



## **October 05, 2023 Meeting:**

### **Attendance and Call To Order**

*Virtual via Google Meets*

Chair: Kevin Hughes

Board Members: Elizabeth Uzzell, Kim Elliott

Others: Maureen Capillo, Cinwain Garner

Meeting was called to order at 12:00pm.

### **Agenda**

- Parent Handbook
  - Section 5/Policy 48/SHB conflicts?
  - Reformatting status
- Workers' Compensation process
- Maternity Leave
- Long Term Sub Pay
- Late Pickup Fees
- Academy Contracts

### **Discussion Items:**

#### PHB

- PHB Section 5 and Policy 48 talk about Sterling's philosophy for student discipline and the use of a tiered model. Now that we have developed the Student Handbook, we should review Section 5 and Policy 48 to ensure there is no conflict, or propose changes to EHB, SHB or Policies, as appropriate, to remove conflict.
- Maureen and Cinwain to review language
- Additionally, Parent Handbook reformatting is complete, but should not be released before the foregoing review is complete (so that we don't release a PHB and then have to update it shortly thereafter)



### Workers Compensation

- Maureen and Cinwain have prepared language to be added to EHB to outline revised worker's compensation process, in line with State law.
- Policy Committee supports this addition.

### Maternity Leave

- Maureen has opted-in to the state maternity leave reimbursement plan. This plan only provides sub pay reimbursement for classroom teachers who have been employed for 12 months.
- Should the school extend to (1) assistants (2) other staff? We will potentially get no reimbursement for assistant subs (to be verified) and will get no reimbursement for staff leave.
- Should school extend leave to staff who have been employed for fewer than 12 months?
- Finance Committee will review and calculate possible financial impact to school to extend leave beyond state program
- Maureen says that currently, very few people take time off for maternity/paternity
- FMLA leave is also available and may run concurrently with maternity.
- The committee Reviewed draft language for EHB to implement this new benefit once approved by Finance Committee and LHU Board.
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### Long Term Sub Pay

- Cinwain to draft language for EHB outlining the specific conditions that would entitle a sub to enhanced pay for long term sub roles, based on LHU vote from prior board meeting.

### Late Fees

- LHU Vote to amend late fees created conflict with PHB Section on late fees (when fees accrue).
- Should we stick with higher late fees and longer grace period (number of late pickups before a fee is charged)? Should we keep higher fees and revert to a shorter grace period?
- Late fees approved by LHU Board do not match PHB. Based on Board decision, PHB will have to be updated.
- However, should the school charge any late fees if similar fees are not charged by WCPSS? Does this conflict with charter school rules? To be discussed in Finance Committee and with Betty.



### Academy Contracts

- Maureen wants to adjust Academy contracts for 24-25 academic year to remove concept of tuition insurance, but to adjust when Sterling would charge families who unenroll.
- Maureen is contemplating a semester liability (a family can unenroll prior to a cutoff date set for each semester (August-December, January-June). Families who unenroll by that cutoff date will have no liability in the subsequent semester. Families who unenroll after the semester cutoff will remain liable for tuition fees in that semester.
- Maureen to draft changes to Academy contract. Families will be invited to enroll for 24-25 academic year in the coming weeks.

### Closure and Next Steps:

- Maureen to bring revised EHB language for leave changes and sub pay to LHU.
- Maternity leave options to be discussed in Finance Committee and then with LHU Board.
- Policy committee to review any changes to EHB, PHB or policies as a result of discipline conflict review.
- Finance Committee review of late fees.

Meeting was adjourned at 1:00 pm.

Next Meeting November 2, 2023 at 12:00 pm

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## August 12, 2023 Meeting:

### Attendance and Call To Order

Chair: Kevin Hughes

Board Members: Kim Elliott, Ryan Hill

Others: Maureen Capillo, Cinwain Garner

Meeting was called to order at 8:00am.



## Agenda

- Hiring Update
- Student Handbook
- Staff and Parent handbooks
- Policy on student fees
- Gun Violence policies
- Budget Process

## Discussion Items:

### Hiring Update

- Maureen provided an update on hiring and recent staff moves as a result of recent vacancies
- No board action required for these moves. However, the Committee recommended that Maureen or directors explain the moves to each affected classroom prior to the start of classes, especially since some changes impact parent welcome letters that were previously sent.

### Student Handbook/Tiered Discipline

- Maureen has made further revisions to the draft Student Handbook. The handbook will be brought to the Board at the next board meeting. In the interim, the Policy Committee was OK with Maureen sharing the working draft with the staff at workday sessions.
- The handbook will only be shared with parents following Board approval.
- The Policy Committee has reviewed and is comfortable with Maureen bringing it to the full LHU Board for approval as soon as she believes it is final.

### Staff and Parent Handbooks

- Cinwain has begun updating these handbooks to have a consistent look and feel to the Student handbook
- Policies will be removed from each and contained in a separate Policies document.
- Kevin will provide Cinwain with copies of the policies (and staff handbook updates) approved during the past school year.

