



## LHU Board of Directors Regular Meeting

**June 26, 2024 6:30 PM**  
**Sterling Montessori Academy and Charter School**  
**202 Treybrooke Drive, Morrisville, NC 27560**  
**In Person and Virtual via Google Meet**

### 1. COMMENCEMENT

Call to Order and Board Attendance w/Determination of Quorum  
 At 6:44pm

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	X		Kevin Hughes	X		Elizabeth Uzzell	X
Kim Elliott	X		Dwayne Jones	X		Lan Zhu	X
Jessi Fasola	X		Keisha Pressley	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.*

- Election of Board Officials, renewal of Board member and appointment of Development Committee chair
- DEI/ABAR discussion
- 2024-2025 UE Classroom and budget discussion

**Approval of Agenda**

At 6:45p, Elizabeth Uzzell moved to approve the agenda. Approved

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

**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**

- EOG results will be reviewed by school in July, after training with the new online system. Data to be shared in October board meeting.
- Discussed iReady results - comparing percentage of students at grade level at beginning of school year vs end of school year
  - 20% improvement in reading and 29% improvement in math

Communications Committee Report

- Did not meet this month

Finance Committee Report - **Kim Elliott**

- 2 items for approval for additional spend in the current 2023-2024 budget
- 2024-2025 budget discussions
  - DPI is changing their process for the upcoming school year (affects how Sterling is paid based on enrollment numbers); DPI will fund schools based on the prior year's enrollment number (631 for 2023-2024 school year)
    - Possible new change in how ADM is calculated - to determine funding for the next school year - largest enrollment number as of the end of September and October for the current school year
  - Discussion around anticipated UE enrollment numbers for 2024-2025 school year
    - Discussion around if a UE classroom is closed for 2024-2025, effect on budget for 2025-2026 and would what affect the school's ability to re-open that UE classroom?
  - Discussion for another board meeting - historic trends in un-enrollment in UE and MS (during school year and during the summer)

DEI Committee Report - **Dwayne Jones**

- Walked through committee report

Policy Committee Report - **Kevin Hughes**

- Walked through committee report



Development Committee Report – Jessi Fasola

- Walked through committee report

Governance Committee - Katie Brown

- Walked through committee report

Strategic Planning Committee Report - Ryan Hill

- Consultant (Sam) was in attendance at committee meeting
- Committee discussed overlap between DEI and Strategic Planning

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.*

- 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 May 2024 Regular Meeting Minutes](#)
- Approval of additional Facilities spend of \$40,000 in the 2023-2024 budget year
- Approval of the amended 2023-2024 budget

At 8:06p Elizabeth Uzzell 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	M		
Kim Elliott	X				Dwayne Jones	X				Lan Zhu	X		
Jessi Fasola	X				Keisha Pressley	X							
Ryan Hill	X				Rachel Richardson	X							

**4. DISCUSSION ITEMS**

- DEI/ABAR discussion - dates to be scheduled for further board discussion
- Election of Board Officials and appointment of Development Committee chair
- 2024-2025 UE Classroom and budget discussion

**5. APPROVAL OF CONSENT ITEM**

**Board Member**

At 8:08p, Elizabeth Uzzell moved to renew Ryan Hill as Board Member of the LHU Board of Directors for June 2024 to June 2027. Approved.

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



**Election of Officers**

At 8:09pm, Elizabeth Uzzell moved to nominate and elect Rachel Richardson as President, Kevin Hughes as Vice President, Jessi Fasola as Treasurer and Ryan Hill as Secretary of the LHU Board of Directors for June 2024 to June 2025. Approved

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

**6. DISCUSSION ITEM**

- Continued 2024-2025 UE Classroom and budget discussion
  - Question - what were the missing qualifications of applicants
    - Lack of understanding that this is a Montessori classroom and what's required (multi-age, need additional Montessori training)
    - Bad reference checks
  - Idea - create a specific Kindergarten class to help supplement the needed ADM target
    - Concern is bathroom situation (this classroom would be outside of Building A) and would not have an in-classroom bathroom, kids would have to go down the hall and share bathroom with older students
    - Concern around who would supervise this classroom (CH director or LE director)
  - Discussion around un-enrollment rates between 5th and 6th grade
    - This appears to be an even bigger issue for other public schools around the nation (compared to un-enrollment rates historically seen at Sterling)



