



LHU Board of Directors Regular Meeting

August 20, 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 6:35pm

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			
Kevin Hughes	x		Keisha Pressley	x			
Jessi Fasola	x		Susan English	x			
Ryan Hill	x		Daphne Coulter	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."

202 TREYBROOKE DRIVE, MORRISVILLE, NORTH CAROLINA 27560

(T) 919.462.8889 | info@sterlingmontessori.org | (F) 916.434.7000



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 Meeting Minutes, (June 23, 2025 Special Meeting, June 25, 2025 Regular Meeting, and July 16, 2025 Regular Meeting)
- Updates to Policy 11 clarifying redlines around student withdrawal after receiving preferential lottery spots.

Discussion Items:

- 2025-2026 Budget Review
- Website / Marketing Decision and Approval
- Contract Approval

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 6:37p, 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							
Jessi Fasola	x				Keisha Pressley	x							



Ryan Hill	x				Susan English	x						
Kevin Hughes	x				Daphne Coulter	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 – Elizabeth Uzzell

- Review of report highlights
- First day of school: Aug 21. Teachers back since prior Monday; work week with trainings and classroom time.
- Charter renewal overview: Two-year process; board/committee partnership needed; OCS presentation available; goal is 10-year renewal (last renewal 2017).
- Enrollment: Estimated 620. Pre-K 89 (budget assumes 92). Children's House 177 with 23 open seats; +3 pre-K since Aug 2.
- HR/Operations: Recommend enrolling in E-Verify (training free). Alt HR hours expansion recommended at reduced rate; heavy July usage tied to Bamboo HR setup and I-9 audit.
- Infinite Campus: Parent invites sent nightly; ParentSquare linkage stabilized; Friday weekly note to downplay urgency and provide clarity.
- Action items:
 - Elizabeth: Continue E-Verify enrollment steps; validate any costs; ensure staff complete training.
 - Elizabeth: Meet Kristen (WUNC) re: Children's House marketing; report ROI expectations and options.
 - Elizabeth: Add Infinite Campus update to weekly message; monitor invite completions.

Communications Committee Report - Ryan Hill

- No meeting, joining Strategic Planning meeting time.



Finance Committee Report - Jessi Fasola

- Review of report highlights.
- Discussion of Betty's notes on updated budget.
- Budget discussions, specifically questioning the approval for three stipends per Elizabeth's recommendation.
- Meeting 8/12. Budget still tight: state mini-budget lowered per-pupil; county assumed flat; LEP reduced from ~\$86k to ~\$40k.
- Staffing: Four vacancies budgeted; actively filling EC teacher and LE lead; LE floater (Charlene) covering C12; UE floater posted (no applicants). Contract EC coverage likely; prior candidate withdrew.
- Benefits: Switched to Mutual of Omaha; lower rates; Employee Navigator launched; Open Enrollment in Oct.
- Budget actions: Adjust modeling for potential CH shortfall (Pre-K 89 vs. 92 assumed) and ADM >599 upside later in fall.
- Action items:
 - Elizabeth/Gloria: Provide actual hourly rates for contracted EC roles (lines 31–32) to update budget.
 - Betty: Recast salaries to reflect current coverage (Charlene as floater covering C12; open lead lines); highlight frozen roles; clean up duplicates; confirm stipend placements.
 - Jesse: Circulate revised working budget once updates applied; flag DCR impact scenarios.

Consent Item – Stipend Approval

At 7:59pm, Jessi Fasola moved to approve increasing the long term substitute stipend to \$11,500 and adding a middle school liaison stipend of \$4,000 as presented in the finance report. Approved.

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



Kevin Hughes	x				Daphne Coulter	x							
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Consent Item – Software

At 8:00pm, Jessi Fasola moved to approve adding EDPlan 504, EDPlan EL, and EDPlan Translation with Public Consulting Group. Approved.

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

Consent Item – Website

At 8:10pm, Ryan Hill moved to approve engaging with BCDC Creative for Webdesign and marking as presented in 2025 Marketing Plan Details supplement, not to exceed \$20,000. Approved.

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

Policy Committee Report - Kevin Hughes

- Reviewed highlights from the report



- Policy 11 (Lottery): Single lottery tool supports 15 preferred slots; cleanup edits approved in Consent.
- HR policy audit: Align parental leave policy with state for funding; create separate school-funded benefit to maintain enhanced non-birthing leave.
- Additional items: Add lice policy; refine pump policy; incorporate into handbooks vs. capital-P policies as appropriate.
- Action items:
 - Elizabeth/Policy: Implement Policy 11 edits into consolidated doc set; prepare handbook updates for parental leave, lice, pump.

Development Committee Report – Daphne Coulter

- Reviewed highlights from the report
- Overview of American Engineering proposal and the need for support from the community.
- Policy will assist in drafting guidelines and process for nominations and requirements.
- Balances: Development ~\$101k; PFSE ~ \$16k.
- Outdoor Learning: American Engineering proposal (~\$26k PM/design) received; Morrisville permits required—expect 4–8 month delay; 10% contingency (~\$10k) advised; equipment/permits not included in fee.
- Gifts: Stock gift access—2 Intuit shares known; another small legacy account requires extra steps.
- Action items:
 - Stephanie/Daphne: Coordinate AE next steps, permitting path, and communications plan to sustain momentum.
 - Kim/Jesse/Stephanie: Resolve brokerage access and visibility; document custody and procedures.
 - Development: Draft comms to frame timeline shift, costs, and fundraising goals tied to contingencies/permits.

Governance Committee - Keisha Pressley

- Met on August 5, 2025
- No new board applicants; plan outreach with start-of-year momentum, focus on Children's House families.
- Board compliance paperwork status to be verified.
- Action items:



- Ryan with Keisha: Pull compliance tracker; confirm signatures/filings; follow up on any gaps.

Strategic Planning Committee Report - Ryan Hill

- Recommend combining Communications with Strategic Planning sessions to streamline website/marketing work.
- Website vendor: BCDC Creative approved (NTE \$20k); timeline likely Jan/Feb 2025.
- Forward look: AMS accreditation status brief requested; develop 12–18 month metrics aligned to strategic plan.
- Action items:
 - Elizabeth: Draft AMS accreditation status brief and priority needs for next 12 months.
 - Ryan/Keisha: Define strategic metrics set; schedule joint session cadence.
 - Ryan: Stand up joint committee and move website project through discovery/content planning.

Consent Item – Carrie Smith Scholarship Fund Creation

At 9:08pm, Rachel Richardson moved to approve the creation of a Carrie Smith Scholarship Fund to be funded under Development with guidelines, amount, and requirements to be determined. Approved.