### Policy on Student Fees

- As part of the most recent Audit, Betty had asked to see the school's policy on charging student fees. Apparently, this is a new question, so the school has not been asked for this policy before



- Betty will explain more to the Board at her next Board appearance (presently scheduled for 9/23 meeting).

#### Gun Violence Policy

- State Law articulates certain restrictions for when a student can be suspended vs expelled. As a charter school, we do not expel but rather we can remove a student (who then returns to his or her base school)
- We want to ensure that Sterling policies (and their application) comply with state law.

#### Budget Policy

- Maureen asked for clarification about spending money outside of the budget process. Kim clarified that if a previously approved expenditure (e.g., Peaceful Schools training) was above the approved amount but still within the previously approved budget area, no new Budget Committee approval would be required. For example, if the Budget included \$100K for staff training, and a \$75K contract was approved for Peaceful Schools, Maureen could use the rest of the training budget for additional spending with Peaceful Schools.
- However, if this would be a new contract, or require a shift of money from one approved budget line item to another (e.g., moving \$50K from materials to training) the Budget Committee should approve.

#### Closure and Next Steps:

- Maureen will bring Student Handbook to full LHU Board when ready

Meeting was adjourned at 12:00pm.

Next Meeting September 7, 2023 at 12:00 p.m.

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## September 07, 2023 Meeting:

### Attendance and Call To Order

*Virtual via Google Meets*

Chair: Kevin Hughes

Board Members: Elizabeth Uzzell, Kim Elliott, Keisha Pressley

Others: Maureen Capillo, Cinwain Garner

Meeting was called to order at 12:00pm.

### Agenda

- Employee Handbook Update
- Maternity and Paternity Leave
- Workers Compensation
- Student Walkers
- Parents Bill of Rights

### Discussion Items:

#### Employee Handbook

- Cinwain has prepared an update of the look and feel of the EHB. It is more graphical to match the Student Handbook. Policies have been pulled out to a separate policy document instead of being included as separate attachments in each of the parent and staff handbooks and have been updated to reflect changes that had been approved in the past year. No other changes to the content have been made. Board approval is not required for the visual update.
- Maureen has recommended that the school engage a consultant to do a more thorough review of all handbooks and policies to make sure they remain accurate and reflect best practices. This may be a summer 2024 effort.
- The Policy Committee does not plan to review/revise EHB at this time. Board members who do have requested changes can submit them to Cinwain to be made in the next round of edits.

#### Maternity and Paternity Leave

- The school does not presently offer paid maternity or paternity leave. Employees are eligible to use their accrued sick leave, or FMLA (unpaid) leave. However, a new state



law (SB20) extends paid paternity or maternity leave to public school employees. The State budget was to offer a fund to the DPI to pay for subs during such leave.

- Charter Schools are not automatically included in the law. However, it appears that charter schools can take advantage of the law and if they offer paid leave, they will be eligible for substitute reimbursement.
- Maureen will work with Betty to verify this understanding and determine what the school would have to do to participate. Maureen and Cinwain will propose changes to the school leave process if the school wishes to participate.
- This should be discussed in Budget Committee if there will be any impact to Sterling budget.

### Workers Compensation

- Maureen wants to clarify for staff how Sterling's leave policies interact with Workers Compensation (no paid leave until day 8; paid leave retroactive if leave extends beyond extended timelines, etc.)
- Maureen and Cinwain will consider adding these clarifications (not a change to school policies) to the EHB section on leave. The Policy Committee does not believe a unique policy is required.
- The Board would approve any change to EHB

### Student Walkers

- Current wording for walker permission letter requires that all walkers cross with a crossing guard. Sterling does not provide a staff member to act as a crossing guard since school insurance would not cover them off school premises.
- Presently there is only a crossing guard for Town Hall drive at Cedar Fork Elementary entrance.
- There is no guard for students living South of the school but West of Town Hall, or for students living east of Church Street.
- Maureen will propose the wording of a parent permission form that will authorize the students to cross without a crossing guard present.
- Maureen will also continue to seek a discussion with Town of Morrisville officials about a formal crosswalk with blinking lights, or other changes to carpool procedures to make the area safer at dismissal.

### Parents Bill of Rights



- Maureen spoke with Donna for guidance, and we will be looking for further guidance from the state in the coming months.
- Presently Sterling provides significant information about the curriculum online.
- Maureen should be ready to address questions from parents.

### Closure and Next Steps:

Budget Committee will review any proposed changes to paternity/maternity leave that impact budget.

Substantive changes to EHB (for workers compensation or paternity/maternity leave) will be brought to the Board when ready.

Meeting was adjourned at 1:00p.

Next Meeting October 5, 2023 at 12:00 p.m.

### Recommended Board Actions:

- None