



LHU Board of Directors Regular Meeting

April 16, 2025 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 6:30pm

Quorum Present with following Board Members in Attendance:

<u>Name</u>	<u>Present</u>		<u>Name</u>	<u>Present</u>		<u>Name</u>	<u>Present</u>
Rachel Richardson	x		Dwayne Jones	x		Daphne Coulter	x
Kevin Hughes	x		Keisha Pressley				
Jessi Fasola	x		Elizabeth Uzzell	x			
Ryan Hill	x		Susan English	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."



- Elizabeth Uzzell may have a conflict based on a presentation for services and will abstain from voting or decision making discussions.

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:

- Approval of March regular board meeting minutes
- Approval of April 7, 2025, LHU special meeting minutes
- Appoint Daphne Coulter chair of Development committee

Discussion Items:

- Organizational chart and consulting presentation

Closed Session:

- To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of a present or prospective public officer or employee [N.C.G.S. § 143-318.11(a)(6)].

Approval of Agenda

At 6:36p, Rachel Richardson moved to approve the agenda. Approved

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Rachel Richardson	M				Dwayne Jones	x				Susan English	x		
Jessi Fasola	x				Keisha Pressley	x				Daphne Coulter	x		



Ryan Hill	x											
Kevin Hughes	x				Elizabeth Uzzell	x						

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 – Fay Masterson

- Fay Masterson was not present and report was presented with highlights read.

Communications Committee Report - Ryan Hill

- Surveys are completed. Results in the works.

Finance Committee Report - Jessi Fasola

- Any response to the 10 month to 12 month transition. Done until fall for additional supports.
- Solar panels, completed registration and answer soon
- Surplus spending
- Future discussions being had about org chart and other potential plans for evaluation.

Policy Committee Report - Kevin Hughes

- Justin was there to discuss possible offer of Math 2
 - There is really only 3-5 students per year that would be ready and there isn't really a justification for a full Sterling staff to teach it, but having it available through VPS.
 - Discussion of the requirements for qualifying for Math 2.
- Justin is working on details and will bring back the details.

Development Committee Report – Keisha Pressley presented by Stephanie Deming

- Giving stats have not changed much



- Met our goal for \$35k for the year
- Balance is up to approximately \$111,000
- Outdoor learning as a committee met with Todd, Laura Greco and Laren Dickerson. Met at the beginning of the month.
- We are considering a minor improvement which requires permits, contractor and an engineer for the process.
- Meeting planned for 4/17 for next action.
- Goal to get information to the board by May meeting to confirm cost.
- May 4th is World Give Day and considering a promotion for this.
- Marketing proposals are in and with the board.

Governance Committee - Keisha Pressley

- Discussed retention and proceed with board recruitment to outline efforts
- Daphne is being nominated for taking over chair of Development Committee
- Ryan proposed putting out a recruitment call for a marketing professional
- International Festival presence. Ryan to send sign up sheet.

Strategic Planning Committee Report - Ryan Hill

- Did not meet.

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:

- Stephanie Deming - needs approved minutes to be published on the website
-

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 March regular board meeting minutes
 - Approval of April 7, 2025, LHU special meeting minutes
-



- Appoint Daphne Coulter chair of Development committee

At 7:07p Rachel Richardson moved to approve Consent Agenda Items. Approved.

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

DISCUSSION ITEMS

- Organizational chart and consulting presentation by Elizabeth Uzzell
 - Presentation included.
 - Discussion around org chart and whether it serves the needs.
 - Input on the org chart from the board, Josie Spreher and Fay Masterson
 - Keisha Pressley asked if there is any overlap with existing consultants.

Closed Session

Closed Session

At 7:39pm, Rachel Richardson moved to go into closed session to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of a present or prospective public officer or employee [N.C.G.S. § 143-318.11(a)(6)].

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Rachel Richardson	M				Dwayne Jones	x				Susan English	x		



Jessi Fasola	x				Keisha Pressley	x				Daphne Coulter	x			
Ryan Hill	x													
Kevin Hughes	x				Elizabeth Uzzell	x								

**Kim Elliott, advisory member, joined session

Return to Open Session

At 10:05pm, Ryan Hill moved to return to open session.