<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							
Jessi Fasola	x				Keisha Pressley	x							
Ryan Hill	x				Susan English	x							
Kevin Hughes	x				Daphne Coulter	x							

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 Presented
-

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 Meeting Minutes, (June 23, 2025 Special Meeting, June 25, 2025 Regular Meeting, and July 16, 2025 Regular Meeting)
-



- Updates to Policy 11 clarifying redlines around student withdrawal after receiving preferential lottery spots.

At 9:10p Rachel Richardson moved to approve Consent Agenda Items. Approved.

<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							
Jessi Fasola	x				Keisha Pressley	x							
Ryan Hill	x				Susan English	x							
Kevin Hughes	x				Daphne Coulter	x							

DISCUSSION ITEMS

- 2025-2026 Budget Review
- Website / Marketing Decision and Approval
- Contract Approval

APPROVAL OF CONSENT ITEM

Closed Session

Closed Session

At 9:12pm, 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							
Jessi Fasola	x				Keisha Pressley	x							
Ryan Hill	x				Susan English	x							
Kevin Hughes	x				Daphne Coulter	x							

Return to Open Session

At 9:25pm, Rachel Richardson moved to return to open session.

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

Consent Item – Contract Approval

At 9:26pm, Rachel Richardson moved to approve the contract with Eric Grunden. Approved.

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Rachel Richardson	M				Dwayne Jones	x							
Jessi Fasola	x				Keisha	x							



					Pressley								
Ryan Hill	x				Susan English	x							
Kevin Hughes	x				Daphne Coulter		x						

ADJOURNMENT

At 9:27p, Rachel Richardson moved to adjourn. Approved

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

Attendance:

Full Name	First Seen	Time in Call
+1 919-***-**87	2025-08-20 18:35:03	02:04:21
Caroline Iverson	2025-08-20 19:23:42	01:49:23
Daphne Coulter	2025-08-20 18:35:03	02:53:08
Dwayne Jones	2025-08-20 18:35:03	02:53:08
Elizabeth Uzzell	2025-08-20 18:35:03	02:38:38
Jessi Fasola	2025-08-20 18:35:03	02:53:08
Keisha Pressley	2025-08-20 18:35:03	02:52:42
Kevin Hughes	2025-08-20 18:35:03	02:52:58



**STERLING
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EST. 1997

LAURA HOLLAND UZZELL FOUNDATION

A nonprofit organization

Kim Elliott	2025-08-20 18:35:03	02:53:08
Rachel Richardson	2025-08-20 18:35:03	02:53:08
Ryan Hill	2025-08-20 18:28:16	02:59:55
Ryan's Fathom Notetaker	2025-08-20 18:35:03	02:53:08
Stephanie Deming	2025-08-20 18:35:03	01:31:41
Susan English	2025-08-20 18:35:03	02:52:58



Executive Director LHU Board Report - August 2025

Charter renewal

- We are up for renewal of our charter in 2027; it is a two year process.
- [Link to OCS presentation](#)
- Renewal year 1 started July 2025—submitted intent to renew charter for 10 years
- \$500 renewal fee due December 31
- Renewal self-study will be completed this fall—template provided—due November 30
- Board documents—by-laws and open meetings law due December 31, 2025—at least one minutes must include closed session
- Site visits occur January-April 2026; scheduling begins December 2025
- OCS will provide written feedback following site visit; must review and address required actions and demonstrate follow-up
- Renewal year 2 starts July 2026—through October, OCS creates DPI portfolio for CSRB
- Go before review board in December 2026
- School business reviews finances between January and March 2027
- New charter agreement starts July 2027
- OCS presents to CSRB on our behalf, unless we are granted a 3-5 year renewal instead of 10—based on accountability
- Three years of comparability 2023-24, 2024-25, 2025-2026; based on [state data](#), we are good to go.
- **Board holds the charter and needs to participate in renewal process as much as possible**

Adding 504 and multilingual learner (ML) plans to ECATS

- Proposal to add 504 and ML plans to ECATS: this will help streamline paperwork and provision of services
- We can use ML funding to partially cover this cost; we can also use ML funding to partially cover salary of staff providing ML services
- Having this in one system that people have access to will help to ensure compliance

Staffing Updates

- Two teachers we anticipated starting in August are no longer available; we are working on hiring.
- Current plan in LE is to have the LE floater serve as long term sub while we continue looking for a lead; proposed stipend included in the budget.
- UE lead in C14 will remain the same and receive LTS stipend (see proposed increase in budget).
- We hired a receptionist who started on August 15; she has started onboarding and training with Paige.
- Middle school teacher has agreed to serve as MS Team Liaison; stipend included in budget.

- Gloria has found two ECPAs; one is needed to cover maternity leave. She has not been able to find EC teachers (one for LE and one for B2), so she is proposing to continue working with contractors to fill these positions.
- Open positions:
 - LE Lead Teacher
 - UE Floater

HR Outsourcing

- BambooHR: onboarding admin and inviting staff to create their accounts; they will use mostly for time off requests.
- Andrea from AltHR has been helping with hiring new employees; she was on site during work week to introduce herself to staff and let them know how to contact her.
- AltHR sent contract hours usage; Betty suggested we increase contract commitment, then reassess our needs in November.
- Andrea suggestion to enroll in [e-verify](#); this was included in audit as well; let me know what you think.
- New benefits brokers, Eliza and Brian, created a package of new benefits with Mutual of Omaha; these rates are included in the budget and they presented the changes to staff on August 19. Additionally, their team met one-on-one with staff to sign up for new benefits beginning 10/1.

Infinite Campus

- Racheal has been working on enrolling new students; she added all new enrollments and is now going back to include household information including parent contact—this delayed our welcome packet information slightly but should be fixed before the first day of school.
- I sent out invitations to the parent portal for all guardians with an active email address. I send these out regularly to make sure parents can access the portal.
- Staff had their training on Infinite Campus last Wednesday; they will mainly use it as the student information system, taking attendance, and recording behavior incidents.

Marketing Efforts for CH

- I hand delivered postcards to apartment complexes within a 5 mile radius of the school; also to the town hall and library.
- Anyone I was not able to find, or if they were closed when I stopped by, we mailed out a postcard with a message asking them to post for their residents and stating that I could stop by with more to hand out to their residents.
- Meeting with Kristen from WUNC delayed until Friday; advertising lottery preference and summer camp.

