## LHU Board of Directors Regular Meeting

**January 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 QuorumAt 6:34pm

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

| **Name** | **Present** |  | **Name** | **Present** |  | **Name** | **Present** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  | Kim Elliott | x |  | Ryan Hill  | x |
| Leslie Hamilton |  |  | Wallace Lewis | x |  | Chris Morton | x |
| Rachel Richardson |  |  | Kari Schwab | x |  | Elizabeth Uzzell | x |
| Robert Wolfe  | x |  | 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.*

* *Creation of Search Committee*

**Consent Item – Approval of Agenda**

At 6:38p, Elizabeth Uzzell moved to approve agenda as discussed. Kim Elliott as a second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  |  |  | Kim Elliott  | 2 |  |  |  | Ryan Hill | x |  |  |
| Leslie Hamilton  |  |  |  |  | Wallace Lewis | x |  |  |  | Chris Morton | x |  |  |
| Rachel Richardson |  |  |  |  | Kari Schwab | x |  |  |  | Elizabeth Uzzell  | M |  |  |
| Robert Wolfe  | 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

* Book fair going completely virtual
* Spring garden day
* Hannah Pooley, Student Council report presented.
	+ Introduction of representatives
	+ Work done by student council
		- work with Carying Place
		- Donations to Note in the Pocket
		- Brainstorming even more ideas

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

* Review of report
* COVID cases
	+ Tracking all cases and watching number of cases in classroom
	+ Cluster is 5 or more students in a 14 day period with evidence of all connected.
		- This is guidance by NCDHHS
		- If there is a cluster then there would be the need to close down that classroom.
		- Middle school explanation, contact tracing method within pods
		- Not reached five or more from one pod.
		- Tracking document includes a series of questions with parents and teachers to follow contact tracing.

#### Finance Committee Report – Kim ElliottCurrent Budget

* Salary adjustments approved and going forward into January pay, it is retroactive.
* We will be approving the 990 Tax Return this evening.

Development Committee Report – Robert Wolfe
Continued work with Natural Learning and Design Initiative

* Scope of work has arrived and is pending review.
* Quarterly newsletter upcoming

#### Strategic Planning Committee Report – Ryan Hill Did not meet.

Governance Committee Report – Chris Morton
New agenda and meeting format
Opening up board handbook for additional changes as we go forward
Two recommendations presented for discussion items

* Creation of ad-hoc Building and Grounds committee
* Fill seat vacated by Steve Mansbery
* Recommend nomination for Kevin Hughes as board director

#### Policy Committee Report – Kari SchwabMet in DecemberPolicies updated in December 8th meetingUpdates to Field trip assistance form

#### DEI Committee Report – Kim Elliott- Equity audit has started- Overview of intent and expected result of equity audit- Developed by MAEC for deep dive in three categories

* Answered as a team to identify where we are on a spectrum.
* Expected to identify strengths and weaknesses in these areas.
* More information on equity audits provided by Elizabeth Uzzell: <https://www.idra.org/resource-center/using-equity-audits-to-assess-and-address-opportunity-gaps-across-education/>
* Timing: Have everyone on the committee go through it individually and come back together to collaborate on results.
* Question on representation from different levels, may need to find help from areas.

#### Communications Committee Report – Kari SchwabReviewed and updated staff surveyAdding question for COVID related stressExpected to go out in February and remain open for about two weeks. Meetings are now starting at 7:30 to support participation.

#### Technology Committee Report – Chris MortonMet in December, meet a few times per yearNo recommendationsGetting handle on technology challenges (e.g. printers, licensing costs)Tech budget is well managed.

#### 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:

* November Regular Meeting
* January 10, 2022 Special Meeting
* January 12, 2022 Special Meeting.

#### Approval – Laura Holland Uzzell Foundation Form 990 Tax Return for 2020

Recommendation: Kim Elliott, Treasurer and Finance committee recommend final approval.

#### Approval of Consent Agenda Items.

At 7:31p Elizabeth Uzzell moved to approve Consent Agenda Items. Chris Morton as second. Approved.

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  |  |  | Kim Elliott  | x |  |  |  | Ryan Hill | x |  |  |
| Leslie Hamilton  |  |  |  |  | Wallace Lewis | x |  |  |  | Chris Morton | 2 |  |  |
| Rachel Richardson | x |  |  |  | Kari Schwab | x |  |  |  | Elizabeth Uzzell  | M |  |  |
| Robert Wolfe  | x |  |  |  | Lan Zhu | x |  |  |  |  |  |  |  |

### 4. DISCUSSION ITEMS

* **Creation of ad-hoc Building and Grounds Committee:** Governance Committee, at the request of ED, recommends forming an ad-hoc Building and Grounds Committee to make recommendations and aid the school in a multi-year redesign of outdoor spaces. Informal call for nominations to chair this committee.

