



## LHU Board of Directors Regular Meeting

**October 18, 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:

<b>Name</b>	<b>Present</b>	<b>Name</b>	<b>Present</b>	<b>Name</b>	<b>Present</b>
Katie Brown		Kevin Hughes	X	Elizabeth Uzzell	
Kim Elliott	X	Dwayne Jones	X	Robert Wolfe	X
Jessi Fasola		Keisha Pressley	X	Lan Zhu	X
Ryan Hill	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.*

- Policy/Finance - Paid parental leave
- Policy - late fees
- Development/Finance - NC State contract
- 2024-2025 Academic Calendar
- Closed Session - To consult with our attorney [N.C.G.S. § 143-318.11(a)(3)]
- (Closed Session - Personnel) - 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, Rachel Richardson moved to approve the agenda. Approved

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



## 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

- Garden Day is this Friday (1st through 6th graders will be participating) and MS student will be selling their harvest
- Instructional walks on a monthly basis with Directors - seeing improvement in continuity in the rooms (consistency within LE, UE); it's clear that teachers are collaborating with each other.
- Solar Panel project - question whether this project will be integrated into lessons for students // great suggestion and something to explore
- Technology Update (Ken George)
  - All staff have been issued a hardware key - needed to access computer
  - Additional software implemented (Zero Trust) which does not allow the installation of any software on work computers
  - Have also moved all work off of personal devices
  - IT Help ticketing system is working well and media manager has been integral

### Communications Committee Report - Ryan Hill

- Discussion of committee - future of the committee, where it fits within the school/other committees
- Parent Square update
  - Analytics - recent weekly message had 1,052 emails delivered with 754 views, 82 viewers via text and 201 used the app
  - Parent Square interviewed Stephanie and Brittany on their experience with Parent Square, there is an article expected to be reviewed

### Finance Committee Report - Kim Elliott

- Parental Leave
  - Discussion around financial impact of offering paid parental leave for 8 weeks
  - NC state reimbursement is only for the payment of a substitute for a lead teachers (not TA or admin) and only for the birth mother for 8 weeks



- Fathers and adoptive parents would get 4 weeks of substitute reimbursement
- NC State contract - approved at \$36,787 and new contract is proposed at \$39,986 (which would include in-person site visits vs all-virtual)
  - Robert and Kim met with NC State - asked specific questions about the in-person meetings (9 total in-person meetings); preparation would be different for an in-person vs virtual meeting
  - ED - there are concerns about the 2023-2024 budget given the lower than expected ADM for the school year. Also still waiting on state of NC to release this year's ADM funding figure
- Late slips - currently have 2 existing policies that are in direct contradiction with each other. Have 1 policy stating the school does not charge more than the LEA vs recently approved policy approving the charge of late fees (and Wake County does not charge late fees on regular school hours, only aftercare fees if student is picked up late)
  - Currently not charging late fees. Staff are filling out the late slips but admin currently holding these slips
  - Need to verify there is no state law or charter school law that Sterling is allowed to change the policy around not charging more than LEA - as this was a new policy implemented this year based on an ask by auditors

*\* Elizabeth Uzzell joined at 7:08pm*

#### DEI Committee Report - Dwayne Jones

- ED approved DEI involvement as PD opportunity for staff
- Will be adding regular DEI updates to the weekly messages to Sterling community
- AMS has specific metrics for DEI as part of accreditation

#### Policy Committee Report - Kevin Hughes

- Recently approved student handbook may possibly conflict with parent handbook Section 5 and Policy 48 that talk about Sterling's philosophy for student discipline and the use of a tiered model. Maureen and Cinwan to review further - will bring back to policy next month
- Maternity leave - Sterling has already opted-in to the state maternity leave reimbursement plan



- Discussed changing academy contracts - remove the tuition insurance and switch to a semester liability (families who unenroll after the semester cutoff will remain liable for that semester)

#### Development Committee Report – Robert Wolfe

- Giving stats as of 10/1/23:
  - Board 100%
  - Admin 100%
  - Staff 35%
  - Community 21%
- Stock account process - paperwork in process and should be completed soon
- Chamber of Commerce - Stephanie met with the Ambassador on 10/2
- October/November development campaign - Why I Give stories

#### Governance Committee - Elizabeth Uzzell

- Board retreat this weekend on 10/22 from 8am - 5pm
- Board and committee minutes are now online - official email announcement coming

#### Strategic Planning Committee Report - Ryan Hill

- Prepared for upcoming board retreat and providing information to Board consultants (Sam and Bobby) as they are leading a session at the retreat
- Question - where there be a need for Ad Hoc committee sessions as we move towards AMS accreditation.
  - Answer - likely will utilize the monthly Saturday committee working session

#### 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](mailto:president@lhuf.org) to 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.*

- Lora Greco: sharing with Board similar sentiments shared with Development committee previously. Have had prior experiences with NC State. Want board to understand the products and deliverables from this contract - paying for engagement piece and



documentation. Suggest asking for references who are local (Methodist Home for Children - Catherine Hudgins). Solar panels - ask/confirm Sterling is eligible for Duke Energy rebates (up to \$75K in rebates for non-profits).