Website

- Website is in need of improvement: Stephanie has done a lot of [work](#) on this front; please review the proposals we have gathered. We would love to have a decision on this so we can move forward with updates.
- We need to cut down on the number of pages and produce high quality copy for the website.
- We are requesting the Communications committee to take on and lead this project.

School Enrollment - 2025-2026: will provide most accurate information at meeting

8/4/2025

Elizabeth Uzzell
Sterling Montessori Academy
202 Treybrooke Drive
Morrisville, NC 27560

On behalf of Public Consulting Group (PCG), I am pleased to provide this proposal to Sterling Montessori Academy for the following services: EDPlan 504 and EDPlan English Learner.

EDPlan 504

PCG's EDPlan 504 is fully integrated with the ECATS platform and benefits districts by providing a web-based system that maintains student records, enables real-time compliance tracking, and provides reporting capabilities. The solution manages the entire Section 504 process from referral or identification and eligibility through the development of an accommodations plan. Rules of completion and error checks are built into the system to help staff comply with eligibility and plan requirements. Additionally, timelines are automatically calculated when dates are entered into the system; and compliance symbols, warning alerts, and e-mail notifications help to monitor and track important deadlines. EDPlan 504 enables a case manager or team member to create documents, such as: Invitation to Meeting, Parent Consent for Evaluation/Assessment, Eligibility Determination, Accommodation Plan, Discontinuation Letter, and many more.

EDPlan English Learner (EL)

PCG's EDPlan EL is fully integrated with the ECATS platform and benefits districts by providing a web-based, process-driven solution that assists administrators and instructional personnel with easy, compliant documentation to manage the EL plan process. Our system maintains student records, enables real-time compliance tracking, and provides reporting capabilities. EDPlan EL creates Identification Letters, Refusal of Service, Proficient at Initial Testing Letters, Proficient at Annual Testing Letters, EL Exit Letters, MFEL Documentation and EL Plans.

EDPlan Translation for 504 and EL

EDPlan 504 and EL also supports real-time translation of dynamic, user-entered text into nine (9) languages (Spanish, Chinese, French, German, Italian, Japanese, Korean, Portuguese, and Russian) for key parent/guardian-facing documents.

Please review and consider the pricing proposal below. Proposed pricing assumes Sterling Montessori Academy accepts the standard documents with no customized application development or specialized reporting.

Pricing Proposal ¹		
Product/Service	Fee	Terms/Conditions
EDPlan 504 System Licensing	\$3,134	Annual fee. A 5% cost adjustment will be applied in Year 2 and beyond.
EDPlan EL System Licensing	\$3,179	Annual fee. A 5% cost adjustment will be applied in Year 2 and beyond.
EDPlan Translation <i>(optional)</i>	\$1,000 <i>(\$500 each)</i>	Annual fee. A 5% cost adjustment will be applied in Year 2 and beyond.
Implementation Fee	\$2,000 <i>Waived with purchase of Translation</i>	One-time setup fee paid in initial contract term.

Standard User Support	Included in Licensing Fees	Standard Support included in System Licensing Fee and includes one (1) virtual training session for up to 30 users in the initial contract term. Users will have access to recurring training webinars, user manuals, and on-demand training videos. Technical support is provided through Zendesk (applicable users only).
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¹Proposed pricing expires 90 days from the date of submission.

I appreciate the opportunity to provide Sterling Montessori Academy with this pricing letter and look forward to speaking with you soon. If we can provide any further assistance, please do not hesitate to contact Jenn Bower by email at jbower@pcgus.com or Nick Glenn by email at neglenn@pcgus.com.

Sincerely,



Amy W. Smith
Associate Practice Area Director
Public Consulting Group



STATEMENT OF WORK AND FEES
Sterling Montessori Academy and Charter School
March 24, 2025

SERVICES PROVIDED

HR Support

- Unlimited text and e-mail Support
- 10 hours per month of phone, in person support, or consulting work.
 - These hours are to be used at your discretion.
 - Unused hours are rolled over to the next month, hours expire 1 month after the date the contract is terminated.
 - Hours may be used in advanced of the month they are allocated, assuming the hours are included in the overall contract commitment.

ALT HR Partners will track consulting hours in 15-minute increments and prepare monthly statements accordingly.

TOTAL FEES AND REIMBURSEMENT

Engagement Fee

6 Month Commitment at 10 hours per month - \$1720 per month for outlined services. (60 total hours) **September and October billed at \$3,140 adding 20 hours to your total bank**

May 1, 2025 - \$1720	August 1, 2025 - \$1720
June 1, 2025 - \$1720	September 1, 2025 - \$1720 \$3140 (adding 10 additional hours)
July 1, 2025 - \$1720	October 1, 2025 - \$1720 \$3140 (adding 10 additional hours)

ALT HR Partners will track consulting hours in 15 minute increments and prepare monthly bills accordingly. Most text messages and emails are excluded from billing. Text messages or emails that direct work will be billed for the work directed.

Additional costs that may be accrued:

Shipping Expenses

For distribution of printed materials. Billed at actual ALT HR cost.

Travel Reimbursement

There is no cost for travel within the Piedmont Triad (Greensboro, High Point, Winston Salem). For travel outside of the Piedmont Triad: There is a flat cost of \$50 for travel within 75 miles of Greensboro. There is a flat cost of \$100 for travel over 75 miles of Greensboro, yet within the borders of North Carolina. For travel outside of North Carolina, travel related expenses will be charged to Client at actual cost of trip. ALT HR will take all reasonable steps to book cost efficient travel and lodging.

Printing Costs

Billed at actual ALT HR cost.

Additional Vendor Costs (such as Background Screening, Drug Screening, Testing, Etc.):

Billed at actual ALT HR cost.

The hourly fee for consultation services beyond what is included in this proposal is \$220 per hour, billed on a monthly basis. ALT HR Partners will track consulting hours in 15-minute increments and prepare monthly bills accordingly. Most text messages and emails are excluded from billing. Text messages or emails that direct work, will be billed for the work directed.