**Consent Item – Approval of Building and Grounds Committee with Chair**

At 7:34p, Elizabeth Uzzell moved to approve the creation of an ad-hoc Building and Grounds Committee with Robert Wolfe as chair. Kari Schwab as a second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  |  |  | Kim Elliott  | x |  |  |  | Ryan Hill | x |  |  |
| Leslie Hamilton  |  |  |  |  | Wallace Lewis | x |  |  |  | Chris Morton | x |  |  |
| Rachel Richardson | x |  |  |  | Kari Schwab | 2 |  |  |  | Elizabeth Uzzell  | M |  |  |
| Robert Wolfe  | x |  |  |  | Lan Zhu | x |  |  |  |  |  |  |  |

* **Election of Board Director:** Election of a new director to fill the seat vacated by Steve Mansbery: Governance committee recommends nominating Kevin Hughes (legal experience, for-profit board experience).

**Consent Item – Election of Board Director**

At 7:39p, Elizabeth Uzzell moved to elect Kevin Hughes as LHU Board Director. Chris Morton as a second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  |  |  | Kim Elliott  | x |  |  |  | Ryan Hill | x |  |  |
| Leslie Hamilton  |  |  |  |  | Wallace Lewis | x |  |  |  | Chris Morton | 2 |  |  |
| Rachel Richardson | x |  |  |  | Kari Schwab | x |  |  |  | Elizabeth Uzzell  | M |  |  |
| Robert Wolfe  | x |  |  |  | Lan Zhu | x |  |  |  |  |  |  |  |

* **Creation of Search Committee**- Expecting to review and define the process, desired skillsets, appropriate salary, etc.

**Consent Item – Creation of the Executive Director Search Committee**

At 8:01p, Elizabeth Uzzell moved to create the Executive Director Search Committee with co-chairs to be determined. Kim Elliott as second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  |  |  | Kim Elliott  | 2 |  |  |  | Ryan Hill | x |  |  |
| Leslie Hamilton  |  |  |  |  | Wallace Lewis | x |  |  |  | Chris Morton | x |  |  |
| Rachel Richardson | x |  |  |  | Kari Schwab | x |  |  |  | Elizabeth Uzzell  | M |  |  |
| Robert Wolfe  | x |  |  |  | Lan Zhu | x |  |  |  | Kevin Hughes | 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 8:02p, Elizabeth Uzzell moved to enter closed session for personnel discussions per NCGS [N.C.G.S. § 143-318.11(a)(6)]. Kari Schwab as a second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  |  |  | Kim Elliott  | x |  |  |  | Ryan Hill | x |  |  |
| Leslie Hamilton  |  |  |  |  | Wallace Lewis | x |  |  |  | Chris Morton | x |  |  |
| Rachel Richardson | x |  |  |  | Kari Schwab | 2 |  |  |  | Elizabeth Uzzell  | M |  |  |
| Robert Wolfe  | x |  |  |  | Lan Zhu | x |  |  |  | Kevin Hughes | x |  |  |

**Consent Item – Return to Open Session**

At 9:11p, Elizabeth Uzzell moved to return to open session. No action taken. Wallace Lewis as a second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  |  |  | Kim Elliott  | x |  |  |  | Ryan Hill | x |  |  |
| Leslie Hamilton  |  |  |  |  | Wallace Lewis | 2 |  |  |  | Chris Morton | x |  |  |
| Rachel Richardson | x |  |  |  | Kari Schwab | x |  |  |  | Elizabeth Uzzell  | M |  |  |
| Robert Wolfe  | x |  |  |  | Lan Zhu | x |  |  |  | Kevin Hughes | x |  |  |

**Consent Item – Approval of Action Recommended during Closed**

At 9:13p, Elizabeth Uzzell moved to approve full authority of Executive Director, Josie Spreher, to take employment action for personnel issues discussed in closed session immediately preceding. Wallace Lewis as a second. Approved

| **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |  | **Name** | **Aye** | **Nay** | **Abs** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | x |  |  |  | Kim Elliott  | x |  |  |  | Ryan Hill | x |  |  |
| Leslie Hamilton  |  |  |  |  | Wallace Lewis | 2 |  |  |  | Chris Morton | x |  |  |
| Rachel Richardson | x |  |  |  | Kari Schwab | x |  |  |  | Elizabeth Uzzell  | M |  |  |
| Robert Wolfe  | x |  |  |  | Lan Zhu | x |  |  |  | Kevin Hughes | x |  |  |

### 6. ADJOURNMENT

At 9:14p, 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 |  |  |  | Kim Elliott  | x |  |  |  | Ryan Hill | x |  |  |
| Leslie Hamilton  |  |  |  |  | Wallace Lewis | x |  |  |  | Chris Morton | x |  |  |
| Rachel Richardson | x |  |  |  | Kari Schwab | x |  |  |  | Elizabeth Uzzell  | M |  |  |
| Robert Wolfe  |  |  |  |  | Lan Zhu | x |  |  |  | Kevin Hughes | x |  |  |

Attendance:
