## LHU Board of Directors Regular Meeting

**February 15, 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 6:33pm

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

| **Name** | **Present** |  | **Name** | **Present** |  | **Name** | **Present** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Katie Brown | X |  | Ryan Hill | X |  | Elizabeth Uzzell | X |
| Kim Elliott | X |  | Kevin Hughes | X |  | Robert Wolfe | X |
| Jessi Fasola | X |  | Chris Morton | X |  | Lan Zhu | X |
| Leslie Hamilton | X |  | Rachel Richardson | 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.*

* 2023-2024 school calendar
* Policy - change to lottery preferences for Board/staff

**Approval of Agenda**

At 6:35p, 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 |  |  |  | Elizabeth Uzzell | M |  |  |
| Kim Elliott | X |  |  |  | Kevin Hughes | X |  |  |  | Robert Wolfe | X |  |  |
| Jessi Fasola | X |  |  |  | Chris Morton | X |  |  |  | Lan Zhu | X |  |  |
| Leslie Hamilton | X |  |  |  | Rachel Richardson | 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

* Justin and Maureen both applied for AMS Innovation Fund - Justin has been accepted
  + Year-long fellowship with a cohort of folks from across the country around innovation
  + Will use PD allowance to fund his airfare and lodging for upcoming Innovation conference
* EC program (presented by Gloria Jones, EC Director)
  + Currently have 70 EC students, 3 referrals in the process, recently received 2 parent inquiries plus 2 potential EC students identified by teachers
  + Focus on producing an EC program that is efficient, effective and compliant
    - Focus on the “least restrictive environment” which would be general education environment (typical classroom)
  + Looking to implement new schedules with goal of meeting compliance of student’s IEP - steps taken to take another look at scheduling
    - Generally speaking, the schedules will change but order will be switched
  + One student’s IEP required time was not being met - will schedule a meeting with parents to offer making up this missed time (required to be made up within 1 year)
  + Most EC resource teachers have roughly 20, there is one teacher with 5 EC students - working to have more collaboration between all groups
* Lottery application window ended. Current total is 1,080 (1,200-1,700 in prior years)
  + Question - thoughts on why the lottery application numbers are lower than historical.
  + Answer - a few additional charter schools have opened in the Triangle (expansions of their campus)
* Solar panels update - there is an outstanding proposal that does offer advantageous financial pricing (multiple rebates offered), currently considering whether we spend the annual surplus spending on this or other items (below)
  + Also suggested that we use some of the development budget for solar panels
  + Other surplus spending thoughts:
    - 3 12-15 passenger vans + insurance - to be used for field trips
    - 8 refrigerators for Children’s House
    - Solar panels
    - Keyless entry - Todd working on getting a different quote
* Powerful Literacy - headed up by Fay, hasn’t started yet but likely start after Spring Break; ED to report back to Board once this has kicked off

#### Finance Committee Report - Kim Elliott

#### Committee is looking to change auditors given the recent delays/mistakes experienced

#### Budget is looking good

#### DEI Committee Report - Kim Elliott

#### Good discussion with student reps

* Finalizing FAQs - sent out to the DEI group for feedback. Will further discuss at March Board retreat - so asking Board members to review ahead of time
* Question posed for committee - NC recently passed a “Don’t Say Gay” bill; has this been discussed at DEI?
  + Can add it as a discussion item at upcoming Board Retreat

#### Strategic Planning Committee Report - Ryan Hill

* Started meeting with history and background - prior strategic plan, what got us there, the process, engagement with community
* Touched on AMS accreditation - status update
  + Slightly delay in timing (planned Fall 2024 AMS site visit) after much deliberation amongst admin for the best approach to success
* Prepping for upcoming Board Retreat - want to discuss hiring of consultants and their work at Peaceful Schools
  + May proposal, June/July participation, Fall retreat to plan upcoming strategic plan

#### Communications Committee Report - Leslie Hamilton

* Leadership transition survey - 100% participation
  + Results from survey have been compiled and will be shared at the March Board Retreat
  + This is the second survey sent this year, meant as a pulse check and check-in (positive feedback about repeated surveys)
* Staff survey - 88% participation and parent survey will go out in the spring
* Teacher provided positive feedback on the PD led by Peaceful Schools - the training was well received

#### Development Committee Report – Robert Wolfe

* Had first official meeting with Maureen
* Meeting recapped where development current is at the school and goals for development for the future - additional discussion to continue at Board Retreat

#### Governance Committee - Chris Morton

* Have an interested new board member - potential conflict of interest as this candidate works for Sterling’s printer vendor
  + Board member expressed concerns around the conflict of interest.
    - Governance committee discussed this candidate would likely have to recuse themselves whenever technology discussions occur
    - Given current technology expert Board member is rolling off in June - it could be beneficial to have someone fill that need
    - Need 1 additional board member to volunteer to interview this candidate
  + This candidate does have some emergency preparedness background in addition to their technological background
* One discussion for scheduling of Board retreat - include some time for Board members to meet separate from the ED (in preparation for upcoming year-end review)

#### Technology Committee Report - Chris Morton

* Question - what was the origin of the technology committee
  + Prior to Board member Chris Morton joining the Board - there was no oversight and planning around technology
  + Cadence of meetings has shifted from monthly to quarterly to even less
  + Noteworthy - the administration team has also grown so less oversight is needed from the Board level
  + Feel technology is covered with admin team and use of outside consultants - oversight of technology would fall under the ED’s purview

#### Policy Committee Report - Kevin Hughes

* Reviewed the Title IX Policy - up for voting at tonight’s board meeting
* Made changes to the suicide protocol - governance committee noticed the policy was different between the Parent and Employee handbook
  + Addition to policy - require clearance from a mental health professional prior to a student returning to campus
* Lottery Preference - noted that the NC state law allows charter schools to include grandchildren of full time staff and Board members.
* Committee is looking to do a full review of Sterling’s policies. ED proposed the Board commissions a review of the School’s policies and handbooks by a 3rd party. Process could kick off in late Spring to get bids.
  + Maureen added that it could be good to also do an HR audit alongside as these 3rd parties typically do both. This would likely push back the date for audits to Summer 2024
  + Recommend that a RFP is drafted with clear guidance - ops team to prepare this summer with goal to implement audit in Spring 2024

*\* Board Member Kim Elliott left the meeting.*

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 January 2023 Regular Meeting Minutes](https://docs.google.com/document/d/1J5diAiZqh046n11XE8x11uY0AhiiC9y5KOprCEeDBvk/edit#heading=h.y68ygvnliabl)
* (Finance) Approval of engagement with Thomas, Judy and Tucker as auditors for the 2022-2023 audit
* (Policy) - Modifications to P.22 - Suicide Intervention Policy
* (Policy) - Title IX

At 8:15p 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 |  |  |  | Elizabeth Uzzell | M |  |  |
| Kim Elliott |  |  |  |  | Kevin Hughes | X |  |  |  | Robert Wolfe | X |  |  |
| Jessi Fasola | X |  |  |  | Chris Morton | X |  |  |  | Lan Zhu | X |  |  |
| Leslie Hamilton | X |  |  |  | Rachel Richardson | X |  |  |  |  |  |  |  |

### 4. DISCUSSION ITEMS

* 2023-2024 school calendar
  + Question - Banked days (historically we have had 5 banked days)
    - Have 2 banked days. Also have ability to use February holiday and a few teacher workdays from February through end of year
    - If there is a need for additional hours - we can extend the school day by an additional 10-15 minutes per school day. This has been something that’s historically been done
  + Question - background on start of school and last day of school
    - Goal to add some professional development prior to student returning to school. Prior calendar with 5 PD days before start of school doesn’t allow for this additional PD. This was heavily discussed between admin and teachers. Teachers voted to keep the teacher start date on Monday (90% teacher participation, vote was split roughly 60/40 between the two options)
  + Holiday break - teachers were heavily favored towards keeping 2 weeks of holiday break
  + Question - any considerations in pushing the start/end date of school to match the Wake County calendar
    - Discussion with Directors was that starting earlier than Wake was helpful for car line. Car line has a learning curve, typically 1 week.
  + Question around the timing of the March teacher workdays (March 18/19)
    - Discussion around moving these two teacher workdays to either go right before the March 8 teacher workday, or the Thurs/Fri right before Spring Break.
  + ED - a large focus on drafting the calendar to give the teachers a voice in self-care and acknowledging their hard work through difficult times during COVID
  + ED to circle up with Directors based on the Board feedback and calendar will either be approved at a Special Board Meeting in late February
* (Policy) - Modification to lottery preference to include grandchildren of full time staff and Board
  + Question - do siblings of Sterling students fall under the 15% preferential preference cap?
    - No, the 15% applies only to full-time staff and the Board
    - The current figure for staff and Board children is well below the 15% threshold

### 5. APPROVAL OF CONSENT ITEMS

At 9:07p, Elizabeth Uzzell moved to add grandchildren preference of full time staff and Board members to the lottery preference. Approved

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

### 6. ADJOURNMENT

At 9:10p, Elizabeth Uzzell moved to adjourn. Approved

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

**Attendance:**

| **Full Name** | **First Seen** |  |
| --- | --- | --- |
| **+1 949-\*\*\*-\*\*75** | **2/15/2023 18:30** |  |
| **Carroll Krause** | **2/15/2023 18:32** |  |
| **Chris Morton** | **2/15/2023 18:30** |  |
| **Elizabeth Uzzell** | **2/15/2023 18:30** |  |
| **Gisele Ferreira** | **2/15/2023 18:30** |  |
| **Gloria Jones** | **2/15/2023 18:30** |  |
| **Jessi Fasola** | **2/15/2023 18:32** |  |
| **Katie Brown** | **2/15/2023 18:51** |  |
| **Kevin Hughes** | **2/15/2023 18:30** |  |
| **Kim Elliott** | **2/15/2023 18:34** |  |
| **Lan Zhu** | **2/15/2023 18:30** |  |
| **Leslie Hamilton** | **2/15/2023 18:30** |  |
| **Maureen Capillo** | **2/15/2023 18:30** |  |
| **Michael Wallace** | **2/15/2023 18:30** |  |
| **Rachel Richardson** | **2/15/2023 18:35** |  |
| **Robert Wolfe** | **2/15/2023 18:30** |  |
| **Ryan Hill** | **2/15/2023 18:30** |  |