Client Billing Information:

Company Name:	
Billing Contact Information:	Name:
	Email:
	Phone:
Billing Address:	
Shipping Address: ☐ same as billing	

Recommendations for Employment

Name	Status	Position	Section/Room
Sarah Krummenacker	Hire	Assistant	LE/C8
Danielle Galdy	Hire	Receptionist	Front Office
Emma Butler	Hire	ECPA	B2
Aparna Rai	Hire	ECPA	B2

FINANCE COMMITTEE

Meeting Report - August 12, 2025

Committee Actions:

-

Minutes from August 12, 2025 Meeting:

Attendance and Call To Order

(Virtual)

Chair: Jessi Fasola

Board Members: Daphne Coulter, Kim Elliott, Ryan Hill

Others: Elizabeth Uzzell, Betty Warren,

Meeting was called to order at 12:02PM

- Enrollment Numbers
 - Pre-K to 82
 - EU says looking good for the DCR, working off 176 preK enrollment
 - Can keep enrolling PreK into the year
 - A withdrawal's come in, JoAnn makes offers
 - We are in the 24/hr turnaround to enroll/accept
 - Summer programs - We are planning to have summer programs and plan to advertise. EU is working on numbers to present, its for current 3 and 4 year olds so idea to start small
 - Hours, tuition, need to be finalized. We asked for info to come at the board meeting
 - Betty: need at least 18 or would be a net loss, \$50/hr

Enrollment								
Grade	Total Enrolled	Offers Pending	W/D 's Pending	Estimated Total	Estimated per level	Capacity	W/D's Confirmed	Waitlist
K	81	7	2	86	86	88	15	113
1	77	1	2	76			7	48
2	79	1	0	80			11	65
3	81	1	0	82	238	240	7	35
4	72	6	1	77			5	41
5	69	3	3	69			8	3
6	59	0	0	59	205	208	22	0
7	52	0	1	51			3	0
8	47	0	1	46	97	120	2	0
	617	19	10	626	626	656	80	305

PreK enrollment	88
Kindergarten	88
CH Estimate	176
CH Capacity	200
Empty Seats	24

Received Pre-K application today - will make offer

- Staffing
 - Changes as summer changes - Some candidates did not follow through
 - Open positions: UE floater, LE lead teacher, 2 EC assistants (Will use agency)
 - LE floater filling LE lead, will go back to floater once we hire
- Planning allotment is less than what we had planned on.
- Stipends Elizabeth would like to get approved
 - Testing coordinator stipend: \$5,000
 - Increase to LTS stipend: \$11,500
 - Middle school liaison stipend: \$4,000
- EDPlan Proposal--adding ML and 504 to ECATS
 - \$7k - annual fee - Software. See proposal.
- Insurance - Mutual of Omaha new benefits broker

Closure and Next Steps

Meeting was adjourned at 12:57pm ; Any follow-up actions noted above.

Next Meeting September 9, 2025 at 12:00pm

Sterling Budget		2024-25			2025-26		
ADM		633					599
State Funding per ADM		6,543					6,442
EC ADM		-					79
State EC Funding per ADM		-					5,487
State Funds - per 20th day ADM		4,141,586					3,858,530
State EC Funds		424,414					433,508
State - NCVPS		(1,491)					(4,604)
State - LEP		72,174					40,129
State - Literacy Intervention - PRC 085		19,650					-
State - Other		36,399					20,059
Total State Funding		4,692,732			ADM	Per ADM	4,347,622
Wake County		1,941,000			523	3,934	2,057,482
Durham County		380,000			74	5,368	397,251
Chatham County		107,000			22	5,212	114,664
Johnston County		2,550			1	2,561	2,561
Granville County		4,700			2	2,378	4,756
Chapel Hill		16,000			3	5,500	16,500
Total County Funding		2,451,250			625		2,593,214
PRC 060		120,207					113,403
PRC 118		1,000					1,000
Total Federal Funding		121,207			Enrolled	Tuition	114,403
Tuition - CH Academic Day		1,159,800			90	10,080	907,200
Tuition - CH Staff Children		23,400			2	4,030	8,060
Tuition - CH After Care		183,500			40	2,835	113,400
Tuition - CH Before Care		10,767			6	1,281	7,686
New Student / Application		25,250					25,000
Next Prep		3,000					3,400
Total Tuition		1,405,717					1,064,746
Sales Tax Refund		33,000					33,000
Development		45,000					45,000
Interest Income		183,000					160,000
After School Activities		15,350					10,000
Other Income		1,840					1,000
Rent Income		492,000					492,000
Total Other Revenue		770,190					741,000

Sterling Budget		2024-25		2025-26		
Total Revenue		9,441,096				8,860,985
Salaries		5,349,894				5,203,633
Wages - BASC		85,000				92,080
Wages - After School Activities		8,300				7,500
Bonus - Christmas		9,745				10,000
Bonus - TA Montessori		1,500				2,000
Bonus - DPI		6,459				-
Bonus - Sign On		31,500				-
Personal Leave Pay		22,500				24,000
Summer Reading - PRC 016		17,800				13,000
Contracted EC Services		140,000				140,000
Contracted - Data		-				24,800
Contracted - HR		3,540				22,140
Contracted - Technology		68,000				84,000
Health Insurance		572,019	73	8,500		620,500
Vision Insurance		5,436	76	64		4,888
Dental Insurance		59,128	76	604		45,892
Life Insurance (FT salaries * .0018)		12,345				8,402
Retirement - 403b ER match		64,199				74,258
Retirement Plan Fees		1,500				1,500
Unemployment Insurance - SUTA		14,000				17,500
FSA Expense		4,000				2,000
FICA / Medicare		384,490				369,757
Workers Comp Insurance		12,300				20,000
Total Personnel		6,873,655				6,787,851
Instructional Materials		120,800				97,700
Technology		158,964				149,873
Hospitality		21,790				17,790
Professional Development		89,424				45,315
PRC 085 - Literacy Intervention		19,650				-
PRC 118		1,000				1,000
Total Instructional		411,628				311,678
Copier		45,000				45,000
Accounting Software Support		5,769				5,769
Office Supplies / Postage / Bank fees		52,000				52,000

Sterling Budget			2024-25			2025-26		
Dues / Licenses	1,500					2,000		
Sales Tax Expense	33,000					33,000		
Legal Services	15,000					25,000		
Audit Services	26,750					13,500		
Interest Expense	192,400					183,613		
Principal on loan	290,290					299,120		
Marketing	8,333					25,000		
Development	22,000					45,000		
Other Expenses	2,000					2,000		
Total Office and Administrative	694,043					731,002		
Rent	492,000					492,000		
Custodial	104,000					101,266		
Building Repairs and Maintenance	250,000					226,311		
Property and Liability Insurance	69,000					79,000		
Utilities - Electric	55,000					60,000		
Utilities - Gas	2,900					3,000		
Utilities - Water / Trash	37,000					38,000		
Telecommunications	22,500					24,000		
Total Facilities	1,032,400					1,023,576		
Snack Expense	11,300					12,000		
Free and Reduced Lunch	6,000					7,000		
Total Food Expense	17,300					19,000		
Surplus Expenditures	263,100					-		
Total Expenses	9,292,125					8,873,107		
Net Income / (Loss)	148,971					(12,122)		
Add: Capitalized Items (previously expensed)	275,538					47,500		
Add: Principal Payments	290,290					299,120		
Less: Depreciation	-					-		
Less: PL accrual	-					-		
Change in Net Assets	714,799					334,498		
Add: Interest Expense	192,400					183,613		
Add: Depreciation	-					-		
Add: Debt Service Reserve (up to \$100K)	-					-		
Total #1	907,200					518,111		
Current portion of LT debt - prior period	290,290					299,120		

