



LHU Board of Directors Regular Meeting

September 20, 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 6:32pm

Quorum Present with following Board Members in Attendance:

Name	Present		Name	Present		Name	Present
Katie Brown	X		Ryan Hill	X		Rachel Richardson	X
Kim Elliott	X		Kevin Hughes	X		Elizabeth Uzzell	X
Jessi Fasola	X		Dwayne Jones			Robert Wolfe	
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.

- Discussion item - maternity/paternity leave policy
- Discussion item - Student Handbook
- Discussion item - Budget review including sub pay, subcontractors pay, and NC State development contract
- Closed Session - To consult with our attorney [N.C.G.S. § 143-318.11(a)(3)]
- Approval of Hires (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 6:33p, 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	X		
Kim Elliott	X				Kevin Hughes	X				Elizabeth Uzzell	M		
Jessi Fasola	X				Dwayne Jones					Robert Wolfe			
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**

- Enrollment - budgeted 640 students. Actual number is 614 for the first day of school. Admin has worked to increase that enrollment number and current enrollment number is 635. Prediction that Sterling will be funded at 630
 - Working to enroll 10 more Pre-K 3 and Pre-K 4 into Academy
- BJP upper elementary field trips are starting this week as well as MS camping trips next month
- Started Director observation of classrooms
- Parents advocated for more parent events. 3rd year leader lunches at lower elementary. Will roll out UE and MS lunches next year
- First parent education night to kick off tomorrow in CH
- PFSA meetings will be in person. Back of D building on Wednesday, October 11th (4-5pm)
 - Working to provide childcare for PFSA meetings and Maureen's coffee chats
- Multiple documents sent to parents including Carline Procedure, Student Handbook (historically had a student handbook that was previously embedded in the parent handbook, now is its own separate document), MTSS Handbook (connected to Indicator 10 work)
 - Discussion around the use of Tiered language in the MTSS handbook and whether that's being phased out (Core, supplemental and intensive wording to phase out of Tier 1, Tier 2, Tier 3 language)
- Staffing Update:
 - 6 vacancies - 1 UE Lead, 1 UE Assistant, 2 EC Program Assistants and 2 Elementary Floaters (recommending 2 for hire at this meeting tonight)
 - Postponing 4 other hires - LE counselor, lower school interventionist and 2 additional floaters (CH and LE) until the fall of 2024
- Testing Update:
 - 42 ML (Multi-Lingual) learners at Sterling
 - BOG (third graders) - 78 students took the test (37 passed / 41 did not pass)



- Of the 41 who did not pass - 5 passed their iready reading exam, 8 additional who are 1-2 pts away from passing
 - ED feels the school has the resources to guide these students to a passing level by end of the year
- State's school performance grade - school report card
 - Math score improved from a C to a B
 - Reading score remained at a B (though slightly down)
 - EC score was a D. Modifications to school day to allow EC teachers and gen ed teachers to have time to work together
- Proposed substitute teacher pay change: \$16 / \$18 / \$20
 - \$18 - long-standing sub for subs who have worked at Sterling for at least 3 years
 - \$20 for long-term subs in hard to fill positions (UL or EC) or position where the sub is expected to fill the position until that open position is filled - currently 2 subs would qualify for this increase if approved - including Brett who has been previously disclosed as Maureen's partner
 - Discussion around qualifications and onboarding/training of subs
- NC State Playground discussion - the current proposal on the table does not include any in-person interaction (only virtual options), NC State provided a revised proposal of \$43K that would include in-person meetings (to be discussed further under discussion items)
- Storage Unit - DPI has confirmed verbally and in writing that school is good to shred files older than 8 years. School will proceed with shredding old documents and closing out the storage unit
- Late Fee Charge - Sterling will change the late fee charge to \$5 per minute up to \$100, starting on the 4th late slip

Communications Committee Report - Leslie Hamilton

- Did not meet this month

Finance Committee Report - Kim Elliott

- The land sale has been finalized.
- Tuition increase discussed at committee. Historically looked to raise tuition every other year.
 - This tuition increase would be able to support the anticipated 4 hires for the 2024-2025 school year



