Josie Spreher to follow Wake County Public Schools (WCPSS) mask mandate policy decision, confirming the continuation of masks as current, if Wake County Public Schools (WCPSS) decides to make a change our decision would follow. Robert Wolfe 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 | x |  |  |  | Chris Morton | x |  |  |  | Robert Wolfe | 2 |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson |  |  |  |  | Lan Zhu | x |  |  |

#####

#### Finance Committee Report - Kim Elliott

* Current Budget included
* Approval of pay for current Sterling employees that serve as camp leads and assistants
	+ Clarification: Recommendation is that any current Sterling employees serving as camp leads and assistants will be paid at their current rate.
	+ There is a recommendation for Fees to be increased for summer camp from $45/day to $50/day.
* Director of Operations role creation

Development Committee Report – Robert Wolfe

* International Festival
* Quarterly Newsletter
* Natural Leaning Design Initiative Proposal plans to update outdoor space
	+ Recommendation is that we invite them to the next board meeting for presentation
		- Stephanie has extended the invitation and they are willing to attend for Q&A
	+ Have we considered other designers?
		- Reason we went this route is the NLI’s alignment and expertise in Montessori education.
	+ Josie is looking into ESSR funds and what can be allocated.
		- PRC money is specific
	+ We would expect a large majority of the initial costs may come from development.
	+ In the next meeting, we’ll ask for expectations on timeline, cost of phases, etc.

#### Strategic Planning Committee Report - Ryan Hill

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

#### Policy Committee Report - Kari Schwab

* Did not Meet. Next meeting is scheduled in March.
* Committee will consider adjusting the schedule of regular meetings.

#### DEI Committee Report - Kim Elliott

* Met and continued DEI Audit. Those efforts continue and expect to report updates on the audit in the March regular meeting.

#### Search Committee Report - Katie Brown

* Met twice with the first order of business to update job description for job posting.
* Worked in collaboration with Josie in the growth/evolution of the role.
	+ Looking to move this in a place for posting next week.
* Working on solidifying the interview process.
* Locations for posting discussed, specifically upcoming AMS conference.
* OCS/Dave Machado will be including the posting out to other charter schools.

#### Governance Committee Report - Chris Morton

* Reached out to OCS to confirm hiring/firing decisions.
	+ We do need to approve these actions, Chris has reached back out for further clarification so that we can consider an updated procedure going forward.
	+ Considering if this responsibility can be delegated to a board committee.
* Tiffany Threatt has presented as an interested candidate. The Candidate will be reviewed and considered in the next committee meeting.

#### Technology Committee Report - Chris Morton

* Did not meet.

#### Communication Committee Report - Leslie Hamilton

* Did not meet.
* Staff survey went out on February 14th and is be open for two weeks.

#### 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* *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 the LHUF Board Minutes from meetings listed:

* December 8, 2021, Special Meeting Minutes
* January 19th, Regular Meeting Minutes.

#### Approval of Consent Agenda Items.

At 8:17p Elizabeth Uzzell moved to approve Consent Agenda Items. Kari Schwab as second. Approved.

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  |  |  | Kevin Hughes | x |  |  |  | Kari Schwab | 2 |  |  |
| 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

* Executive Director Job Description
	+ The board does not need to approve the job description prior to the job being posted.
* Approval of Director of Operations position
	+ Is this something that we want to fill prior to filling the executive director position?
	+ Recommendation by Josie given the needs of the school currently based on her experience in the role.
	+ Two positions are increased on the pay scale with a net increase of $28,600 to the budget
		- This has been discussed in finance and is reflected in the evaluation by finance.
	+ Discussed the need for the role, understanding how the position fits organizationally and at a director level.

**Consent Item – Approval of Creation of Director of Operations position**

At 9:02p, Elizabeth Uzzell moved to approve the creation of the Director of Operations position. 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 |  |  |

**Consent Item – Approval of hire for Director of Operations**

At 9:05p, Kim Elliott moved to approve the hire of Denise Kimball as Director of Operations at director payscale step 5. Elizabeth Uzzell 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 | M |  |  |  | Wallace Lewis | x |  |  |  | Elizabeth Uzzell | 2 |  |  |
| Leslie Hamilton | x |  |  |  | Chris Morton | x |  |  |  | Robert Wolfe | x |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson | x |  |  |  | Lan Zhu | x |  |  |

 **Consent Item – Approval of hire of Data Manager**

At 9:09p, Kim Elliott moved to approve the hire of Deborah Mitchell as Data Manager at Manager payscale step 21. Elizabeth Uzzell 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 | M |  |  |  | Wallace Lewis | x |  |  |  | Elizabeth Uzzell | 2 |  |  |
| Leslie Hamilton | x |  |  |  | Chris Morton | x |  |  |  | Robert Wolfe | x |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson | x |  |  |  | Lan Zhu | x |  |  |

* Approval of pay rate for current Sterling Employees serving as camp leads and assistants to be paid at their current rate.

**Consent Item – Approval of pay for camp leads and assistants**

At 9:14p, Elizabeth Uzzell moved to approve the pay rate for camp leads and assistants to be paid at their contracted or work agreement pay rate. Kevin Hughes as a second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  |  |  | Kevin Hughes | 2 |  |  |  | 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 increase of camp fee**

At 9:16p, Elizabeth Uzzell moved to approve the increase of the camp daily rate from $45/day to $50/day for all camps starting with Summer camp 2022. Aftercare rate to remain the same. Kim Elliott 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 | 2 |  |  |  | Wallace Lewis | x |  |  |  | Elizabeth Uzzell | M |  |  |
| Leslie Hamilton | x |  |  |  | Chris Morton | x |  |  |  | Robert Wolfe | x |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson | x |  |  |  | Lan Zhu | x |  |  |

### 5. CLOSED SESSION

#### 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)]
 **Consent Item – Enter Closed Session**

At 9:19p, Elizabeth Uzzell moved to enter closed session for personnel discussions per NCGS [N.C.G.S. § 143-318.11(a)(6)]. 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 |  |  |

**Consent Item – Return to Open Session**

At 10:58p, Elizabeth Uzzell moved to return to open session. No action taken. Chris 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 | x |  |  |  | Chris Morton | 2 |  |  |  | Robert Wolfe | x |  |  |
| Ryan Hill | x |  |  |  | Rachel Richardson | x |  |  |  | Lan Zhu | x |  |  |

### 6. ADJOURNMENT

At 11:00p, Elizabeth Uzzell moved to adjourn. Kevin Hughes as a second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  |  |  | Kevin Hughes | 2 |  |  |  | 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:
**