Sterling Budget			2024-25			2025-26		
Interest Paid	192,400					183,613		
Total #2	482,691					482,733		
Debt Coverage Ratio-Total #1 / Total #2	1.88					1.07		
Amt of add. income needed for 1.05 DCR	\$ (400,375)					\$ (11,242)		

Notes

Per ADM amount decreased as a result of Mini-Budget approved by the State on Aug 8th

LEP allotment has been reduced from original amount of \$86K (per DPI)

County Funding

Using estimate of 625 enrolled in Charter

Current enrollment as of 08.12.25 is 617

ADM per county will change according to actual enrollment.

Using 2024-25 funding amounts. The increase for 2025-26 is unknown.

A 2% increase in county funding per ADM would be about \$52K

Tuition Funding

Using estimate of 92 enrolled in Pre-K

Current enrollment as of 08.12.25 is 88

Notes

5% increase for 2025-26

11% decrease in premium per ee (due to switching to Mutual of Omaha)

20% decrease in premium per ee (due to switching to Mutual of Omaha)

28% decrease in rate (due to switching to Mutual of Omaha)

Used \$9K of forfeitures in July - this reduced the budget amount by \$9K

less participants than prior year



Policy Committee

August 7, 2025, Meeting:

Attendance and Call to Order

Virtual via Google Meets

Chair: Kevin Hughes

Board Members: Ryan Hill

Others: Elizabeth Uzzell

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

Agenda

- Policy 11 edit
- HR & Policy Audit

Discussion Items:

Policy 11 Edit

- Now that the admin has had a chance to familiarize themselves with the new lottery software, we have discovered that we can have the tool generate the list lottery preference lists at the same time as the standard lottery. Applicants who are not admitted as part of a lottery preference will remain in the general lottery. As a result, we won't hold two separate lottery drawings. We've updated Policy 11 to reflect this.
- Additionally, we have revised the wording in order to qualify for the preference.

HR & Policy Audit

- Our HR contractor has performed an initial review of the school HR policies and has recommended several edits.
- Our parental leave policy does not match the state policy (because LHU Board agreed to provided 8 weeks (vs 4 weeks) of paid leave for a non-birthing parent. Our plan was to have the school eat the cost of the extra 4 weeks. Reviewer



suggests that to avoid any confusion (and possible issue with reimbursements) with the state, we should revise the policy to provide only 4 weeks of paid leave for the non-birth parent.

- The school can then provide a separate, additional 4-week benefit for non-birth parents to be used when state leave expires.
- These changes can be made to the EHB.

September Meeting Agenda Items

- Review of additional policy recommendations (e.g., lice policy, PUMP policy)

Closure and Next Steps:

- Next meeting scheduled for September 4, 2025, at 12:00

Recommended Board Action

- Recommend approving revised Policy 11

Meeting was adjourned at 12:50 pm.

P.11

Admissions & Enrollment

Charter Admission and Enrollment Policy

Approved 7/2019

Modified 8/20/25

Sterling Montessori is a tuition free public school. Any student who is qualified under the laws of this state for admission to a public school is qualified for admission at Sterling Montessori. According to NC G.S.115C- 238.29F (g), a charter school shall not discriminate against any student on the basis of ethnicity, national, origin, gender, or disability.

All students eligible for enrollment in a North Carolina public school are eligible for enrollment at Sterling Montessori. All students are required by NC Charter School law to complete an application for admission. All applicants to the lottery must be North Carolina residents at the time of the application process with a physical North Carolina address. However, North Carolina county boundaries or school attendance areas do not affect charter school enrollment. In addition, Sterling does not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

Enrollment Priority

Sterling Montessori Charter School follows all rules and regulations regarding enrollment priority as specified in North Carolina Charter School Law 115C-218.45. The LHU Board of Directors has decided to offer admissions priority for the following tiers and will implement them in the manner described below:

- 1. SCHOOL EMPLOYEES:** Priority is given to children and grandchildren of full-time Sterling Montessori employees.
- 2. BOARD MEMBERS:** Priority is given to children and grandchildren of Sterling Montessori LHU Board Members. Total number of School employees and Board Members children and grandchildren are limited to no more than 15% of the school's total enrollment, unless granted a waiver by the State Board of Education.
- 3. SIBLINGS:** Once a child in a family is enrolled at Sterling Montessori Charter School, any siblings applying for admission will receive priority enrollment status for the current school year. If there are no openings for their respective grade level, they will be placed at the bottom of the sibling waitlist. If Sterling is not able to offer a seat to a sibling for the current school year, the sibling will receive Sterling Montessori Academy and Charter School priority enrollment status when they apply for the following year's

lottery.

Note: The term “siblings” applies to any of the following students who reside in the same household: half-siblings, step-siblings, and children residing together in the same family foster home.

4. SIBLINGS OF STERLING ALUMNI: This refers to siblings of students who have completed the highest grade offered by Sterling Montessori and attended for at least four years at Sterling.

5. STUDENTS ENROLLED IN STERLING MONTESSORI ACADEMY: Priority for Kindergarten is given to students who were enrolled since the 20th day of the current school year in the preschool program operated by Sterling Montessori Academy and Charter School. This priority is applied after seats are offered pursuant to the lottery preferences 1-4 above, and is limited to 15 seats in the upcoming K class.

Special Circumstances

1. Multiple Birth Siblings (twins, triplets, etc.)

Multiple birth siblings applying for admission shall enter one surname into the lottery to represent all of the multiple births applying at the same time. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

- If the names are drawn and placed directly on a wait list, the parents/guardians must determine which student is placed first on the waitlist.
- If the multiple birth siblings are in different grades, the parents/guardians will need to decide at the time of applications are submitted which grade level they would like for their surname to be entered.

2. Exclusion/Suspension from a Public School

Notwithstanding to any law to the contrary, a charter school, in this case Sterling Montessori may refuse admission to any student who has been excluded or suspended from a public school under N.C.G.S.11SC-391 until the period of suspension or exclusion has expired.