- Discussed automatic increase to custodial, director and manager raises to mirror NC state % raise - Board was ok with tasking the Finance committee to review how these raises affects the budget (does not need to go back to the Board for final approval on the raises so long as current CFO, Betty, manages the budget)
- Maternity/Paternity leave
 - 2 separate topics:
 1. Opt-in to offer leave - requirements are the employee has to have been an employee for 12 months and state pays the employee's salary for 8 weeks
 2. Offer leave regardless of what's reimbursed by the State with the opt-in

DEI Committee Report - Kim Elliott

- Did not meet this month
- Looking to nominate Dwayne Jones to be the DEI committee chair

Development Committee Report – Jessi Fasola

- Discussed giving stats
 - Board and Admin - 100%
 - Staff - 35%
 - Community - 20%

Governance Committee - Katie Brown

- Thank you to Leslie Hamilton for her board contributions over the last 3 years
- June 2024 meeting will be moved from June 19 to June 26 in observance of Juneteenth

Policy Committee Report - Kevin Hughes

- Policy committee met 3 times; no board action items except for the approval of the Student Handbook which was approved in the September special board meeting
- SB 49 - were tracking the progress of this bill and it is now law
 - Policy committee working on what is needed to comply with this newly passed law
- Charter school law changes including laws providing greater flexibility over lottery preference (which policy committee is not currently proposing to change Sterling's lottery preference)



- Policy on Student Fees - currently there is no policy and this question was asked as part of the most recent audit. To be discussed further at next policy committee

Strategic Planning Committee Report - Ryan Hill

- Did not meet this month

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 to 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.

- Sarah Krummenacker - wanted to know more about the LE spanish teacher. Thought communication was going to be provided last week and wanted a follow-up

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 July 2023 Regular Meeting Minutes](#)
- [Approval of August 3, 2023 Special Meeting Minutes](#)
- [Approval of August 18, 2023 Special Meeting Minutes](#)
- [Approval of September 1, 2023 Special Meeting Minutes](#)
- Approval of Next Prep Kids contract, NetSmart's IT Service Agreement, Peaceful Schools contract and 180 Studios contract.
- Approval of tuition increase for Academy for the 2024-2025 school year of 5% (applies to aftercare and before care, if offered)
- Consent to empower the Finance committee to review/approve the custodial, director and manager raises to mirror NC state % raise



At 8:22p Elizabeth Uzzell moved to approve Consent Agenda Items. Approved.

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

4. 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)] and to consult with our attorney [N.C.G.S. § 143-318.11(a)(3)]

At 8:24p, 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					Robert Wolfe			
Leslie Hamilton	X				Keisha Pressley	X				Lan Zhu	X		



Return to Open Session

At 10:10p, 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	X		
Kim Elliott	X				Kevin Hughes	X				Elizabeth Uzzell	M		
Jessi Fasola	X				Dwayne Jones					Robert Wolfe			
Leslie Hamilton	X				Keisha Pressley	X				Lan Zhu	X		

5. APPROVAL OF CONSENT ITEMS

Consent Item – Approval of Hires

At 10:10pm, 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
Alison Boegel	UE	UE Assistant	Hire	Pending reference checks
Kelli Alvater	UE	UE Assistant/Floater	Hire	Pending reference checks

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Katie Brown	X				Ryan Hill	X				Rachel Richardson	X		
Kim Elliott	X				Kevin Hughes	X				Elizabeth Uzzell	M		



Jessi Fasola	X				Dwayne Jones					Robert Wolfe			
Leslie Hamilton	X				Keisha Pressley	X				Lan Zhu	X		