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

Consent Item – Appoint Interim Executive Director

At 10:17pm, Rachel Richardson moved to appoint Elizabeth Uzzell as Interim Executive Director effective upon final resignation of Fay Masterson on a monthly contract at up to \$10,000/mo.

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



ADJOURNMENT

At 10:19p, Rachel Richardson moved to adjourn. Approved

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

Attendance:

Full Name	First Seen	Time in Call
Carroll Krause	4/16/2025 18:30	1:00:53
Daphne Coulter	4/16/2025 18:29	3:49:36
Dwayne Jones	4/16/2025 18:30	3:49:01
Elizabeth Uzzell	4/16/2025 18:30	2:02:35
Jessi Fasola	4/16/2025 18:29	3:49:15
Keisha Pressley	4/16/2025 18:33	3:46:12
Kevin Hughes	4/16/2025 18:28	3:50:41
Kim Elliott	4/16/2025 18:31	3:48:01
Lora Greco	4/16/2025 18:39	0:52:05



**STERLING
MONTESSORI**
EST. 1997

LAURA HOLLAND UZZELL FOUNDATION

A nonprofit organization

Rachel Richardson	4/16/2025 18:28	3:50:43
Ryan Hill	4/16/2025 18:28	3:50:43
Stephanie Deming	4/16/2025 18:31	1:07:10
Susan English	4/16/2025 18:28	3:50:40



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Executive Director LHU Board Report - April 16, 2025

School News

- Movie Night on Friday, April 11, 2025 well attended. Not as many as the fall movie night, which was better; we had almost too many attend the fall movie night (a quality problem to have, and we must be careful and mindful of fire codes).
- The Sterling Stars went to Carowinds to perform on April 11, 2025- it was a great success
- Contracts for teaching faculty out and returned
- Directors are interviewing for vacant positions
- Contracts for the Directors and Operations team will go out by Friday, May 23, 2025 to be returned one week later. My hope is to have them go out sooner than the 23rd
- Completion of MTSS belief survey
- Rising up Parent nights coming to an end
- Preparing for the K's, 3rd years and 6th years to have their rise up visits
- Preparing for the Rising K's to come for a visit on May 2nd
- Preparing for Field Day's, International Festival
- Preparing for EOG's asking for volunteers to proctor

Children's House

- Enrollment, placement and preparing for all the end of year events
- DIBELS EOY assessments will take place early May

Lower Elementary

- End of the Year iReady Testing will take place May 12th-21st for Lower Elementary.
- 3rd year rising up (classroom) ceremonies are scheduled for the last week of school.
- 3rd Year rising up Parent Night is scheduled for April 22nd
- Kinder rising up Parent Night is scheduled for April 15, 2025

Upper Elementary

Recent Events:

- Virtual Parent Ed re: Health Night very well attended
- UE Health classes led by the Poe Center were successful
- End of Year Dates and Dates for next calendar year established by the team.
- Upcoming End of Year I - Ready begins May 7 -
- 3rd year rising up is scheduled for April 22nd.
- Power Hour - Groupings made based on the degree of interventions needed. Each teacher is teaching a group and tracking data for them. This continues to need to be tweaked.
- At the teacher's request, level and PLC meetings will focus on collaborative curriculum planning for next year.
- BJP and buses are scheduled for next fall. We will be using a new bus company (Legacy Tours) in response to safety concerns.

Middle School & Testing


Middle School:

- Planning for Spring trip to Nantahala Outdoor Center for rafting, high ropes, etc - May 13-15
- Middle School Dance planning with student committee (Dance is May 1)
- Submissions window for Matt Oberst Essay Contest closed - MS teachers will now vote on the winner to be presented at Graduation
- Yearbook completed and on sale now
- 8th grade t-shirts on sale now
- Justin taking training courses for InfiniteCampus and attending weekly training meetings

Testing:

- Planning and scheduling EOG/EOC testing.
- Training for test administrators begins in May
- Currently seeking volunteer testing proctors from community to assist with testing beginning May 30

Specialists and Student Services:

Specials:  Copy of The Specials Connection April 11

CH Field Day is May 1

UE Field Day will probably be May 7

Band goes to Kings Dominion on May 9 to perform

LE Field Day is May 13

Returning Specials teachers have set their 2025-26 goals

Art Assistant is out on leave at this time, her return is TBD, a sub has been in there everyday to help support Christine

Spanish students are working on crafts to sell at the International Festival

Chorus is performing at the International Festival

BTSP:

2nd Mentee observation due this month

Final documentation, including an observation done by the Executive Director and Teacher summary/EOY rating form, are due at the beginning of May

Final BTSP joint celebration will be held on May 12

I will meet on April 30 to do the Spring Peer Review, my peers are Erica Halter at Willow Oak and Austin Andrews at Washington Montessori School

MTSS:

This is a very busy time, meetings are taking place everyday of the week, many parents are attending these meetings, which increases the support for the student and the team approach

Retention and acceleration meetings have started, 1 student has been approved to accelerate for the 2025-26 school year

The MTSS Beliefs Survey was sent out this week to the staff, results will be reviewed and discussed with the MTSS CORE Team

Students over 20 absences, excused or unexcused, will be reviewed at our next CORE MTSS meeting on April 30

504:

29 students

7 in LE

15 in UE

7 in MS

2 going through eligibility

ML Students

63 Students

RtA Summer Camp

June 16-July 24

8:30-12

This camp offered to 3rd grade students that haven't passed the RtA Law, since 3rd graders still have multiple ways to pass this Law before the end of the school year we are unsure what the number will be, last year it was 5 students

Letter and survey sent out to parents so we have an idea how many students will attend Carroll and Ayomi will be teaching this camp the first 4 weeks, looking for other teachers to cover the last 2 weeks

Exceptional Children

- To date, 86 students with Individualized Education Plans; 5 students in the referral process.
- EC staff are diligently working on new referrals, providing input to inform grade span placements (K to 1st grade, 3rd grade to 4th grade, and 6th grade to 7th grade).
- EC staff have developed their SMART goals for 2025-2026.
- We have sixteen 8th graders preparing to matriculate to various high schools for the 2025-2026 school year. Staff will participate in transition meetings with receiving high schools to facilitate the transition for each student.
- EC staff completed the MTSS Beliefs survey Thursday, April 10th.

Operations

Enrollment:

Preschool - 68 accepted - 6 offers out

K- 67 accepted - 1 offer out

1- not yet started

2 - not yet started

3 - not yet started

4 - not yet started

5 - 1 accepted - 0 offers out

6 - 5 accepted - 4 offers out

7 - 7 accepted - 1 post lottery offer out

8 - 2 accepted - No more waitlist

Post lottery submission numbers:

K - 28

1 - 4

2 - 5

3 - 5

4 - 8

5 - 4

6 - 2

7 - 2

8 - 0

Infinite Campus- ongoing work

FINANCE COMMITTEE

Meeting Report - April 8, 2025

Committee Actions:

-

Minutes from April 8, 2025 Meeting:

Attendance and Call To Order

(Virtual)

Chair: Jessi Fasola

Board Members: Daphne Coulter, Kim Elliott

Others: Betty Warren, Fay Masterson

Meeting was called to order at 12:02pm

- 10 Month Salary Change - Effective July 2026
 - No response, negative or positive to this news, was sent out though.
- Solar Panels - Any update?
 - Completed registration, then in 30 days will have answer and have a registration number to put on tax return.
- Surplus Spending Discussion and Decision
 - Orders being placed and in works.
- 24-25 Budget Review - Looking good
- 25-26 Budget Review
 - Looking good, decision from wider board being made as we know.

Closure and Next Steps:

Meeting was adjourned at 12:13pm ; Any follow-up actions noted above.

Next Meeting May 13, 2025 at 12:00pm



Policy Committee

April 7, 2025 Meeting:

Attendance and Call to Order

Virtual via Google Meets

Chair: Kevin Hughes

Board Members: Elizabeth Uzzell, Ryan Hill

Others: Jutin Tosco, Cinwain Garner

The meeting was called to order at 12:00pm.

