



LHU Board of Directors Regular Meeting

October 16, 2024 6:30 PM
Sterling Montessori Academy and Charter School
202 Treybrooke Drive, Morrisville, NC 27560
Virtual via Google Meet

COMMENCEMENT

Call to Order and Board Attendance w/Determination of Quorum
At 6:32pm

Quorum Present with following Board Members in Attendance:

Name	Present		Name	Present		Name	Present
Katie Brown	x		Dwayne Jones	x		Susan English	x
Jessi Fasola	x		Keisha Pressley	x		Daphne Coulter	x
Ryan Hill	x		Rachel Richardson	x			
Kevin Hughes	x		Elizabeth Uzzell	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.

Consent Agenda:

- Set the 2024-35 Fundraising Goal at \$35,000 per Development Committee recommendation
- Approval of September 18, 2024 Regular Meeting minutes
- Restraint Policy for Vote (request from Policy Committee)

Discussion Items:

- December Meetings (Board and Committee), will these remain or be canceled? (request from Governance Committee)

Approval of Agenda

At 6:34p, Kevin Hughes moved to approve the agenda. Approved

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Katie Brown	x				Dwayne Jones	x				Susan English			
Jessi Fasola	x				Keisha Pressley	x				Daphne Coulter	x		
Ryan Hill	x				Rachel Richardson								
Kevin Hughes	M				Elizabeth Uzzell								



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 – Carrie Smith

- Highlights read from the ED report.
- Katie Brown pleased to see Sterling well represented at the Montessori Association of NC Conference
 - Justin and Derek presented on science in the middle grades connected to the science expectations.
- Correction on the ED report for the 6th grade enrollment number. To be corrected after meeting.
 - **Correction confirmed after meeting with JoAnne Amazan that the correct 6th grade enrollment number is 48 (not 78).

Communications Committee Report - Ryan Hill

- Did not meet

Finance Committee Report - Jessi Fasola

- Highlights of the report read
- Kevin Hughes asked about details on the sign on and referral bonus policy. Details expected next month.
- Paycheck schedule - the challenge that we are running into is employees being paid prior to starting training and work then owing Sterling repayment. We currently have five former employees that are impacted in this way owing Sterling.
 - Another collections issue is for promissory notes that are not made whole.
- Middle School enrollment: Overview of the graphic showing that we have lower enrollment and a negative attrition and make us aware of this issue.
 - Katie Brown - send Justin and Derek to present more because it was highly persuasive.
 - Consider going back to former families to understand what drove their decision to leave.



- JoAnne Amazan gave insight that families seem to want more elective and we saw more families move out of state.
- Kevin Hughes is it easier to have kids stay if there are younger siblings?
- JoAnne Amazan seeing heavy students moving to TMSA due to grades going through high school.
- There are early indications of 5th grade students moving to traditional schools next year.
- Other charters outsource sports programs to companies like Triangle Ultimate.
- Kevin Hughes we need to dig further into why families are making the decisions they are making.

DEI Committee Report - Dwayne Jones

- Review of Highlights from the report
- Last board meeting was primarily gaining feedback.
- Discussion in the meeting around work continuing and the “ball not being dropped”.
- Consider selecting another vendor partner to support the school in training and DEI initiatives for professional development.
 - Dwayne is connecting with Dr. Gloria Jones and Maati on next steps.
- Professional development budget may already be earmarked.

Policy Committee Report - Kevin Hughes

- Review of Highlights from Report
- Restraint policy is up for approval - overview discussed. This policy is inline with state law and even does not include some things that are allowed.
- Ryan Hill - is this current practice or will additional training be needed?
 - Dr. Gloria Jones confirmed that it is in line with current practice but there will be training and informing the staff with staff.
- Two other issues with Finance
 - How do we handle folks that move scales in the middle of a school year? This will be handled in the handbook, but Kevin will get with finance committee to finalize.
 - The payment of bonuses with new hires and Kevin will work with Jessi and finance on finalizing the documentation.
 - Jessi gave clarification that this is for assistants moving to lead teachers and where will they fall on the next schedule.