* Board member Ryan Hill left the call

6. DISCUSSION ITEMS

- Discussion item - maternity/paternity leave policy
 - Additional committee work is needed before formal approval by the Board
 - Finance committee - to understand costs of offering this benefit (assumptions around 1 teacher per year whose leave would not be reimbursed by State)
 - Policy committee - formalize a maternity/paternity leave policy and whether Sterling will offer leave above what is reimbursed by the State (such as employees who have not worked at Sterling for 12+ months)
 - Discussion around opting-in to remain competitive (match at a minimum)
 - Note - deadline for opt-in is November 1
 - Opt-in will reimburse for substitute costs
- Discussion item - Budget review including sub pay, subcontractors pay, and NC State development contract
 - NC State development contract - concerns around the cost (\$43,000) if decision is to go with NC State with in-person meetings (prior contract and pricing was based on all virtual meetings - \$36,000)
 - Next steps - get additional details on the increase in the proposal (a board member will volunteer)
 - Sub pay - \$16 / \$18 / \$20
 - \$16 - standard hourly pay for a sub
 - \$18 - longstanding sub (sub with Sterling for at least 2 years)
 - \$20 - long term sub filling covering a full-time position
 - Subcontractors to support new staff – Janie (helping CH, \$20K), Laura (LE support, \$5K), Sue (UE support, \$15K) and Rachel (independent contractor for ED support, \$2.5K) - pay is \$30/hour



7. APPROVAL OF CONSENT ITEM

Consent Item – Approval of Dwayne Jones as DEI Chair

At 10:53p, Elizabeth Uzzell moved to approve Dwayne Jones as chair of the DEI committee. Approved.

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

Consent Item – Approval of Sub Pay

At 10:54p, Elizabeth Uzzell moved to approve the sub pay as outlined below:

- \$16 - standard hourly pay for a sub
- \$18 - longstanding sub (sub with Sterling for at least 2 years)
- \$20 - long term sub (Wake County definition) filling covering a full-time position

Approved.

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



Consent Item – Approval of Subcontract Pay

At 10:55p, Elizabeth Uzzell moved to approve the subcontract pay at \$30/hour, not to exceed \$43,000. Approved.

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

Consent Item – Approval of Late Pickup Fee

At 10:57p, Elizabeth Uzzell moved to approve the late pickup fee of \$5 per minute, up to \$100 starting on the fourth late slip. Approved.

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



Consent Item – Approval of Opt-In to Paid Parental Leave Program

At 10:59p, Elizabeth Uzzell moved to approve Sterling to opt-in to the Paid Parental Leave Program (per G.S.§ 150B-19.1(c)). Approved.

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

8. ADJOURNMENT

At 11:02p, Elizabeth Uzzell moved to adjourn. Approved

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

Attendance:

Full Name	First Seen	Time in Call
Amanda Brogden	9/20/2023 18:31	1:19:02
Amanda Johnston	9/20/2023 18:31	1:27:26
Anil Golamari	9/20/2023 18:32	0:33:18
Arsalan Daudi	9/20/2023 18:34	1:52:05
Carroll Krause	9/20/2023 18:31	1:52:48
David Elliott	9/20/2023 18:45	0:08:02
Donna Rascoe	9/20/2023 20:34	1:28:40
Elizabeth Uzzell	9/20/2023 18:29	4:34:22
Fay Masterson	9/20/2023 19:04	1:18:46
Haniya Mir	9/20/2023 18:32	1:51:51
Jessi Fasola	9/20/2023 18:31	4:31:40
Julie Vaden Disclafani	9/20/2023 18:31	1:55:14
Kari Schwab	9/20/2023 18:40	1:43:23
Katie Brown	9/20/2023 18:31	4:32:23
Keisha Pressley	9/20/2023 18:29	4:33:20
Kevin Hughes	9/20/2023 18:27	4:36:20
Kim Elliott	9/20/2023 18:29	4:34:07
Lan Zhu	9/20/2023 18:27	4:36:07



Leslie Hamilton	9/20/2023 18:28	4:35:50
Lora Greco	9/20/2023 19:17	1:09:23
M. Sophia Tillman	9/20/2023 18:40	1:12:09
Maureen Capillo	9/20/2023 18:30	4:33:23
Rachel Richardson	9/20/2023 18:33	4:24:20
Ryan Hill	9/20/2023 18:27	3:51:27
Sarah Christen Krummenacker	9/20/2023 18:31	1:52:52
Tiina Folley	9/20/2023 18:33	1:53:06
Tracey James	9/20/2023 18:31	1:55:32
sowmya Dandamudi	9/20/2023 18:34	1:03:37