- Question - is the target number 190 for next year's UE (6 classroom) as there may be likely additional withdraws over the summer?
  - Target at least 180, wouldn't look to add additional new students to get up to 190
- Question - keep 7 UE classrooms but keep the number in each classroom low (not full capacity)
  - Concern is not having staffing for that 7th classroom
- Suggestion - could we reword the job description so as to attract more applicants?
- Suggestion - utilize headhunters and/or offer a referral bonus

**7. ADJOURNMENT**

At 9:47p, Elizabeth Uzzell moved to adjourn. Approved

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

**Attendance:**

**In person:**

**Katie Brown**

**Kim Elliott**

**Maureen Capillo**

**Elizabeth Uzzell**

**Keisha Pressley**

**Dwayne Johnson**

**Jessi Fasola**



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## LAURA HOLLAND UZZELL FOUNDATION

*A nonprofit organization*

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**Ryan Hill  
Susan English  
Lan Zhu  
Mike Hanas**

**Virtually:**

**Ashley Norton (6:31pm, 3:15:36)  
Carol Stubbs (6:36pm, 3:10:45)  
Daphne C (7:55pm, 1:52:30)  
Kevin Hughes (6:31pm, 3:15:24)  
Rachel Richardson (6:37pm, 3:09:45)**





## **Executive Director Board Report - June 2024**

### **School News**

8th Grade Graduation was a beautiful celebration and honoring of our graduates. We are so proud of our MS team and our MS students and families for their hard work.

End of Year Staff Breakfast on Tuesday, June 11th was absolutely lovely. There was laughter and joy and a general sense of curiosity and wonder. Groups collected end of year photos. We celebrated three graduating from the NC State Beginner Teacher Support Program (BTSP) – a rigorous three year program. We also celebrated those who have served Sterling for 30, 20, 15, and 5 years. We celebrated late spring and early summer birthdays (May, June, and July). Finally, we gave a round of glorious applause to those that have completed their AMS training program and completed either an associates, undergraduate, or master degree program. So many of our staff are eagerly pursuing meaningful professional development opportunities above and beyond what we offer internally at Sterling. This end of year breakfast was particularly important for me – as when I was hired in July 2022 – staff had refused to meet in person as a whole group with their ED for over four years. Staff meetings were optional my first year as I slowly began the work of healing and pulling together a broken community. This year's end of year breakfast was evidence of the impressive growth we have made in this regard. All but two staff members (who were both in the hospital) were present and all enjoyed a wonderful end of year celebration together, as a unified team. One PFSA leader also attended. It was a proud moment and a reminder of my important work as the school's leader – model inclusive community school wide.

We were able to successfully close out the 2023-2024 school year. This is particularly true of the EC department and the testing windows. The EC department had a strong learning curve on how to close out a year successfully last year. Under our new EC Director's leadership this team has come a long way in meeting end of year expectations. We are proud of their growth and willingness to learn. A more indepth review of our testing data will be shared with the Board at the October meeting.

Below are our end of year I-Ready results. Growth of this kind is unprecedented in my 25+ school career. We are extremely proud of this growth and we are eager to continue this work of implementing a high fidelity Montessori program in the coming years.

<b>I-Ready Reading Data</b>	<b>I-Ready Math Data</b>
<p>In <b>reading</b>, students in grades 1st through 8th performed at the</p> <p>BOY with <b>64%</b> at or above grade level and at the</p> <p>EOY with <b>84%</b> at or above grade level.</p> <p><b>20%</b> Improvement -- 114 Students Impacted Positively</p>	<p>In <b>math</b>, students in grades 1st through 8th performed at the</p> <p>BOY with <b>47%</b> at or above grade level and at the</p> <p>EOY with <b>76%</b> at or above grade level.</p> <p><b>29%</b> Improvement -- 171 Students Impacted Positively</p>
<p>In <b>reading</b>, students in grades 1st through 8th performed at the</p> <p>BOY with <b>36%</b> below grade level and at the</p> <p>EOY with <b>16%</b> below grade level.</p> <p><b>20%</b> Improvement -- 114 Students Impacted Positively</p>	<p>In <b>math</b>, students in grades 1st through 8th performed at the</p> <p>BOY with <b>53%</b> below grade level and at the</p> <p>EOY with <b>24%</b> below grade level.</p> <p><b>29%</b> Improvement -- 171 Students Impacted Positively</p>

### **Staff News**

Peaceful Schools continues to work with Directors monthly. These sessions are going well. And we have signed a contract for a third year of work with the Peaceful Schools team. We are excited to have laid a foundation of important trust building work school wide and are eager to embark on this next level of work with this external training team.