Development Committee Report – Keisha Pressley

- Review of highlights from the report
- Dr. Gloria Jones is going back to the teachers for a wishlist for potential items for some development spending.
- The committee is recommending a goal of \$35,000 for this year.
- There is an IBM stock that the committee is considering to sell, but there are complexities to the process.
- Stephanie Deming, making the board aware that there is a park being developed about two blocks from the school near the library. Stephanie is working to get updates on the development. Goals in talking with Morrisville, we are looking to make Sterling a “gem of a spot” and attractive.

Governance Committee - Katie Brown

- Review of highlights from the report
- Governance meetings are being moved to the first Tuesday of the month as Keisha takes over as chair.
- December meeting: Discussions on keeping them or canceling
 - Committee chairs will decide on the need to meet during December.

Strategic Planning Committee Report - Ryan Hill

- Review of highlights from the report
- Met for two working sessions and working on the finalization of our two documents

Search Committee Report - Elizabeth Uzzell

- Review of highlights from the report
- Committee is recommending a first round with board members only, then a second round with teachers and directors.
 - Discussion around the process and who would be included.
 - Mike Hanas will be invited to join the process.
-



Community Comments (3 minute time limit)

Members of the public are now invited to provide comments on issues or concerns related to the school. To indicate your interest in speaking, please raise your hand. 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.

Speakers are welcome to offer comments or criticism directed at substantive ideas, actions, or procedures of the school and LHU Board. In the interest of maintaining civility and decorum, however, speakers are encouraged to refrain from criticism or personal attacks directed at specific members of the Board, school staff, or members of the community.

The laws and policies of North Carolina provide that issues or concerns involving individual personnel matters are confidential, and, therefore, not appropriate for public comment settings. Concerns related to personnel issues may be addressed through appropriate school leadership, the Sterling grievance policy, or other applicable policies.

Speakers may discuss issues and matters of general concern but must refrain from discussing confidential student information. Concerns related to confidential student matters may be addressed through school leadership, the grievance policy or other applicable policies.

Comments:

- None
-

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.

- Set the 2024-35 Fundraising Goal at \$35,000 per Development Committee recommendation
-



- Approval of September 18, 2024 Regular Meeting minutes
- Restraint Policy for Vote (request from Policy Committee)

At 8:02p Rachel Richardson moved to approve Consent Agenda Items. Approved.

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Katie Brown	x				Dwayne Jones	x				Susan English	x		
Jessi Fasola	x				Keisha Pressley	x				Daphne Coulter	x		
Ryan Hill	x				Rachel Richardson	M							
Kevin Hughes	x				Elizabeth Uzzell	x							

DISCUSSION ITEMS

- None

ADJOURNMENT

At 8:03p, Kevin Hughes moved to adjourn. Approved

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Katie Brown	x				Dwayne Jones	x				Susan English	x		
Jessi Fasola	x				Keisha Pressley	x				Daphne Coulter	x		



Ryan Hill	x			Rachel Richardson	x				
Kevin Hughes	M			Elizabeth Uzzell	x				

Attendance:

- * Meet
- * Meeting code: ffy-hkik-ovk
- * Created on 2024-10-16 18:28:06
- * Ended on 2024-10-16 20:04:37

