

MINUTES
Regular meeting of the Laura Holland Uzzell Foundation Board of Directors
February 18th, 2009

Proper notice having been duly given, the Board of Directors of the Laura Holland Uzzell Foundation (LHU Board) met in regular session conducted on Wednesday February 18th, 2009, at the offices of Sterling Montessori Academy and Charter School, Morrisville, North Carolina.

Call to Order and Attendees

President Sharmila Bristol called the meeting to order at 6:45 PM. Directors attending were Pantea Dougani, Shari Padgett, Alexis Schauss, Saiid Davari, Tim Barker, Geri Lewis and Cristina Gillanders. Also in attendance were Executive Director Bill Zajic, Betty Warren, Janet Littlejohn, Jill Stansbury, Mr. Stack and teachers.

Additions to the agenda and acceptance

There were no additions to the agenda.

Community comments:

There were no community comments.

Information Items:

PFA Report: There were no representatives of the PFA attending the meeting.

Finance Committee

- Ms. Alexis Schauss presented the monthly budget to the Board. As of January 20th the school is financially on track with 63% of budgeted revenue received and at 50% of budgeted expenses. Ms. Schauss recommended that given the current financial environment and the NC State budget deficit the School should prepare a budget with different scenarios in mind. Current surplus is \$142,760.
- Ms. Schauss as well as other members of the Board will meet soon with Ms. Susan Winshall, Zions Bank representative, to determine their interest to finance a bond for Sterling's construction projects.
- The Finance Committee presented a proposal to increase the tuition of children who are members of the staff from paying 30% of the total tuition to 40% for the 2009-2010 school year, and 50% for the 2010-2009 school year.

Action: Ms. Schauss to follow up with Susan Winshall and provide an update to the Board.

Executive Director's Report

I. Open House

Mr. Zajic reported that approximately 170 families attended the open house in January. The event began with an orientation session of approximately 25 minutes facilitated by Mr. Zajic and section leaders. Then the families visited 10 classes (4 classes in the 3-6 level, and 6 classes in lower elementary) which were open for observation and questions. Mr. Zajic recommended that for next year all teachers should be required to attend the open house and it should be written into their contract. In addition, assistants would be required to attend so they can take care of the younger children while parents are visiting.

Action: Mr. Zajic will add to the teachers and assistants contracts the requirement of attending the open house for the 2009-10 school year.

II. Lottery:

Applications for the lottery are due March 2nd. The Lottery will take place on March 11th. Currently charter students selected in the lottery cannot pull an Academy sibling the same year. The Academy children have to wait for a year of enrollment for the Charter student. The Board discussed and agreed that for next year the Academy children with siblings selected in the Charter school lottery should be given preference without waiting a year. This change will be reflected in the lottery procedures and communicated in the registration materials for the 2010-2011 school year.

Action: Mr Baker will ensure that the lottery policies and procedures are updated to reflect this change and present it to the Board for formal approval.

III. 2009-2010 Calendar Planning:

Mr. Zajic proposed a calendar for the 2009-2010 school year. The school year will be comprised of 180 instructional days and will begin on August 24th. Fifteen days will be dedicated to teacher workdays distributed as follows: 5 days for setting up classrooms, 2 days for parent-teacher conferences, 2 teacher workdays dedicated to upgrading classrooms, 5 days for in service training, and 1 day for tear down. There was discussion regards two (no-school) parent-teacher conference days each in the fall and spring. But there was concern regarding the impact to instructional time. Agreement was reached that parent-teacher conferences will be held on two (no-school) days – one each in the fall and spring - to allow teachers to spend at least 20 minutes with each parent. The conference days will be November 10th and April 12th. Make-up days, in case there is no school as a result of inclement weather, will be President's day (February 15th), March 19th, and Memorial Day (May 31st). If it is necessary to add more make-up days, extra instructional days will be added at the end of the school year (June 18th).

III. Personnel:

- Personnel contracts for next year are being reviewed by Ms. Schauss , Ms. Warren and an attorney. Mr. Zajic will present the contract to teachers on March 27th and they will be due back on April 3rd. Assistants will receive their contracts once an evaluation of their performance has concluded. Contracts for the administration personnel will be given at the beginning of June.
- Teachers received in-service training on Math Foundations as part of the RTI professional development taking place in the school for the next three years. RTI (Response to Intervention) is a multi-tiered approach to help struggling learners. Students' progress is closely monitored at each stage of intervention to determine the need for further research-based instruction and/or intervention in general education, in special education, or both.

IV. Other Items:

- Mr. Zajic and Ms. Bristol are meeting with the Morrisville mayor and Mayor Pro-Tem next week to introduce them to Sterling Montessori and discuss our plans for growth with them.
- Mr. Zajic will attend on February 19th a meeting of the Triangle Montessori Association.

Building Committee

Mr. Bill Davis has been identified as the primary interface working with the architect Charles Brown and designer Keith Giamportone. He will work with them to ensure work completed thus far is presented to the Building Committee and prepare a revised scope of work due to the changes requested with the current financial environment.

Governance Committee

Ms. Lori Christian will end her second three year term in March 2009. Members of the Board thank her for all her years of service. Ms. Bristol and Mr. Baker are up for renewal for their second term of three years.

Consent Agenda

- On motion and second the Board approved (7-0) to accept the minutes from January 28th regular session with required feedback incorporated and approved by email.
- On motion and second the Board approved (7-0) to approve the final version of the 2009-2010 School Calendar with the modifications as discussed in the meeting to the make-up days.
- On motion and second the Board approved (7-0) to renew Ms. Sharmila Bristol and Mr. Tim Baker for a second term of three years as members of the Board.
- On motion and second the Board approved (7-0) to increase the tuition of children who are members of the staff from paying 30% of the total tuition to 40% for the 2009-2010 school year, and 50% for the 2010-2009 school year.

The Board recessed to executive session at 9:15 pm.

The Board returned to open session at 10:05 pm and adjourned at 10:35 pm

Submitted respectfully,

Cristina Gillanders