Application Process

There is no application fee for charter school admission.

Prior to the application period, Sterling Montessori will announce on its website when the online application for admission will be made available, the deadline for submission ,

and the date/time/location of the public lottery drawing . The application period will be no less than 30 calendar days. Applications must be completed by the prospective student's parent(s)/guardian(s) or legal guardian. For those without digital access, a computer will be available located in the Main Office from 9:00 am to 3:00 pm on school days during the time of the application period.

For Kindergarten admissions, the student must be 5 years old on or before August 31st of the enrollment year (NC G.S. 115C-364).

Parents/guardians who accept enrollment for their child/children to attend Sterling, must be able to provide transportation to and from school, as there are no transportation services available from the school.

The Lottery Process

The lottery will be conducted in the following manner:

1. Applications completed are digitally recorded and made available for the online enrollment program.
2. The online enrollment program eliminates the necessity for parents/guardians to come to campus to be notified of the results, however, anyone is welcome to attend in person should you want to witness the process. The details of this information can be found on the Sterling website.
3. The enrollment process is activated by Sterling Admissions who will then generate and record the lottery results.
4. The process is instantaneous and the results will be shared with families via the email addresses that were supplied on the digital application.
5. After the program has selected students for all available spaces and parents/guardians are notified, the drawing will continue to determine the order of a waiting list.
6. If a student has been selected in the lottery, the parent/guardian of the student will receive an acceptance notification via email. If the parent is unable to receive email, an acceptance letter will be mailed to the child's residence.
7. The school's wait list will be updated regularly and parents/guardians of students placed on the waitlist will receive periodic communication as to their student's place.

After Lottery Submissions

Applications submitted after the lottery application deadline will be date and time stamped. These submissions will be placed at the bottom of the wait list according to the student's applicable grade level.

Applicants who would have received priority placement during the lottery process will still have priority placement if applications are received after the lottery drawing, if seats are available.

Acceptance of Enrollment

The lottery results and waiting lists are posted on <https://www.sterlingmontessori.org>, and updates are provided as changes occur.

As stated, offers of enrollment will be delivered to lottery-selected children through the emails that were provided on their digital application. Prospective families are required to either accept or decline the offer via email or in writing, to document their response.

Parents/guardians or court appointed legal guardians of prospective students will have 7 days to communicate their decision to either accept or decline Sterling Montessori's offer of enrollment. Families that have accepted an offer of enrollment must then submit required enrollment documents to include a copy of their student's birth certificate, proof of residency and immunization records. If Sterling Montessori does not receive a written response to the offer of enrollment by the close of business (4 PM) of the seventh (7th) day, the lack of response will be considered an effective declining of the offer. The student's name will be placed at the end of the waitlist for their grade level, and the offer will be presented to the next prospective student on that specific grade's waiting list.

- Thirty days prior to the first day of school, parents/guardians or court appointed legal guardians of prospective students will have 3 days to reply to an offer.
- Beginning one week prior to the first day of school and through the 35th student day, parents/guardians or court appointed legal guardians will have 24 hours to accept or decline Sterling Montessori's offer of enrollment.

If we do not receive the enrollment documents within the deadline, the student's offer/seat is forfeited and the seat will be offered to the next student on the waiting list.

The wait list will only be applicable to the academic year that the lottery was conducted. Sterling will continue to fill open Charter seats from the waitlist as they become available for the first 35 academic days of the school year. After 35 days, no additional Charter students will be admitted to avoid disruptions to the classroom.

Attendance: First 20 Days of School

Newly enrolled and returning students are expected to be in attendance each day for the first 20 days of school.

Once a parent/guardian accepts a seat, the student must attend school immediately. Parents/guardians are responsible for notifying our staff in advance if their student will not be in attendance at once. If a student does not attend school within the first three (3) days of school, the Admissions staff will email and call the parent/guardian of the admitted student. If the student does not attend school by the close of business on the third (3rd) day of school, that student will be automatically un-enrolled and the seat will be offered to the next person on the wait list.

Parents/guardian may appeal our decision to withdraw a student due to failure to adhere to the Admission Attendance Policy. A written appeal must be sent to the Section Director and Executive Director via email by close of business (4PM) the next day after receiving the withdrawal notification. The Section Director and/or Executive Director reserves the right to grant or deny re-enrollment based on the information provided in the appeal process.

Sterling's Right to Refuse Enrollment

Sterling Montessori reserves the right to refuse to enroll any student currently under a term of exclusion or suspension by his or her school until that term is over.

If we become aware of misrepresentations on the application and it is discovered prior to the public lottery drawing, we will address them prior to the lottery. Post lottery, any misrepresentation may result in this application being discarded and/or applicant's dismissal from the school. Sterling Montessori reserves the right to refuse to enroll a student if a parent/guardian willingly and knowingly provided incorrect information on either the student's application for admission, or on the documents submitted at the time of enrollment.

Minutes from August 6, 2025 Meeting:

Attendance and Call To Order

Virtual via Google Meets

Chair: Daphne Coulter

Board Members: Keisha Pressley, Jessi Fasola

Others: Stephanie Deming, Elizabeth Uzzell

Meeting Start: 12:03 pm

Wednesday, August 6, 2025

- Restarting 2025/26 Annual Fund collections - this fiscal we've collected:
 - ~\$500 new donations from 14 individuals (recurring payments)
 - ~\$500 from matching donations, PFSA painless donations checks
- Account Balance of Development Account:: ~\$101,000

Open Topics:

- Confirmation on 2025/26 Budget

Holiday Treat Exchange	\$300.00
International Festival	\$3,000.00
Matt Oberst Scholarship	\$500.00
Movie Nights	\$2,000.00
Signs (e.g., PFA meeting, yearbook, Rest night)	\$300.00
Spiritwear Expense	\$4,000.00
Staff Appreciation Expense	\$4,000.00
<u>Yearbook Expense</u>	<u>\$500.00</u>
Total PFSA Expense	\$16,100.00

Development/Communications

Outdoor Learning Environment **\$80,000.00**

Marketing Materials (Signs, Printed Marketing stuff) **\$10,000**

Gifts/Reception for Donor/Capital Campaign? **\$10,000.00**

Sub Total Development Expense **\$100,000.00**

Grand Total DEVELOPMENT Expense **\$116,100.00**

● Outdoor Learning Initiative (OLI)

- \$80,000 earmarked to American Engineering for beginning work on the B/C playground area.
- Awaiting full proposal from Lauren. I did review the Scope of Work (based on the last phone call) and approved it.