Full Name	First Seen	Time in Call
+1 919-***-**-09	10/16/2024 18:33	1:30:46
+1 919-***-**-40	10/16/2024 19:50	0:13:56
+1 919-***-**-78	10/16/2024 18:29	1:34:48
Carrie Smith	10/16/2024 18:30	0:22:09
Charlotte Schear	10/16/2024 19:49	0:14:11
Daphne Coulter	10/16/2024 18:28	1:36:21
Dwayne Jones	10/16/2024 18:30	1:33:57
Elizabeth Uzzell	10/16/2024 19:42	0:21:35
Jessi Fasola	10/16/2024 18:32	1:31:39
JoAnne A	10/16/2024 18:32	1:31:38
Katie Brown	10/16/2024 18:31	1:33:11
Keisha Pressley	10/16/2024 18:32	1:32:11
Kevin Hughes	10/16/2024 18:30	1:33:18
Rachel Richardson	10/16/2024 19:06	0:57:38
Ryan Hill	10/16/2024 18:28	1:36:30
Stephanie Deming	10/16/2024 18:29	1:34:31
Susan English	10/16/2024 18:41	1:07:17
Sydney Golden	10/16/2024 18:33	1:30:32



**STERLING
MONTESSORI**
EST. 1997

LAURA HOLLAND UZZELL FOUNDATION

A nonprofit organization

202 TREYBROOKE DRIVE, MORRISVILLE, NORTH CAROLINA 27560
(T) 919.462.8889 | info@sterlingmontessori.org | (F) 916.434.7000



STERLING
MONTESSORI
EST. 1997

Executive Director LHU Board Report - October, 2024

School News

- A team of directors and teachers attended the World View Conference in Chapel Hill last Thursday. We were able to network with educators across the country and enhance our understanding of interdisciplinary global learning “to prepare students to thrive in our interconnected world, plenary talks and smaller sessions will spark innovation, examine global issues, and build global competencies in educators.”
- School pictures for students and staff were completed. Upcoming noteworthy dates include: Class pictures October 16th, Garden Day October 18 and Makeup Pictures, Middle School Group, Band and Chorus is October 30, 2024.
- Staff will be attending The Reading League Conference this week to learn new and current advancements in the field of reading instruction. The goal is to share information learned about the science of reading with staff.

Exceptional Children

- Currently, 74 students receive support in one or more of the following areas (i.e., Academic, SEL, Behavior, Speech and Language, Occupational Therapy, etc.)
- From [The National ESEA Distinguished Schools Program](#): **Sterling Montessori Academy** has met the eligibility requirements for consideration for a National ESEA Distinguished Schools Award in [Category 3 – Schools That Show Excellence In Serving Special Populations Of Students \(SWD\)](#). The top 10 schools in categories 2 and 3 will be recognized at this year’s North Carolina Association of Federal Education Program Administrators (NCFEPA) luncheon on Oct. 23, 2024 at the Embassy Suites Greensboro Airport (204 Centreport Dr., Greensboro, NC).
- The 2023 Indicator 11 Report was verified and submitted to DPI. This report collects data pertaining to the 90-day placement timeline.
- Summation Data:
 - Total number of children for which referral is received: 26
 - Number of children for whom a referral for evaluation was received: 18
 - Rate of completion: 94.44%
 - Total number of children determined not eligible within 90-day timeline: 5
 - Total number of children determined eligible within 90-day timeline: 12
 - Total number of children for late placement (Determined beyond 90-day timeline): 1
- EC is still interviewing for 2 ECPAs for C12. One recommendation for hire has been submitted to HR.
- The Maintenance of Effort Expenditures submission is now open and is due by October 31.

Children's House

● ENROLLMENT/ADMISSIONS

- We have 5 openings at this moment. Admissions and I are closely working together to fill these spots.
 - This requires me to call parents to verify that their child is ready to begin our program based on what they put down on the parent input form.
- Conducting tours and answering phone calls helping prospective pre-k decide to attend Sterling.
- Continue to support Enrollment in placing children in CH and sending all necessary information to the families to help them acclimate to Sterling Montessori
- Helping connect parents to the right person in Admin to help them trouble shoot.
 - Parent Square-getting added to it
 - Change of information
 - Adding and removing people from their approved pick up list.

