

**MINUTES**  
**Special meeting of the Laura Holland Uzzell Foundation Board of Directors**  
**July 13th, 2009**

Proper notice having been duly given, the Board of Directors of the Laura Holland Uzzell Foundation (LHU Board) met in special session conducted on Monday July 13th, 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 Tim Barker, Pantea Dougani , Terri Hegeman, and Alexis Schauss. Also in attendance was Executive Director Bill Zajic.

**Additions/Changes to the agenda and acceptance**

Bill Zajic requested that review of the Vacation and Family and Medical Leave Act (FMLA) policies be tabled until the meeting in August. He would like to focus strictly on the current maternity leave practice for discussion today.

**Community comments**

There were no community comments.

**Executive Director's Report**

**I. Maternity Leave Procedures**

Currently there is a practice that allows 6 weeks pay for maternity leave. This is not a documented procedure and not in alignment with current policy. Bill Zajic recommended that this practice be discontinued. Instead the employee needs to meet the required criteria and apply for FMLA per standard policy. The Board was in support of this recommendation.

**II. Inclement Weather Policy**

The revised Inclement Weather Policy was reviewed and accepted. Bill Zajic will publish this policy to employees at the beginning of the next school year.

Action: All leave related policies and IT policies need to be reviewed at the August Board meeting prior to publishing them. In addition all parent and employee signature required policies will also need to be reviewed at the August meeting.

**III. New Staff Hires for 2009-2010**

Bill Zajic recommended that the following new staff hires (for specified sections) be approved:

- Aqueelah Rasheed (3-6 years)
- Josie Spreher (3-6 years)
- Ana Teel (3-6 years)
- Pegge Johns (3-6 years)
- Manisha Huria (3-6 years)
- Marie Hamm (3-6 years)
- Thamara Pushpakanthi (3-6 years)
- Faye Masterson (3-6 years)
- Valerie Copeland (3-6 years)
- Joan Gilbert (Middle School)
- Tom Keeler (9-12 years)
- Jennifer McMurray (9-12 years)

All classrooms next year will have at least one teacher who is Montessori trained. Also we will meet the DPI requirements for licensure comfortably.

**IV. Reducing operating costs**

- Bill Zajic reviewed the free and reduced lunch costs. Last year there were 16 students that participated in the program. Since Sterling does not participate in the Federal Lunch Program we could not receive any monies for

these participants. Sterling and the private lunch vendor split the costs of free and reduced lunches. Sterling Montessori paid \$5,536 towards these participants in 2008-09. The Board reviewed the information and confirmed intent to continue to pay for free and reduced lunches in partnership with the private lunch vendor.

- Bill Zajic reviewed the status of teachers for specials and there is currently a vacancy for Spanish. He continues to seek candidates for the position but wanted Board confirmation on filling the position due to the reduction in revenues now anticipated in excess of 10%. The Board discussed the Spanish program and supported filling the vacancy with an experienced candidate, and with the understanding that going forward the program will have a strong curriculum with planned progression for the students.

Action: Bill Zajic to review the possibility of rotating schedules for specials to support planned progression with specials for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students.

#### **V. Other Items – Open House**

The Open House is planned for Friday August 21<sup>st</sup>. The Board suggested staggering schedules for the sections to support a less hectic experience and more parking. We just need to ensure that the pre-school open house time is not during the children's nap times.

#### **Building Committee Update**

- Sharmila Bristol provided an update on the partial endowment of the property adjacent to the school. She approached the Town Planning Department to seek an exemption with regards to road improvements along Airport Blvd. however the Town has remained firm in offering two options (a) outright transfer of the land needed to accommodate the access onto Town Hall Drive through recombination plat (2) granting of an access easement to allow for construction and utilization of the access onto Town Hall Drive. Sharmila and John Miller met with the seller who has requested that we approach the Town Mayor to seek a more favorable resolution. A meeting has been requested by Sharmila Bristol to review the situation with Jan Faulkner, Mayor of Morrisville.
- Moseley Architects have been working on preparing the package for the initial pre-submittal meeting with the Town of Morrisville on July 29<sup>th</sup>. A meeting has been scheduled for July 20<sup>th</sup> with the architects, Bill Zajic, Sharmila Bristol and Pantea Dougani to review the draft information prior to submission.

#### **Consent Agenda**

- On motion and second the Board approved (5-0) the minutes for the May 27<sup>th</sup> and the June 17<sup>th</sup> LHU Regular Sessions – previously approved via email.
- On motion and second the Board approved (5-0) to adopt the Inclement Weather Policy 13.8 as revised and distributed today.
- On motion and second the Board accepted (5-0) the recommendations for new staff hires for 2009-2010 as presented today by Executive Director Bill Zajic.

The Board recessed to executive session at 9:00 pm.

The Board returned to open session at 9:10 pm and adjourned at 9:15 pm

Submitted respectfully,

Sharmila Bristol