We started the year with Thirteen on Individualized Development Plans (IDPs). Two Directors. One member of the Operational Team. Two in CH. One in LE. Three in UE. Three in EC. One in Middle School. Two of these made progress.

We are expecting seven staff members on IDPs next year. One on the Admin Team. One in LE. Two in UE. Three in EC.

Each year we will strive for a 5% or below retention rate on staffing. Retention data over the last two years is outlined below.

<u>2022-2023 School Year</u>	<u>2023-2024 School Year</u>
<p>Last year our retention rate was 15%. We let four go and eleven staff left. Seven of eleven left due to moves out of state or away from the region. Three cited leadership changes.</p>	<p>We are currently at a 15% retention rate. One on an IDPs was let go in October. A second staff member will be let go later this week. Thirteen left and are not returning. Two of the twelve moved out of state. Eight left for personal reasons. Three cited leadership decisions. All three were getting significant and additional performance support through an IDP.</p>

**Development News**

We raised \$25K+ in 2022-2023. This year our fundraising goal was \$90K. We raised \$50K in 2023-2024. We are proud of this progress towards our annual fund goals. 100% of our board and admin donated. 84% of our staff donated (down from 92% last year). 36% of our parent community donated (up from 32% last year).

**Operational News**

Tech Inventory went smoothly this year. All devices were returned. We had 20 damaged devices this year – mostly keyboards – with issues our tech team was able to manage in house. Two broken screens had to be replaced. There is one computer of over 450+ unaccounted for. This is a huge improvement from last year, when we had over 200 unaccounted for at the end of the year. We have a strong, proactive tech calendar for the year and a proactive plan for the first time in two years. This growth and improvement was much needed and deeply appreciated. I have been happy to help lead the team into this work since my start in July 2022.

We have a much improved onboarding process for all staff. New staff spend a full day with the operational team before being released to their Directors for further onboarding at their grade level team level.

We are on track with enrollment with the below numbers per grade level.  
 August 22nd ADM Goal – 618 – 72 Kinder, 240 LE, 186 UE, 120 MS

Children’s House – 200 Total – 128 Three and Four Year Olds / 72 Kinder  
 25 per classroom

121 CH Academy families accepted and enrolled. We have 7 spots to fill.  
 65 CH Kinder families have accepted. We have 7 to fill at Kinder.

Lower Elementary – 240 Total – Striving for 80 per grade, 1st, 2nd, and 3rd grade  
30 per classroom

215 Currently Enrolled. 68 students currently enrolled in 1st grade. 12 spots in 1st grade. 74 students currently enrolled in 2nd grade. 6 spots in 2nd grade. 73 students currently enrolled in 3rd grade. 7 spots in 3rd grade. 25 spots total to fill at LE.

Please note – the LE number of 240 is to make up for the projected shortfall at the MS level. When we fill our 140 MS spots, we will shift our LE numbers back down to 224 – 28 per classroom – in coming years. 16 of the total 25 being called off the waitlist are due to this projected increase in enrollment. Our 9 withdrawals at the LE level – three are headed to private schools in the area and six (three families) are moving out of the region due to family job promotions.

Upper Elementary – 180 Total – Striving for 70 per grade, 4th, 5th, and 6th grade  
30 per classroom

190 Currently Enrolled. 74 students currently enrolled in 4th grade. 0 spots in 4th grade. 62 students currently enrolled in 5th grade. 0 spots in 5th grade. 54 students currently enrolled in 6th grade. 0 spots in 6th grade. 0 spots total to fill at UE with six classrooms. This proposal is assuming we still have an additional group at this level that may withdraw between now and August.

Upper Elementary – 208 Total – Striving for 80 per grade, 4th, 5th, and 6th grade.  
30 per classroom, with C14 at 28.

190 Currently Enrolled. 74 students currently enrolled in 4th grade. 0 spots in 4th grade. 62 students currently enrolled in 5th grade. 0 spots in 5th grade. 54 students currently enrolled in 6th grade. 18 spots in 6th grade. 18 spots total to fill at UE with seven classrooms.

Please note – we are recommending closing a UE classroom due to our staffing concerns. The above enrollment numbers reflect both our recommendation (based on our current numbers) and the enrollment work if we are keeping seven rooms open. We currently have two UE vacancies with no applicants. These positions have been open for over a year. We could call down our waitlist adding an additional 18 new students to the program, as we have done in year's past. However, we are recommending, instead, that we slow down, and stay focused on the families and staff we have, only enrolling X new students to the UE program for this fall. This proposal, along with a few potential and additional staffing concerns at this level, was reviewed with the finance committee and the executive committee earlier this month.

Middle School – 140 Total – Striving for 70 per grade, 7th and 8th grade.  
35 per classroom

119 Currently Enrolled. 55 students currently enrolled in 7th grade. 15 spots in 7th grade. 64 students currently enrolled in 8th grade. 6 spots in 8th grade. 21 spots total to fill at MS. There is no waitlist to call down at the MS level.

### **Historical Enrollment Data (as shared with the Executive Committee in June)**

We pulled enrollment data over the last four years from powerschool reports, withdrawal forms, and our new enrollment numbers. I have outlined our learning from this deep data review below.

We hold pretty consistently at between 30 and 60 withdrawals over the course of a year, each year for the last four years. Reasons given fall in three consistent categories -- 1/3 moving, 1/3 moving for schools with homework/math tracking, and a 1/3 don't give a reason. 20 withdrawals tend to occur during the school year, another 10 to 40 happen in the summer months.

There was a spike in our withdrawal numbers in the spring and over the summer of 2022 -- this year produced 89 withdrawals -- the 50 additional withdrawals in this group, outliers to the rest of the data -- were connected to four classrooms -- two in LE and two in UE -- whose lead teachers were not returning due to the former ED refusing to renew their contracts.

Our numbers this year are staying steady and match this four year data review average -- we currently have 21 withdrawals throughout the year and potentially between 30 to 40 expected to leave over the summer. These numbers, as mentioned above, fall into three categories -- moving, homework/advanced math, or no reason given. These withdrawals are spread pretty evenly over all grades 1st through 7th.

### **Facilities and Maintenance News**

Second Phase of Solar Panels are in process

Energy Efficient Lights are being installed building wide.

UE and LE Libraries are being separated to give more space and access.

EC is getting their storage space remodeled and upgraded to better meet their needs.

We have an A10 kitchen counter demo and remodel planned for the near future.

# FINANCE COMMITTEE

## Regular Monthly Meeting Report

### **Committee Actions:**

Approval of additional Facilities spend of \$40k in 2023-2024 budget year.

Approval of additional Technology budget of \$3k in 2023-2024 budget year.

# Minutes from June 7, 2023 Meeting:

## Attendance and Call To Order

*(Virtual via Google Meet)*

Chair: Kim Elliott Board Members: Robert Wolfe, Lan Zhu

Others: Maureen Capillo, Betty Warren, Liz Macaulay

Meeting was called to order at 12:04

- **2023-2024 Budget - Adjustments**
  - **Additional Facilities Items \$40k**
    - Blinds for two MS classrooms - \$11k
    - A/C for A Building (Two window units added in the meantime for two A Building classrooms) - \$15k
    - Tree removal - \$8k
    - Whiteboard - \$1k
    - Fire panel - \$5k
  - **Increase in Tech \$3k (originally \$9k)**
    - *Second Step* Social/Emotional learning tech program
      - Helpful resource for teachers
      - Informative lessons for students
      - Peace education better suited for 4-8 grades
  - **Enrollment Advertising \$19k (already approved)**
    - WUNC - \$15k
    - Facebook - \$1k
    - Triangle Magazine - \$3k
  - **Staffing**
    - Two UE Lead vacancies
      - Cannot go for AMS accreditation with two vacancies
    - Other vacancies unchanged
- **2024-2025 Budget**
  - **ADM**
    - Currently - 26 withdrawals 4-6 grade (½ from moving, ½ 5th to 6th grade drop)
      - under enrolled in every class plus (less than 30/31)
      - hearsay ~30 kids not returning - Liz is calling families to confirm
      - Propose to close a UE classroom -
        - If 15 of the (wildcard) 30 kids return = 30 per class x 6
        - If 20 of the (wildcard) 30 kids return = 31 per class x 6

- At 614 - fully enrolled in CH (72 K), LE (30x8), UE (31x6), MS 116 (58x2)
  - ADM with changes (6 UE classes) - 614 - Staffing eliminations
    - .5 EC PA
    - Spanish Asst
    - MS Associate
    - Videography (\$45k)
    - HR/Policy Audit (\$25k)
    - AMS Accreditation Site Visit (\$30k)
    - AMS Conference (\$50k)
  - Academy enrollment is almost full
- **Did not hire Admin Fellow**

### **Closure and Next Steps:**

Meeting was adjourned at 1:30 pm.; Any follow-up actions noted above.