● CHILDCARE LICENSING

- Collecting all Medical and Immunization forms from all CH families log into the spreadsheet and input every Preschool child's immunization record into the NCDHHS Immunization Report spreadsheet. MUST submit to NCDHHS for all preschool children NO LATER than November 1, 2024.
- **As of 10/11/2024 I am waiting on on 10 families to send in Medical Reports/Immunizations** If we do not receive these by Monday, October 21st the student will not be able to attend school until we get the necessary forms.
- Helped staff figure out how to troubleshoot their NCID so they can get their new Qualification letter as it expires in October. This criminal background check is required for all A-Building staff and substitutes to get every 5 years.
- Connecting with Operations to make sure CH has what they need to be ready for the unannounced visit

● CHILDCARE SANITATION

- A building staff conducted their own Sanitation audit in preparation for Director's unannounced classroom sanitation visit. This helps us to prepare for our unannounced visit that will happen anyday now.
- Director will conduct classroom Sanitation audits during the week of October 14th and 21st.
- Connecting with Operations to make sure CH has what they need to be ready for the unannounced visit

● AFTERCARE

- 1 After Care staff resigned and last day will be October 31st. Rhonda and I interviewed 3 candidates and requested that one candidate be offered the position to be able to start on Monday, November 4th.

- Once this candidate accepts I will then begin collecting all necessary paperwork as outlined by NCDHHS for the child care licensing file
 - Supporting After Care Coordinator in training the New After Care staff
- **SUBSTITUTES who substitute in CH**
 - Train 2 new substitutes that were onboarded by HR. This requires us to observe with new subs and review the sub folder and talk them through how a CH classroom works and what their expectations are when working in a CH classroom
- **CLASSROOM STUDENT SUPPORT**
 - Started 5 new Preschool students and Support Preschool students in helping acclimate to their new classroom environment and build trust and security with their new classroom teachers. Develop an extended Staggered entry to help with building trust and security with the child's new teachers and new environment in collaboration with the parents
 - Stepping in when needed to offer an extra hand
 - Supporting teachers with students who require extra support.
 - Observing and sharing observation notes, meeting with teachers to discuss and come up with Action items for them to apply in their teaching practice.
- **CLASSROOM TEACHER SUPPORT**
 - Meet with teachers weekly, observe, model expectations, and offer strategies to help support students.
 - As of September 23rd CH has started 5 new Preschool students and helping teachers acclimate those students to the classroom by supporting the rest of the class while they help the new student with separating from parents.
 - Helping CH teachers build their capacity in their teaching practices.
 - DIBELS assessment for K students are complete and now meeting with Teachers to discuss assessment results and discuss their plan to progress monitor
 - Attending parent conferences with teachers
 - CH still attending: [Circle of Security Training](#) We meet every Wednesday from 3:30-5:00, until Wednesday, October 30, 2024
- **PARENT/GUARDIAN SUPPORT**
 - Had our September 26th Parent Engagement evening: A work cycle experience
 - Great attendance
 - Great feedback from parents/guardians
 - Big success
 - Continue to send CH Fresh Perspectives Newsletter to families to help connect families to the CH Montessori classroom and educate them on the Children's House experience
 - Making videos to accompany the newsletter to help families who are too busy to read to watch/listen to short videos that support what the newsletter is saying
 - Topics have included: Garden Day & Outdoor Environment, Scope and Sequence lessons on Reading, Writing and Math in CH, and Grace and Courtesy expectations
 - Answering many emails and phone calls, answering the various questions our families have
-

Lower Elementary

- LE Floater
- iReady BOY diagnostics (Done?) What percentage of students tested? How will teachers use the data?
 - **234 Tested in Reading:**
 - **Grade 1: 81** students tested out of **84**
 - **Grade 2: 80** students tested out of **83**
 - **Grade 3: 71** students tested out of **74**
 - **229 Tested in Math:**
 - **Grade 1: 77** students tested out of **84**
 - **Grade 2: 80** students tested out of **83**
 - **Grade 3: 71** students tested out of **74**
- BOG test results (Any feedback from parents?)
- New students: 5 Open spaces: 3
- Weekly check-ins with lead teachers (How is it going?)
 - Going very well we meet
- Working with teachers on supporting students in the MTSS process, EC programming and with 504 plans.