Agenda

- MS Math 2

Discussion Items:

Math 2

- Justin is supportive of offering exceptional students the ability to study/receive credit for NC Math 2 in middle school. Plan would be to offer Math 2 via VPS. No teacher of record required at Sterling, but Sterling would have to provide an advisor and testing services.
- Ideally, students would be identified prior to MS. Those students could take NC Math 1 in seventh grade and then move into NC Math 2 for eighth grade.
- Justin's current thinking is that we would only accelerate rising 7th graders if they achieve (1) a 5 on their grade 6 math EOG, (2) an end of year iReady assessment that places the student into seventh grade or higher, **and** (3) NC EVAAS (Education Value-added Assessment System) data that suggests a 70% chance (or higher) of success in NC Math 1.
- Justin believes that only around 3-5 students per year would reach that advanced level. There is also a possibility that some parents will push for exceptions or push their child into tutoring in UE in the hopes of achieving the necessary scores. That's somewhat unavoidable.



- What about current seventh graders taking Math 7 (or Math 7 plus)? There will possibly be parents who now push their seventh grade student to take Math 1 over the upcoming summer in the hopes of having that child pass a Math 1 EOC at Sterling in early fall. This will also need to be addressed—should we accommodate? Or is there a way to accommodate a compressed Math 1/Math 2 option for existing seventh graders to pursue in 2025-2026 school year? This will need further discussion.

May Meeting Agenda Items

- Any recommended changes to handbooks from HR/policy audit?

Closure and Next Steps:

- Next meeting scheduled for May April 1, 2025 at 12:00

Recommended Board Action

- None

Meeting was adjourned at 12:45 pm.

Minutes from April 2, 2025 Meeting:

Attendance and Call To Order

Virtual via Google Meets

Meeting Start: 12:02 pm

Wednesday, April 2, 2025

- **Giving Stats for 2024/25 (as of 4/1/25)**
 - Board 75%
 - Admin 36%
 - Staff 29%
 - Community 24%
- Amt raised for 2024/25 = ~\$38,000 (**meeting \$35k goal**)
- Account Balance of Development Account: ~\$109,000

\$ 8,755.55	\$ 1,525.00	\$ 12,076.56	\$ 5,039.00	\$ 8,609.81	\$ 579.63	\$ -	\$ -	\$ (455.00)	\$ -	\$ (1,648.66)	\$ -	\$ (4,263.98)	\$ (4,998.00)
						\$ 36,585.55							\$ (11,365.64)
23.93%	4.17%	33.01%	13.77%	23.53%	1.58%		0.00%	4.00%		14.51%		37.52%	43.97%
Stock/ Matching Donations	Personal Check - Annual Fund Donations	Stripe	Paypal	PFSA Fundraisin g	Interest	Cash	Notes Large Project/ Other	Sponsorshi ps	Capital Improve ments	Admin/ Development	Educati on	PFSA	Donation to External Non-profit

Updates:

Outdoor Learning

- Committee of Todd Fisher, Lora Greco, Lauren Dickerson and Stephanie Deming met last week. They will continue working through the process
- Also met with town of Morrisville regarding permitting
 - “Minor Improvements” still requires permits and contractor. Lots of hoops.
 - Gathering information - Would like to retrieve 3 bids (at least) for the Board’s May meeting to approve and move forward ACTION - (Board to about what a reasonable budget will be for a “turnkey” contractor ahead of the bid receipts)
- **Community Outreach**
 - Consider **another Day of Giving** for May: May 4 is **World Give Day = (Goal 10K)**
 - Another opportunity for our community, goal is to increase community participation.