Next Meeting - Thursday, August 8, 2024 at 12:00.



# Minutes from June 5, 2024 Meeting:

## Attendance and Call To Order

*Virtual via Google Meets*

Chair: Robert Wolfe

Board Members: Jessi Fasola

Sterling Staff: Maureen Capillo, Stephanie Deming

Meeting was called to order at 12:02pm.

### Agenda

- **Giving Stats (as of 6/4/24)**
  - Board 100%
  - Admin 93%
  - Staff 84%
  - Community 36%

**Development Balance: ~\$88,703**

### 2022/24 Income/Spending

\$ 5,827	\$ 4,370	19,665	\$ 7,961	\$ 9,079	\$ 1,271	1,650	-	\$ (1,651)	\$ (4,005)	\$ (11,049)	\$ (3,528)
					<b>COME</b>	<b>49,823</b>				<b>PENDING</b>	<b>(20,233)</b>
11.70%	8.77%	39.47%	15.98%	18.22%	2.55%						
<b>Matching</b>	<b>Check -</b>	<b>e</b>	<b>al</b>	<b>ndraising</b>	<b>est</b>	<b>n</b>	<b>sorships</b>	<b>velopment</b>	<b>SA</b>	<b>to</b>	<b>t</b>
<b>tions</b>	<b>l Fund</b>										
	<b>tions</b>										

### ACTION ITEMS

- Takeaways from 2023/24 Annual Fundraising:
  - Our numbers over the years are slowing increasing, which is promising!
  - Maintaining 35-40% of community will consistently donate, as seen in the consecutive years numbers of donors
  - For 2024/25, we need to give people concrete action items (rather than just holding the funds in our “treasure chest”). Could be barn-raising for Strategic Planning; Outdoor environment improvements, etc.
- 2024 Annual Report in the process of being created
  - Will include information on Strategic Planning; NLI Outdoor Environment work; Professional Development (AMS Meeting); Specials and the usual Development overview.

- Chamber of Commerce
  - Meeting with Bill Spruill (speaker & business leader) in July
- Advertising on WUNC, FB and Triangle Family (Newcomers) Magazine for the July/August issue

**Discussion Items:**

**Closure and Next Steps:**

Meeting was adjourned at 12:30p.



## **Governance Committee**

*Regular Monthly Meeting Report - June 2024*

### **Committee Actions and Recommendations:**

- None at this time.

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## Minutes from June 5, 2024 Meeting:

### Attendance and Call To Order

*Virtual via Google Meet*

Chair: Katie Brown

Board Members Present: Elizabeth Uzzell, Kim Elliott, Keisha Pressley

Meeting was called to order at 4:01

### Recruiting / Succession planning

#### ✚ Current LHU Board Interest Matrix

- Application received from Susan English
- Katie and Kim will conduct an interview

#### ✚ Current LHU Board Member Information

- Robert Wolfe has resigned
  - Keisha will conduct an exit interview
- Officer positions for 24-25
  - President: Rachel Richardson
  - Vice President: Kevin Hughes
  - Treasurer: Jessi Fasola
  - Secretary: Ryan Hill
- Development chair
  - Keisha Pressley

### Board Calendar

June meeting--Annual Meeting

Middle school D6

- Election of officers
- Mike Hanas joining
- DEI/ABAR discussion
- Strategic planning/development
- Sign paperwork
- Meal



Meeting was adjourned at 5:00pm.

DRAFT



## Policy Committee

### June 6, 2024 Meeting:

#### Attendance and Call To Order

*Virtual via Google Meets*

Chair: Kevin Hughes

Board Members: Keisha Pressley

Others: Maureen Capillo, Denise Kimball, Cinwain Garner, Gloria Jones

Meeting was called to order at 12:00pm.

#### Agenda

- HR/Policy RFP
- EHB Edits
- Restraint Policy
- Items for Next Meeting

#### Discussion Items:

##### HR/Policy RFP

- RFP has received no bids. Should Sterling look at formally separating the HR audit RFP from Policy audit RFP? Are there bidders discouraged by the two being together?
- We can wait until July before making that decision.
- Consider looking at alternative sources of review (e.g., HR consultants or law students) outside of the educational environment? If we look to alternative providers, we may need to scale-back expectations (e.g., the audit may look only at compliance with HR laws, or internal policy consistency but lack recommendations for best practices).

##### EHB Edits

- EHB has been updated to include changes approved by the Board this school year. No separate Committee or Board approval is required to add that language.