Upper Elementary

- BJP Successfully completed.
 - Both classes participated in BJP and returned home without any major accidents.
 - Decision to bring the other group home will result in refunds to parents. I am in the process of calculating this amount.
- Helping with morning back carpool every other week to relieve Gloria of this duty. Also am continuing to do front carpool in the morning and afternoon on a rotating basis.
- Have worked with admissions to place about 36 new students in UE (about 7 of these need significant IEP support or have a 504). This has been hard for teachers.
- Participating in the Autism support committee, once a month.
- Meet with classroom teachers weekly to address any observations, issues.
- Completed goal setting with staff
- Initiated the PD process for new staff members to Sterling to have access to webinars on Positive Discipline, and will learn more about the role of a Montessori Assistant.
- MTSS/ Student Support:
 - On - Boarding Dee Philips as Interventionist - working on her schedule in collaboration with other Directors.
 - Discussions with the team on Confirming Tier 1 Best practices in the Montessori Classroom.

- Team is currently reading “Date without Tears” in order to enrich their understanding of setting and tracking specific goals for Interventions.
- Scheduling and completing observations of specific students for MTSS as part of Sterling Best Practices.
- UE Team have started “Power Hour.” Multiple group interventions are lead by teachers/assistants across classrooms in the afternoon. in order to collect data in math and reading on our lowest-performing students with the goal that explicit teaching with improve their understanding of concepts.
- Participating in weekly MTSS Meetings scheduled for UE students
- Attending multiple IEP and 504 meetings on a weekly basis.
- Worked on reading and checking UE Student Council applications
- Participated with the team in I-Ready Training to overview data and next steps.
- Attended Worldview and MANC conference
- Have met with a new lead for an additional 2.5 hours to help her prioritize planning and next steps.
- PLC’s taking place for twice a month - giving teachers additional collaborative planning time.
- As Shenes’ supervisor, she and I stay in touch regarding any necessary BC/AC needs or scheduling changes that are needed.
- Holding pre-observation conversations with leads, completing formal observations in their rooms and discussing and writing up what I see along with next steps.
- Have on-boarded staff to the use of Workspace - an electronic form of record-keeping for all UE staff.
- Upcoming - Oct 24 Parent discovery Night, Student Led Conferences, Club Days (possibly before Thanksgiving break)

Middle School & Testing

- Middle School “Day in the Life” (parent/guardian orientation) has been postponed due the recent staffing changes - rescheduled for October 24th at 5:30p.
- MS Camping Trip to Jordan Lake taking place October 16-17 with all MS students. Students participate in outdoor learning activities including shelter building, fire building, knot tying, orienteering, water ecology, and team building.
- Student Council is taking applications and teacher recommendations right now from 4-8 grade. The first meeting with elected representatives will be October 24th.
- Read to Achieve tests were administered the week of October 7th for students that still need to pass the Read to Achieve law.
- WIDA Multi-Lingual Screener
 - All K screeners have been completed for students arrived at start of school

- Justin is completing the screener for all new students coming to Sterling who have a language other than English listed on their Home Language Survey. This screener determines if they are eligible for ML services.

Specialists and Student Services

The music program has 2 events taking place this month-A Maria Montessori Musical on Oct. 25 at 12 and the Fall Concert on Oct. 29 at 6.

The first issue of The Specials Connection went out to the faculty on Oct. 4.

BTSP teachers turned in their first mentor observations. Next month, their first Director observation and peer observation is due.

MTSS meetings are in full swing. They take place on Wednesdays at 11:30, 12, 12:30 and 1. Carrie attended a MTSS Lunchtime Reconnection Meeting on Sept. 26 and Carrie, Mary W. and Jeff will attend a MTSS implementers meeting on Oct. 28.