- **Spring PFSA & Volunteering:**
 - Spring Movie Night 4/11 (\$1000 budget)
 - Spring Garden Day 4/19 (\$750 budget)
 - International Festival 4/26 (\$3000 budget)
 - Teacher Appreciation Week (\$4000 budget)

\$ 7,151.77	\$ 1,525.00	\$ 11,588.55	\$ 4,753.61	\$ 8,589.81	\$ 579.63	\$ -	\$ -	\$ (455.00)	\$ -	\$ (1,394.26)	\$ -	\$ (3,514.52)	\$ (4,998.00)
						\$ 34,188.37							\$ (10,361.78)
20.92%	4.46%	33.90%	13.90%	25.12%	1.70%		0.00%	4.39%		13.46%		33.92%	48.23%
Stock/ Matching Donations	Personal Check - Annual Fund Donations	Stripe	Paypal	PFSA Fundrai sing	Interest	Cash	Large Proje ct/ Other	Sponso rships	Capita l Impro veme nts	Admin/ Developm ent	Educati on	PFSA	Donation to External Non-profit

Open Topics:

- **IBM Stocks - no update**

Communications

- Meeting with Marketing Firms
 - Down to 2 options; waiting on second bid

Meeting Adjourned: 12:24 pm

Governance Committee

Regular Monthly Meeting Report - April 1, 2025

Committee Actions and Recommendations:

- Review open committee chair seats:
 - Development Chair - Daphne Coulter to backfill Keisha Presley

.

Minutes from April 1, 2025 Meeting:

Attendance and Call To Order


Virtual via Google Meet

Chair: Keisha Pressley

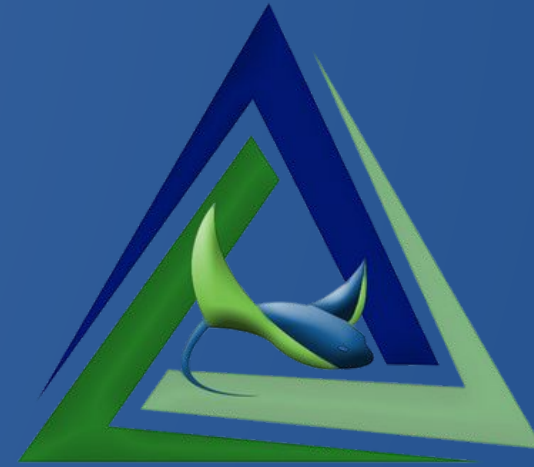
Board Members Present: Ryan Hill Daphne Coulter

Call to order at 12:15 pm

Recruiting / Succession planning

- Thinking of board member renewals for 2025-2026
- Intentional recruitment to support the board/school
 - Create a Retention Strategy S.O.P
 - Review Term Renewal Information
-  LHU Strategic Calendar
 - Confirm Term Continuation
 - 1:1 Need to be scheduled
 - Open Positions
 - Development Chair

