



LHU Board of Directors Regular Meeting

November 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		Kevin Hughes	X		Elizabeth Uzzell	
Kim Elliott	X		Dwayne Jones	X		Robert Wolfe	X
Jessi Fasola	X		Keisha Pressley	X		Lan Zhu	X
Ryan Hill	X		Rachel Richardson				

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.

- 2024-2025 Academic Calendar
- Paid parental leave
- Late fees @ elementary
- Grandchildren’s academy staff discount
- 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 6:36p, Kim Elliott 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	X				Kevin Hughes	X				Elizabeth Uzzell			
Kim Elliott	M				Dwayne Jones	X				Robert Wolfe	X		
Jessi Fasola	X				Keisha Pressley	X				Lan Zhu	X		
Ryan Hill	X				Rachel Richardson								



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

- Academy application timing - ongoing now. Updated documents have been shared with the Board
- Health inspection for Sterling was completed in late October - it went well
- Discussed before care for Elementary kids for next school year as an option?
 - ED to bring topic back to directors in January

Communications Committee Report - Ryan Hill

- Did not meet this month

Finance Committee Report - Kim Elliott

- Maternity/Paternity policy - financials are ok to take on this policy if applied for 2023-2024 school year. Hard to project for future years but finance is prepared to adjust the budget as needed
- Reviewed and discussed updated 2023-2024 working budget
 - Some items still in flux - interest income, State - LEP Funds and potential PRC funds
 - Finance committee to provide a cash update to Board at next meeting

DEI Committee Report - Dwayne Jones

- Had student representatives attend the committee meeting and shared why they wanted to join the DEI committee
- Opportunity this month to highlight what we have been doing for and with the Occaneechie band of the Saponi Nation

Policy Committee Report - Kevin Hughes

- Late fee policy - to be discussed as part of the discussion agenda



Development Committee Report – Robert Wolfe

- Updated Giving Stats:
 - Board 100%
 - Admin 100%
 - Staff 37%
 - Community 22%
 - Currently raised over \$21,000+ since July 1, 2023

Governance Committee - Katie Brown

- Governance recommends Ryan Hill for the communications committee chair given the close connection between strategic committee and communications committee
- Will need to replace Treasurer when current Treasurer rolls off in August 2024
- Talked about retreat cadence - plan for 1 annual retreat in the spring

Strategic Planning Committee Report - Ryan Hill

- Looking to schedule an in-person training for Board in January
- Ask Board member to review Sam's [summary of the October Board retreat](#)
- January/February - Sam and Bobby will fly down to conduct in-person opportunities for staff, parents and the board

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.

- 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 October 2023 Regular Meeting Minutes](#)
- Approval of early release for Solar Eclipse (April 8) - 1pm early release for CH and 1:30pm for LE, UE and MS

At 7:21p Kim Elliott moved to approve Consent Agenda Items. Approved.

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

4. DISCUSSION ITEMS

- 2024-2025 Academic Calendar
 - Maureen covered changes to the proposed calendar compared to what was previously shared with the Board - moved the 9/3 teacher workday to 9/30 (couldn't do something earlier given BJP field trips in September) and added star for the 20th day of school (9/20)



Consent Item – 2024-2025 School Calendar

At 7:26p, Katie Brown moved to approve the 2024-2025 school calendar. Approved.

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Katie Brown	M				Kevin Hughes	2nd				Elizabeth Uzzell			
Kim Elliott	X				Dwayne Jones	X				Robert Wolfe	X		
Jessi Fasola	X				Keisha Pressley	X				Lan Zhu	X		
Ryan Hill	X				Rachel Richardson								

- Paid parental leave
 - No wait time (employees would immediately qualify for leave upon hire)
 - 8 weeks (from up to 2 weeks before the due date) for staff who give birth, 8 weeks (from the birth date) for the non-birthing parent and 8 weeks (from the placement date) for adoptive parents
 - All leave must be taken in 2-week consecutive chunks and within a 12-week period from the birth date or placement date (for adoption)
 - Board to approve paid parental leave benefit and Maureen to draft the language
 - Items that are different from what is reimbursed by the state - state requires employees to have been employed for at least 12 months prior to leave and state paid parental leave only applies to lead teachers