There have been 7 504 requests since the start of the school year. 2 students have been eligible and the other 5 are still in the process.

At this time, there is 1 LE student in Homebound Learning who will hopefully return to school in the next couple of weeks and another UE student who is going through the process and will like need Homebound Learning for awhile.

Carrie and Christine met with a parent, Katrina DiTomasso, who is on the development committee, to discuss doing an art project with the students for Giving Tuesday.

Operations

- The fence on the soccer field has been installed.
- Purchasing is looking at a new process for Amazon Orders
- Admissions is preparing documentation for the 2025-2026 school year for PreK families
- There are no students on the waitlist for grades K-8. Current enrollment is 717
 - PreK 3 - 51
 - PreK 4 - 67
 - K - 76
 - 1 - 81
 - 2 - 82

- 3 - 73
- 4 - 70
- 5 - 63
- 6 - 78
- 7 - 45
- 8 - 61

There are no post lottery applications;

Preschool

(2)PreK 4 offers made 10/15/24

PreK 4 - accepted waiting on paperwork and deposit

PreK 3 - accepted waiting on paperwork and deposit

If everyone accepts, only 1 spot is left to fill CH - (no applications for students to start now)

- HR will interview Substitutes October 21, 2024.
- The last of the Solar Panels installation is going on now
- Internet - Sterling will be upgrading internet services with AT & T
 - Upgrade to 1 G (faster connection, able to handle the large amount of hardware and software that Sterling uses daily)
 - New fiber installation will begin October 15, 2024.
 - Emergency Cell phone, just in case power goes out

- Netsmart will assist with more tech tickets as the Communications/Media position will not be filled at this time.
 - A few duties have been distributed to Operation Team members;
- Cumulative files from the last seven years will also be stored in this office. Five file cabinets have been ordered to house these files.



DEI Committee

Regular Monthly Meeting Report - October 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](#))

Minutes from October 7th, Meeting:

Attendance and Call To Order

Virtual via Google Meet

Chair: Dwayne Jones

Board Members Present: Susan English

Others: Justin Tosco, Mary Williams, Sara Stinette

Meeting was called to order at 4:03 pm

Sharing Ideas & Areas of Growth

School-wide DEI/ ABAR work

- There is consensus among the committee about the need for adherence to the 1:3:5 year plan
 - After dropping Peaceful Schools, there is concern about the trajectory of the foundational work that has been done
 - Staff-level initiatives will include better recruitment efforts for staff, as it is no longer required for professional development (PD)
 - Board-level initiatives will ensure that we maintain adherence to the strategic plan
- How to get more parental involvement and student engagement with this work



- Collaborate with staff, directors and parents - consider a listening session as a starting point to use it as a learning tool, similar to the NLI meetings
- Finding ways to make DEI/ ABAR work fun and easy; Increasing social media engagement for DEI-specific initiatives and calls to action
- Agreed to put out an invite on Parent Square (DEI weekly message) and repost on Friday, November 1st, before the meeting
- Participants agreed to personally invite at least one additional person to the next DEI meeting

Discussion Items

- Follow up with DEI/ ABAR Consultant
 - What are some general concerns, budget constraints, etc?
 - Follow up is needed to set up consultation with [Maati Wafford](#)
- Follow up with ED/ Directors is needed to collect information on data points that include retention data for staff and students, along with other aggregated data
- There is infrastructure already in place for the Student Council representatives to engage with the Parent Faculty Student Association. This can address the need for a student advisory council and/ or serve as a sub-committee to address DEI/ ABAR work.

Meeting was adjourned at 4:54pm.



Board Report from September 16th and October 14th working sessions:

Report:

- The committee held two working sessions with consultant Sam Chaltain moving towards completion of our strategic plan. One was held on September 16th and the second on October 14th. These sessions were deep discussions on establishing strategic priorities in the areas of Culture, Communication and Continuity. The working draft is attached to this report.