- For edits to EHB/PHB/SHB for upcoming school year, Maureen and Cinwain will present a redline by August meeting with goal of approval at August Board meeting.
- The committee requested presenting all edits as a redline of the full document so that the Board can review edits in context.

### Restraint Policy

- Sterling has guidelines and processes for when and which staff members are allowed to use physical restraint, but Sterling has not adopted a formal policy at the Board level. Maureen and Gloria have reviewed both Vance County and Wake County policies and recommended that the School formally adopt a policy.
- WCPSS/Vance policies track state law.
- Sterling policy should distinguish between emergency use of restraint/force (reasonable to protect a student from harm) and restraint in the EC context.
- School process continues to be (1) classroom teacher calls for support (2) other students removed from situation and (3) trained staff work with student needing assistance.
- Kevin volunteered to prepare a first draft of a Sterling policy based on WCPSS—without compelling reason otherwise, school should track WCPSS.
- Draft Policy may be ready for Committee review and approval in July.

### August Meeting Agenda Items

- Maureen and Gloria to present proposed Restraint Policy for Committee review

### Closure and Next Steps:

- Next meeting scheduled for August 1 at 12:00

Meeting was adjourned at 1:00pm.



## **DEI Committee**

### *Regular Monthly Meeting Report - JUNE 2024*

*DEI Mission: Sterling Montessori values diversity, prioritizes equity, and commits to being an inclusive school community which is critical to meeting our Montessori mission and affirming the full humanity of all community members. ([Our DEI Pledge](#))*

### **Committee Actions and Recommendations:**

- Encourage voluntary participation and dialogue about [Project Implicit](#) among LHU Board members
- Share [SWOT Analysis](#) with LHU Board and consider sharing results with the school community as indicated in the 1-3-5 year plan





## **Minutes from June 3rd, Meeting:**

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

*Virtual via Google Meet*

Chair: Dwayne Jones

Board Members Present: Dwayne Jones

Others: Susan English, Dana Riley, Justin Tosco, Maureen Capillo

Meeting was called to order at 4:01 pm

### **Updates from Executive Director**

- Shared insight on the possible need for structural changes within DEI - as there may be more opportunities for more Board work than staff.

### **Self-Guided Toolkit on ABAR**

- Justin shared a [self-assessment toolkit](#) for educators by educators that may be useful for professional development

### **Highlights & Areas of Growth**

#### **Highlights**

- Ethnic diversity among students and staff is evident

#### **Areas of Growth**

- **INCREASING PARENT PARTICIPATION IN THIS COMMITTEE**

### **Discussion Items**

Discussion items:

- Sharing SWOT analysis with school community
- Revisit discussion about buses, weighted lottery and scholarships
- Discussion on adding disaggregated data on retention rates to the website; and sharing data annually by department/ position



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**LAURA HOLLAND UZZELL FOUNDATION**

*A nonprofit organization*

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Meeting was adjourned at 5:00pm.



## **Minutes and Board Report from June 10, 2024 Meeting:**

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

*Virtual via Google Meets*

Chair: Ryan Hill

Board Members: Dwayne Jones

Others: Sam Chaltain

Meeting was called to order at 4:00pm.

### **Discussion Items:**

#### **DEI - Want to see more traction in the DEI work.**

- Need to be mindful of where people are.
- Need to polish what we have and make it public and sharp.
- What we've already done and how we can make that known to everybody.
- The parents are missing from the DEI conversations. We want the work being done with the community and not feel like it's being done AT the community.
  - Work at the DEI committee: Rethink what the committee means and what it means to the community.

#### **How does DEI work and Strategic Planning work together?**

- Board does need to use the tool for Implicit bias and have a discussion around the implications, not required to share, but to participate.
  - When we have the discussion as a board, Important to be part of it but not required to share.
- Independent session for the board to discuss how DEI work fits into the strategy as we are moving from our high level work into our priorities.

#### **Discussion of next steps:**

- We are close to finalizing the plan, but with board turnover we want to meaningfully include any new members.
- Conversation around DEI answering the main question of we know we are doing this. How can we best set the conditions to do it as best as possible.



### **Closure and Next Steps:**

Meeting was adjourned at 4:43p.

### **Up Next:**

- Revisit the Board Member survey for a session dates (2.5 hr virtual sessions)
- Board discussion to discuss the investment for our barn raising event and the date.
  - Should we create and ad hoc committee
- Understand budget for professional communication design