■ A permit from Morrisville WILL be required, which will affect timeline and costs - Lauren is adding that information into the full proposal.

■ All information is shared to date here:
https://drive.google.com/drive/folders/1TqCJn3uuhndFfvi-gwGRGn9sM_duDrn0?usp=sharing

● Scholarships: Academy & Teacher Training

- Carrie Smith Teacher Training/Professional Development Scholarship announced
- Next Steps? This hasn't been determined yet

● IBM Stock - Awaiting resolution from Jessie

● STOCK BALANCE? -

○ Still no resolution on the balance - Last year, we were gifted stock from a parent (Lora Greco). I don't have visibility into that balance - but could that be considered in our Outdoor Learning or scholarship?? Awaiting for resolution from Kim/Jessi (Jessi is unable to get into that account).

● Communications

- **Website Development**

■ \$20k earmarked for website development. We have met with a number of options - summary here -
[https://docs.google.com/spreadsheets/d/1CKq6A853E026wns1_ItVMEF8](https://docs.google.com/spreadsheets/d/1CKq6A853E026wns1_ItVMEF8z0gvHITTXAEUUqujzXo/edit?usp=sharing)

[z0gvHITTXAEUUqujzXo/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1CKq6A853E026wns1_ItVMEF8z0gvHITTXAEUUqujzXo/edit?usp=sharing)

■ Awaiting decision on next steps and decision on who to go with (not sure who makes final decision)

- **ParentSquare Integration**

■ Because of transfer to Infinite Campus, new integration to ParentSquare has been necessary. Coding integration complete and awaiting full data to be completed in IC to be synced to PS.

Meeting Adjourned: 12:50 pm

Minutes from July 2, 2025 Meeting:

Attendance and Call To Order

Virtual via Google Meets

Chair: Daphne Coulter

Board Members: Keisha Pressley

Others: Stephanie Deming, Elizabeth Uzzell

Meeting Start: 12:04 pm

Wednesday, July 2, 2025

- **Giving Stats for EOY 2024/25:**
 - Board 82%
 - Admin 36%
 - Staff 29%
 - Community 25%
- **Amt. raised for EOY 2024/25 = ~\$45,685 as of 6/30/25**
- Account Balance of Development Account at close of fiscal year 6/30/25: ~\$105,000
- (closing out PFSA events for May)

\$ 8,971.92	\$ 1,525.00	\$ 15,345.15	\$ 5,522.61	\$12,203.35	2117.40	\$ -	\$ -	\$ (955.00)	\$ -	\$ (6,168.66)	\$ -	\$ (12,717.38)	\$ (4,998.00)	
						\$ 45,297.99							\$ (19,352.95)	
19.64%	3.374	3.34%	12.09%	26.71%	4.63%		0.00%	3.84%		24.83%		51.20%	20.12%	
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

Open Topics:

Scholarships: Academy & Teacher Training

- Carrie Smith Teacher Training/Professional Development Scholarship announced
- Technically, we have \$3,500 that have been earmarked over the years to go
- towards scholarships (based on the input donation form) Next Steps?
- **Outdoor Learning**
 - \$80,000 earmarked to American Engineering for beginning work on the B/C playground area.
 - All data in shared Google Drive
 - Awaiting secondary proposal from Lauren/AE on what we can do
 - Other engineering firms informed of decision to go with AE

- **Annual Report**

Sent to community and alumni last week, and updated on website. Would like to get some printed for enrollment packets.

- **Non-Profit Donations:**

- Per our mission, 3 charitable entities (The Caring Place, OBSN, Instituto Nueva Escuela) receive 10% (3.33% each) on total funds raised. Cutting checks for each \$1500) to send based on \$45k raised. To be sent with letter once checks are received.
- Elizabeth confirmed we would continue to share this year as well

- **IBM Stock** - Awaiting resolution from Jessie

- **STOCK BALANCE?** - Last year, we were gifted stock from a parent (Lora Greco). I don't have visibility into that balance - but could that be considered in our Outdoor Learning or scholarship?? Who to confirm?

Communications

- \$20k earmarked for website development. Discussed with Chariot who are trying to rework their bid to fit that budget (\$15-18k).

Minutes from June 4, 2025 Meeting:

Attendance and Call To Order

Virtual via Google Meets

Chair: Daphne Coulter

Board Members: Keisha Pressley

Others: Stephanie Deming, Elizabeth Uzzell

Meeting Start: 12:01 pm

Wednesday, June 4, 2025

- **Giving Stats for 2024/25 (as of 6/3/25)**
 - Board 82%
 - Admin 36%
 - Staff 29%
 - Community 25%
- Amt raised for 2024/25 = ~\$45,300 (**meeting \$35k goal**)
- Account Balance of Development Account: ~\$110,000