Next Steps:

- Finalize the strategic plan documents:
 - Sam Chaltain will be providing an updated draft to the full board from our discussions
 - Ryan Hill is working with Stephanie Deming and Sam Chaltain to finalize the content of our strategic communications document (the dispositions and vision communication of the Sterling Story).
- Committee Work: Finalize scheduling of communication to the community and publication

Attachments:

- Strategic Planning Working Draft



Policy Committee

October 3, 2024 Meeting:

Attendance and Call To Order

Virtual via Google Meets

Chair: Kevin Hughes

Board Members:

Others: Gloria Jones, Denise Kimball, Cinwain Garner

Meeting was called to order at 12:00pm.

Agenda

- Referral Bonus
- Restraint Policy

Discussion Items:

Referral Bonus

- Kevin has drafted a framework for employee referral bonuses, written for lead teacher referrals only. The School can consider whether to extend to other positions.
- Framework also proposes a payment schedule splitting the bonus into two payments during the course of the candidate's first year with Sterling.
- Proposal will be sent to Finance Committee for review and action. Based on Finance review and Board approval (if moved by Finance) we will draft language for EHB.

Restraint Policy

- The Committee reviewed and made final edits to the draft restraint policy.
- The Committee recommends Board approval.

November Meeting Agenda Items

- EHB edits for signing bonuses establishing a payment calendar



- EHB updates for salary step/grade changes.

Closure and Next Steps:

- Next meeting scheduled for November 7 at 12:00

Recommended Board Action

- The Committee recommends the Board adopt the draft Restraint Policy.

Meeting was adjourned at 12:23 pm.



Search Committee

Regular Monthly Meeting Report - October 2024

Committee Actions and Recommendations:

- full board approval of ED job description; approval to post job internally prior to external posting.
- Committee: finalize search members who will be involved in interview process



Minutes from October 10, 2024 Meeting:

Attendance and Call To Order

Virtual via Google Meet

Chair: Elizabeth Uzzell

Board Members Present: Susan

Other community members:

Meeting was called to order at: 4:07 pm

ED Job Description

Previous Job Description

- reviewed director survey and incorporated suggestions into job description.
- reviewed changes and finalized ED job description; will provide for the full board to approve.

Search Process

- Elizabeth proposed posting job internally first; thoughts?
- Elizabeth proposed initial screening and interviews to be completed by committee
- Susan: make sure there are DEI questions in interview protocol
- proposed start date is June 2025; what will that mean for our timeline?
- Application screening and initial interview process: screening of materials done by search committee, candidates invited to interview first round with search committee; record interviews!
- Elizabeth: tempted to not use SparkHire and just do our search by committee.
- reviewed previous first round interview questions and made slight edits.
- Second stage interviews could include a campus visit, meeting with teachers, parents, etc.
- Committee: finalize search members who will be involved in interview process; need signed confidentiality agreement for any non-board members.
- Post externally: AMS, AMI, OCS/DPI, NC and SC Montessori sites, charter associations, LinkedIn, Teach Montessori—ask Ops for help
- Anyone we want to invite to apply? Susan suggested talking to Gloria and asking if she is interested in applying.

Meeting was adjourned at 4:45 pm



Search Committee

Regular Monthly Meeting Report - October 2024

Committee Actions and Recommendations:

- full board approval of ED job description; approval to post job internally prior to external posting.
- Committee: finalize search members who will be involved in interview process

DRAFT



Minutes from October 10, 2024 Meeting:

Attendance and Call To Order

Virtual via Google Meet

Chair: Elizabeth Uzzell

Board Members Present: Susan

Other community members:

Meeting was called to order at: 4:07 pm

ED Job Description

Previous Job Description

- reviewed director survey and incorporated suggestions into job description.
- reviewed changes and finalized ED job description; will provide for the full board to approve.