Meeting was adjourned at 12:15 pm



LEADERSHIP COACHING

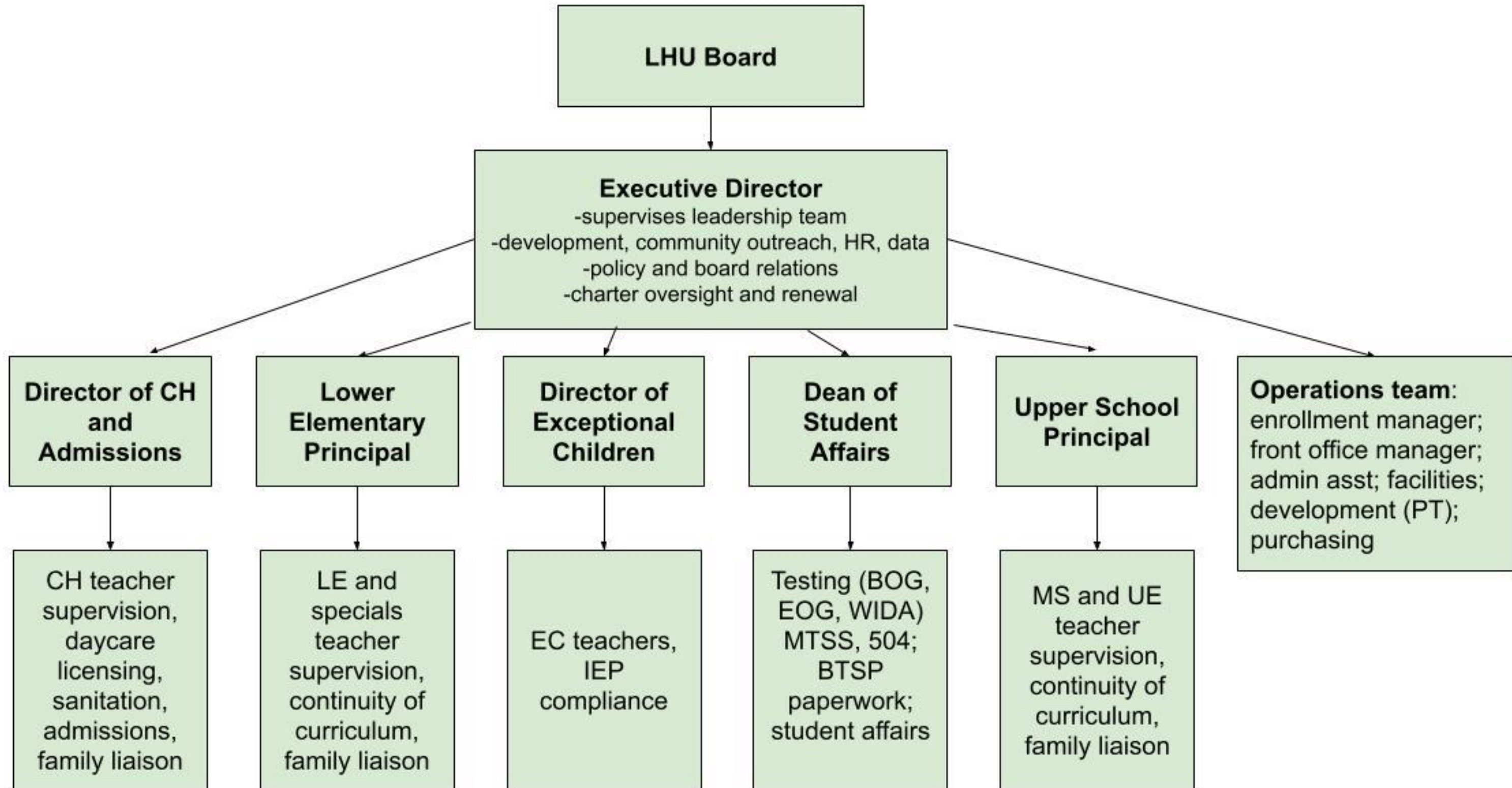
OPEN DISCUSSION

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Discussion Items:

- Review proposed organizational chart
- Leadership consulting and leadership coaching
- Items for closed

Proposed Org Chart

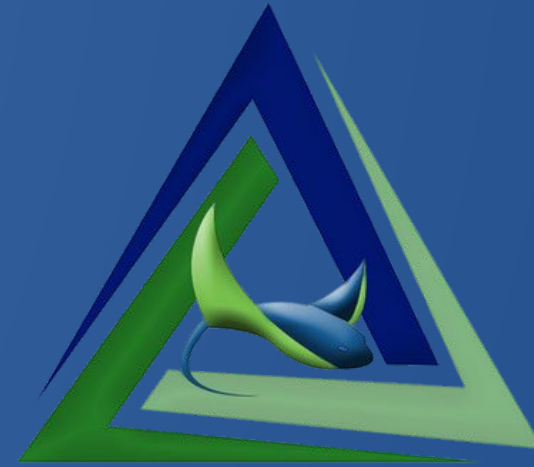


Leadership Consultant

- Hourly or monthly rate
- Meets with each leader (CH, LE, US, EC, Student Affairs) on a weekly or monthly basis (1-2 hours)
 - high-level coaching and mentoring
- Goal-setting and development
- Non-evaluative

Leadership Coach

- Full time, on site, salaried (Director scale)
- Leads principals' meetings to facilitate cross-level collaboration
- Works with each leader (CH, LE, US, EC, Student Affairs)
 - teacher coaching
 - section-specific support (PD, curriculum, etc.)
 - family liaison
- Goal-setting and development
- School-wide PD
- Non-evaluative