### 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 September 2023 Regular Meeting Minutes](#)
- [Approval of October 11, 2023 Special Meeting Minutes](#)
- Approval of changes to Workers' compensation policy and long term sub pay scale

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

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

### 4. DISCUSSION ITEMS

- Policy/Finance - Paid parental leave
  - All staff (including TAs and staff members without classrooms) on a full time contract
  - Any staff parent with a new baby (including fathers and adoptive parent)



- Note, NC State will only reimburse for 4 weeks for Lead Teachers who are fathers or adoptive parents
- Keisha - do we have any historical data of how often Sterling employees are going on maternity/paternity leave
  - Answer - no clear data but very small numbers (low single digits over the last 5 years)
- Elizabeth - any Sterling employee who has been with Sterling for at least 12 months
- Kevin - suggestion that the language should be “up to 8 weeks” given possibility of summer
- Rachel - suggestion to allow non-birth parents to take 4 consecutive weeks and be able to take the remaining 4 weeks at a later time (up to 12 months later)

**5. 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 8:47p, Elizabeth Uzzell moved to go into closed session. Approved

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



**Return to Open Session**

At 11:31p, 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					Kevin Hughes	X				Elizabeth Uzzell	M		
Kim Elliott	X				Dwayne Jones	X				Robert Wolfe	X		
Jessi Fasola					Keisha Pressley	X				Lan Zhu	X		
Ryan Hill	X				Rachel Richardson	X							

**6. DISCUSSION ITEMS**

- Development/Finance - NC State contract
  - Discussion around need for this work to continue and use to help with development fundraising
  - NC State is experienced, knowledgeable about the Montessori environment with a local presence
- 2024-2025 Academic Calendar - to be discussed at Board retreat and will be voted on during the November Board meeting
- Policy - late fees - to be discussed at Board retreat and will be voted on during the November Board meeting

**7. APPROVAL OF CONSENT ITEM**

**Consent Item – NLI Contract**

At 11:43p, Elizabeth Uzzell moved to approve the contract with the NC State Natural Learning Initiative, not to exceed \$40,000. Approved.





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

**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 11:50p, Elizabeth Uzzell moved to go into closed session. Approved

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



**Return to Open Session**

At 11:56p, 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					Kevin Hughes	X				Elizabeth Uzzell	M		
Kim Elliott	X				Dwayne Jones	X				Robert Wolfe	X		
Jessi Fasola					Keisha Pressley	X				Lan Zhu	X		
Ryan Hill	X				Rachel Richardson	X							

**8. ADJOURNMENT**

At 11:57p, Elizabeth Uzzell moved to adjourn. Approved

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



**Attendance:**

<b>Full Name</b>	<b>First Seen</b>
<b>Carroll Krause</b>	<b>10/18/2023 18:33</b>
<b>Donna Rascoe</b>	<b>10/18/2023 20:43</b>
<b>Dwayne Jones</b>	<b>10/18/2023 18:31</b>
<b>Elizabeth Uzzell</b>	<b>10/18/2023 19:08</b>
<b>Jaronda Ingram</b>	<b>10/18/2023 18:49</b>
<b>Keisha Pressley</b>	<b>10/18/2023 18:31</b>
<b>Ken George</b>	<b>10/18/2023 18:58</b>
<b>Kevin Hughes</b>	<b>10/18/2023 18:31</b>
<b>Kim Elliott</b>	<b>10/18/2023 18:31</b>
<b>Lan Zhu</b>	<b>10/18/2023 18:31</b>
<b>Lora Greco</b>	<b>10/18/2023 19:06</b>
<b>Maureen Capillo</b>	<b>10/18/2023 18:36</b>
<b>Rachel Richardson</b>	<b>10/18/2023 18:31</b>
<b>Robert Wolfe</b>	<b>10/18/2023 18:35</b>
<b>Ryan Hill</b>	<b>10/18/2023 18:31</b>
<b>Silvia Michaud</b>	<b>10/18/2023 18:46</b>