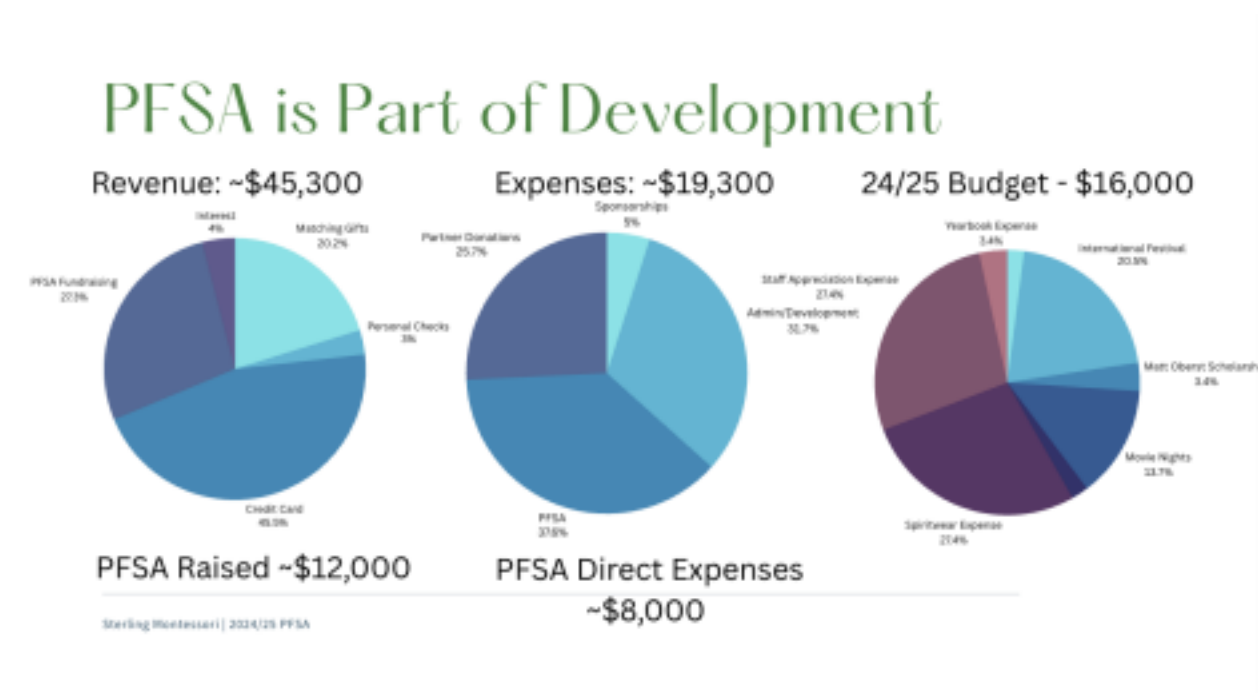
\$ 8,971.92	\$ 1,525.00	\$ 15,126.32	\$ 5,522.61	\$12,203.35	\$ 51948.79	\$ -	\$ -	\$ (955.00)	\$ -	\$ (6,168.66)	\$ -	\$ (7,231.29)	\$ (4,998.00)	
						\$ 45,297.99							\$ (19,352.95)	
19.81%	3.37%	33.39%	12.19%	26.94%	4.30%		0.00%	4.93%		31.87%		37.37%	25.83%	
Stock/ Matching Donations	Personal Check - Annual Fund Donations	Stripe	Paypal	PFSA Fundraisin g	Interest	Cash	Not e	Large Project/ Other	Sponsorshi ps	Capital Improve ments	Admin/ Development	Educati on	PFSA	Donation to External Non-profit

Open Topics::

Scholarships: Academy & Teacher Training

- Technically, we have \$3,500 that have been earmarked over the years to go towards scholarships (based on the input donation form)
- **Outdoor Learning**
 - Two RFPs Submitted. Board meeting focused on American Engineering, with Sterling parent Lauren Dickson, although there wasn't a "formal" choice going with them (to let the other company know we would not be going with them).
 - Board Special Meeting held last week to discuss and have Lauren answer questions. That meeting was recorded and Ryan sent out to all Board members to review.
 - Awaiting possible second "special meeting" to determine next steps.

- **Annual Report**
 - Prepping articles and information for Annual Report.
 - To be published by June 20th (if possible) - definitely by the end of the month
- **Spring PFSA & Volunteering:**
 - PFSA “Sun-sational” teacher appreciation on Monday 6/2
 - PFSA Community Meeting on Tuesday 6/. Not all events have Chairs
 - Looking at budget - Susan English would like to gift the staff an Ice Maker with leftover funds from PFSA - thoughts?



- **IBM Stocks** -Awaiting resolution from Jessie

Communications

- Awaiting ED/Board movement on Marketing Proposals

Meeting Adjourned: 12:55 pm

Minutes from May 7, 2025 Meeting:

Attendance and Call To Order

Virtual via Google Meets

Chair: Keisha Pressley

Board Members: Daphne Coulter

Others: Stephanie Deming

Meeting Start: 12:04 pm

Wednesday, May 7, 2025

- **Giving Stats for 2024/25 (as of 5/6/25)**
 - Board 82%
 - Admin 36%
 - Staff 29%
 - Community 25%
- Amt raised for 2024/25 = ~\$43,000 (**meeting \$35k goal**)
- Account Balance of Development Account: ~\$109,000

\$ 8,971.92	\$ 1,525.00	\$ 14,952.65	\$ 5,392.29	\$ 11,990.25	\$ 579.63	\$ -	\$ -	\$ (955.00)	\$ -	\$ (6,168.66)	\$ -	\$ (5,958.91)	\$ (4,998.00)
						\$ 43,411.74							\$ (18,080.57)
20.67%	3.51%	34.44%	12.42%	27.62%	1.34%		0.00%	5.28%		34.12%		32.96%	27.64%
Stock/ Matching Donations	Personal Check - Annual Fund Donations	Stripe	Paypal	PFSA Fundraisin g	Interest	Cash	Large Project/ Other	Sponsorshi ps	Capital Improve ments	Admin/ Development	Educati on	PFSA	Donation to External Non-profit

Updates:

Outdoor Learning

- RFP final completed and sent to 5 area contractors, due May 12 EOD. **Deadline for May's Finance committee meeting is very tight. We'll see who delivers. Have had side conversations with 2 who are interested. We received 1 RFP from American Engineering, still waiting for another (deadline May 19th EOD).**
-
- **Community Outreach**
 - Community Outreach
 - May 4 is World Give Day - Raised an additional \$2,900 (most donors had already given this year, so little increase to community giving (from 24% to 25%).
 - Tied to outdoor learning - which was soft-debuted at the International Festival.
- **Spring PFSA & Volunteering:**

- Spring Garden Day 4/19 (\$750 budget) - Raised ~\$1400 with addition of a Bake Sale
- International Festival 4/26 (\$3000 budget) - little funds raised (~\$100), but well attended by the community.
- Alumni Day 5/2 - attended by about 25 students
- Teacher Appreciation Week (\$4000 budget) - Confirmed \$2623 spent to date.

- **IBM Stocks - no update**

Communications

- Awaiting Board thoughts on Marketing Proposals

Meeting Adjourned: 13:03 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	N o t e	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



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LAURA HOLLAND UZZELL FOUNDATION

A nonprofit organization

Strategic Planning Committee

Regular Monthly Meeting Report

Committee Actions:

- No recommended actions.



Minutes from August 11, 2025 Meeting:

Attendance and Call To Order

Virtual via Google Meet

Chair: Ryan Hill

Board Members:

Others:

Meeting was called to order at __4:00p__.

Agenda

- Committee Work
 - Communications
 - Partnership with Development | OLI Project Next Actions
- Coms Work
 - Website Decision
 - Marketing work
- AMS Accreditation status
 - Recommendation is to do a full review of current status, what might need attention, and realistic next steps over the next 12 months
- Metrics for the Strategic Plan
 - Culture, Communication and Continuity. After school starts begin the defining first year progress on these priorities.
- Recommend Joining Strategic Planning and Coms work into one committee to avoid another meeting and we're already talking about most of it anyway.

Closure and Next Steps:

Meeting was adjourned at 4:26.