TRANSITION PLANNING CLOSED DISCUSSION

LHUF Board of Directors Meeting | April 16, 2025

LEADERSHIP COACH

- Coaches leaders

EXECUTIVE DIRECTOR

- manages operations team (facilities, purchasing, front office, admin asst); works closely with enrollment director and manager
- oversees HR, data, and tech outsourcing
- strategic planning and community outreach
- marketing and development
- policy and board relations
- charter oversight and renewal (2027)
- continuity of projects (NLI, accreditation)

Before end of school year

- Make sure training and support plan is in place for each leader starting new or expanded role
- Meet with Liz and Lauren to learn about UE and LE status, teacher evaluations, student concerns, material needs, and plan for transition. Ensure they can meet with Ellie and Justin.
- Ensure Carrie/Lauren, Liz/Justin transitions
- What additional support does Ellie need to transition to LE?
- Meet with Justin to discuss upper school needs

Before end of school year

- **Plan scope of work for year round employees during summer; PD needs for teacher work week**
- **Hire administrative assistant; consider if digitizing files is an appropriate summer project**
- **Finalize transfer of Director of Operations work**
- **Communicate administrative changes to staff then families**
- **Launch strategic plan**



GOALS FOR TRANSITION PLANNING

01

Maintain Stability: Ensure continuity of leadership and operations and minimize disruption for students, staff and families.

02

Provide Clear and Proper Communication: Communicate clearly with staff and community

03

Be Budget Minded: Align decisions to budget realities

Admissions & Enrollment Director

Reports To: Executive Director

Supervises: Admissions & Enrollment Manager

Contract: 12-Month,

Hours: 8:00 AM – 4:00 PM

FLSA Status: Exempt

Position Overview

The Admissions & Enrollment Director provides strategic oversight and leadership for all enrollment functions across Sterling Montessori's Academy (Preschool) and Charter (K–8) programs. This role is responsible for developing and executing admissions policies and procedures that support equity, transparency, and mission alignment. The Director supervises the Admissions & Enrollment Manager and works closely with the Executive Director and other school leaders to monitor enrollment goals, analyze trends, and guide prospective families through a respectful and informed admissions experience.

Key Responsibilities

Leadership & Supervision

- Supervise and support the Admissions & Enrollment Manager in all day-to-day operations of the admissions and enrollment process.
- Provide coaching, guidance, and performance feedback to ensure quality service and accuracy in all enrollment-related tasks.
- Ensure admissions practices are aligned with school values, legal compliance, and state charter regulations.
- Coordinate cross-departmental efforts related to enrollment forecasting, classroom capacity, and student retention.
- Partner with the Executive Director to set annual enrollment targets and track progress throughout the year.

Admissions Oversight (Preschool Academy & K–8 Charter)

- Oversee admissions strategy and process for both the Academy and Charter programs.
- Ensure consistency and accuracy across all communication materials, application platforms, and public-facing resources (e.g., website, admissions packets).
- Review and approve standard operating procedures and application workflows developed by the Admissions & Enrollment Manager.

- Lead or support high-level admissions events, including public information sessions, tours, and the annual charter lottery.
- Ensure re-enrollment processes for returning Academy students are efficient and aligned with budgeted projections.

Enrollment Strategy & Reporting

- Monitor enrollment trends, demographic data, and attrition rates to inform strategic planning.
- Collaborate with the Executive Director and finance team to align enrollment goals with financial and staffing projections.
- Prepare reports for the Executive Director, Board of Directors, and school leadership teams as needed.
- Recommend policy changes or process improvements based on data insights and stakeholder feedback.

Communication & Community Engagement

- Act as a representative of Sterling Montessori to prospective families, community partners, and outside organizations.
- Ensure that the admissions process promotes inclusivity, accessibility, and positive family engagement.
- Coordinate with the Communications and Development team on marketing and promotional efforts that support recruitment goals.
- Serve as a resource for resolving complex enrollment concerns or complaints in collaboration with program directors and leadership.

Before/After Care & Camps Coordination Support

- Collaborate with the Admissions & Enrollment Manager and program leadership to ensure accurate enrollment for Before/After Care and seasonal camps.
- Review contracts and ensure tuition policies, withdrawals, and billing procedures are clearly communicated and consistently followed.