Consent Item – Paid Parental Leave

At 7:58p, Kevin Hughes moved to approve the paid parental leave benefit as laid out:

- No wait time (employees would immediately qualify for leave upon hire)
- 8 weeks (from up to 2 weeks before the due date) for staff who give birth, 8 weeks (from the birth date) for the non-birthing parent and 8 weeks (from the placement date) for adoptive parents
- All leave must be taken in 2-week consecutive chunks and within a 12-week period from the birth date or placement date (for adoption)

Approved.



Name	Aye	Nay	Abs	Name	Aye	Nay	Abs	Name	Aye	Nay	Abs
Katie Brown	X			Kevin Hughes	M			Elizabeth Uzzell			
Kim Elliott	X			Dwayne Jones	X			Robert Wolfe	X		
Jessi Fasola	X			Keisha Pressley	X			Lan Zhu	X		
Ryan Hill	2nd			Rachel Richardson							

- Late fees @ elementary - to be discussed in January Board Meeting
- Grandchildren’s academy staff discount - to be discussed in January Board Meeting
- Parent and Employee handbook changes
 - Starting on pg 15 of Parent Handbook - Maureen covered the changes (visual triangle was removed to match the student handbook, added blurb on Suspensions and references Student Handbook for further detail)
 - One cleanup item - remove reference to age of 14 for exclusion from Sterling (for both Parent and Student handbook)

Consent Item – Parent and Employee Handbook

At 8:20p, Kevin Hughes moved to approve the Parent and Employee Handbook. Approved.

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

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 8:21p, Kim Elliott moved to go into closed session. Approved

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

Return to Open Session

At 9:54p, Kim Elliott 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				Kevin Hughes	X				Elizabeth Uzzell			
Kim Elliott	M				Dwayne Jones	X				Robert Wolfe	X		
Jessi Fasola	X				Keisha Pressley	X				Lan Zhu	X		
Ryan Hill	X				Rachel Richardson								



6. APPROVAL OF CONSENT ITEM

Consent Item – Approval of Stipend

At 9:56p, Kim Elliott moved to approve the distribution of stipends for staff performing additional duties for the 2023-2024 school year as discussed in closed session, not to exceed \$10,000. Approved.

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

Consent Item – Approval of Pay for Contractor

At 9:57p, Kim Elliott moved to approve the increase in contracted hourly rate as discussed in closed session. Approved.

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



Consent Item – Approval of Ryan Hill as Communications Committee Chair

At 9:58p, Kim Elliott moved to approve the nomination of Ryan Hill as chair of the Communication committee. Approved.

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

Consent Item – Approval of Hires

At 9:59pm, Kim Elliott 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
Kimberly Gorence	EC	EC Program Assistant	Move	

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



7. ADJOURNMENT

At 10:01p, Kim Elliott moved to adjourn. Approved

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

Attendance:

Full Name	First Seen	Time in Call
Donna Rascoe	11/15/2023 20:20	1:36:00
Dwayne Jones	11/15/2023 18:29	3:32:25
Jessi Fasola	11/15/2023 18:32	3:30:04
Katie Brown	11/15/2023 18:30	3:31:36
Keisha Pressley	11/15/2023 18:29	3:32:23
Kevin Hughes	11/15/2023 18:34	3:27:50
Kim Elliott	11/15/2023 18:30	3:32:12



Lan Zhu	11/15/2023 18:29	3:32:25
Letty Rising	11/15/2023 18:33	1:48:08
Maureen Capillo	11/15/2023 18:32	3:29:29
Rachel Anderson	11/15/2023 20:00	1:19:40
Robert Wolfe	11/15/2023 18:30	3:29:42
Ryan Hill	11/15/2023 18:30	3:31:51