Search Process

- Elizabeth proposed posting job internally first; thoughts?
- Elizabeth proposed initial screening and interviews to be completed by committee
- Susan: make sure there are DEI questions in interview protocol
- proposed start date is June 2025; what will that mean for our timeline?
- Application screening and initial interview process: screening of materials done by search committee, candidates invited to interview first round with search committee; record interviews!
- Elizabeth: tempted to not use SparkHire and just do our search by committee.
- reviewed previous first round interview questions and made slight edits.
- Second stage interviews could include a campus visit, meeting with teachers, parents, etc.
- Committee: finalize search members who will be involved in interview process; need signed confidentiality agreement for any non-board members.
- Post externally: AMS, AMI, OCS/DPI, NC and SC Montessori sites, charter associations, LinkedIn, Teach Montessori—ask Ops for help
- Anyone we want to invite to apply? Susan suggested talking to Gloria and asking if she is interested in applying.

Meeting was adjourned at 4:45 pm



Governance Committee

Regular Monthly Meeting Report - October 2024

Committee Actions and Recommendations:

- Extend a warm welcome to our newest board members, Susan and Daphne!
- Note that the Governance committee meeting time is changing to the first Tuesday of the month at noon
- Question: Will committees and the full board meet in December?

DRAFT



Minutes from October 2, 2024 Meeting:

Attendance and Call To Order

Virtual via Google Meet

Chair: Katie Brown

Board Members Present: Elizabeth Uzzell, Keisha Pressley

Meeting was called to order at: 4:03pm

Recruiting / Succession planning

✚ Current LHU Board Interest Matrix

- Application received from Andrea Williams
 - Elizabeth and Keisha will interview
- Kim presented @ PFSA meeting in September
- Regular liaison b/t LHU and PFSA?

✚ Current LHU Board Member Information

- Kevin Hughes intends to serve another term
- Daphne Coulter and Susan English being onboarded
- 4 remaining copies of the charter school board meeting guidebook are being held by Gloria

Board Calendar

- Any changes to board calendar?
 - Move Governance to first Tuesday at noon
 - Do we want/need committee and regular board meetings in December?
- ✚ LHU Strategic Calendar
 - Katie will reach out to exec com and finance re: October and November action items

Meeting was adjourned at

Minutes from October 2, 2024 Meeting:

Attendance and Call To Order

Virtual via Google Meets

Chair: Keisha Pressley

Board Members: Jessi Fasola

Sterling Staff: Stephanie Deming, Katrina DiTomasso

Meeting was called to order at 12:03pm.

Recap of progress since last meeting:

- **Giving Stats for 2024/25 (as of 10/1/24)**
 - Board 36%
 - Admin 6%
 - Staff 15%
 - Community 5%
- **Balance of Development Acct** = ~\$80,000 (2,076.03 brought in since last meeting)
 - This has been saving through the years, covering PFSA, Scholarship, Marketing costs for Sterling.

Annual Day of Giving Planning - 12/3

- Discussed Annual Day of Giving Events
- Katrina DiTomasso will start gathering parents for 12/3 car pool and making additional signs to encourage donations
- Discussed potentially selling baked goods at movie night

Closure and Next Steps:

1. Gloria to ask teachers for a “wish list” that we could potentially spend a small portion of the 80 K funds on to continue to show the community how the funds are benefiting the students. (think soccer goals).
2. Stephanie will add a gentle reminder in the Sterling Weekly message about things that the Development fund supports throughout the year such as movie night to encourage additional support.
3. Consider additional corporate sponsors when NLI renderings are complete.
4. Keisha to reach back out to Plan-to-Action contact and SAM IT Solutions to gauge interest in renewing previous contributions.
5. Katrina DiTomasso to work on gathering parent volunteers to help support our Annual Day of Giving Event.
6. Jessi to follow up on IBM stock

Discussion Items:

1. Board approval to set this year's Annual Goal to 35K

Meeting was adjourned at 12:51 pm.