LHU Board of Directors Regular Meeting

September 17, 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:

Name	Present		Name	Present		Name	Present
Rachel Richardson	x		Dwayne Jones	x			
Kevin Hughes			Keisha Pressley				
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."

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 August regular board meeting minutes

Discussion Items:

- Pay scales for substitutes and before/after care
  - Structure and rate approval
- Employee health coverage subsidy
- Approval of Hire

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								
Ryan Hill	x				Susan English	x							

Kevin Hughes					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 report highlights.
- CPI reporting submitted; charter renewal work initiated.
- AMS accreditation: membership renewal proceeding; application prep to resume; standards/training in good shape.
- Assessments: BOG and i-Ready administered.
- Enrollment snapshot (Infinite Campus): charter ~614; overall ADA ~704 (up from ~702); small gains across several grades incl. new 7th grader.
- Funding mechanics: first-20-day ADM drives funding; counts still settling.
- Ops/vendor: HR/data outsourcing and marketing work underway.

Next Steps

- Publish a first-20-day ADM/ADA tracker to Board weekly during day-20 window
- Draft a 12-month integrated timeline aligning AMS accreditation + charter renewal self-study/site visit (ED w/ Strategic Planning).
- Send 1-pager update on assessment baselines and how they inform fall interventions

Communications Committee Report - Ryan Hill

- Website redesign with BCDC kicked off; visioning complete (structure, nav, tone across CH–MS).
- Bi-weekly working sessions through February
- Photo assets centralized (last 5 years); releases/permissions workflow under review.
- Board feedback to be pulled in during content review phases.
- Validate photo-release protocol for legacy images and set forward policy
- Prepare Survey Results brief (key findings + implications) for State of Sterling deck

Finance Committee Report - Jessi Fasola

- Review report highlights.
- Bringing to a vote two items.
- Budget and DCR healthy; continue vigilance as enrollment drives future funding.
- Audit: in progress; docs complete.
- Bond renewal: Jan 2027; market check to follow audit.
- Pay scales (Subs & Before/After-Care): Start $16/hr; +$1/yr (≥160 hrs) to $20/hr; now linked to standard pay-scale adjustments.
- State Health Plan: Move to salary-based premiums Jan 1; ended $15/mo subsidy; approved $100 taxable wellness bonus for all benefit-eligible staff this year (paid June 2026); spring review for ongoing amount.
- Next Steps
    - Issue staff communication on plan changes + wellness bonus
    - Update payroll for December deductions and June 2026 bonus entry
    - Publish a simple Subs/BA Care pay grid + eligibility

Policy Committee Report - Kevin Hughes

- Scholarship policy being drafted from scratch; target completion by end of December.
- Next Steps
    - Circulate policy draft v1 to Development & Governance for input on eligibility, rubric, stewardship, and reporting

Development Committee Report – Daphne Coulter

- Review report highlights
- Review of Donors
- There was a presence at the open house, middle school “day in the life” event.
- Giving tracking on pace aided by two $1,000 donors.
- Staff giving low; pushes via staff meetings/newsletter underway.
- Outdoor Learning: contract signed; $11k spent; ~$80k remaining; site visit positive; more fundraising needed.
- Volleyball court funded from surplus (field swap only); no fundraising needed.
- Donor stewardship: handwritten notes/personal calls to ~11 recurring donors; have letterhead, no current cards.
- Raffles ≠ charitable gifts (IRS); prioritize and consider board match/challenges (e.g., Giving Tuesday).

- PFSA structure/bylaws may need update to maximize capacity.
- Next Steps (Development)
    - Launch Giving Tuesday Board Match (goal, cap, match sponsors, messaging, thermometer) (Dev + Board; announce by Nov 1).
    - Order branded thank-you cards and schedule personal calls to recurring donors
    - Publish a Staff Giving micro-campaign (participation goals by unit; weekly dashboard)

Governance Committee - Keisha Pressley

- Review of report highlights.
- Board recruitment push (PFSA 9/22, 4–5pm); invite community to attend meetings.
- Succession: each director to identify a potential successor.
- Secretary role: AI note-taking to streamline minutes; consider subcommittee support.
- Compliance: ensure 25–26 board documents collected via DocuSign; resend expired links; ED/President signatures pending.
- Next Steps
    - Finalize a Board Service 101 one-pager + 60-sec script for PFSA/events
    - DocuSign re-send to outstanding directors; track to 100% completion
    - Start targeted recruiting (skills: finance, Montessori, legal, HR, tech) and assign warm-intro owners

Strategic Planning and Communications Committee Report - Ryan Hill

- AMS Accreditation
    - It was our understanding that it was submitted 2023-2024.
    - Renewed our membership and pick up the application.
    - Determine where AMS accreditation process “lives”; consider overlap with charter renewal workload.
- Strategic Plan Metrics: centralize artifacts (e.g., Portrait of a Graduate), map progress, and share back to community.
- State of Sterling Event: Target Mon, Nov 10 (evening); roll out strategic plan, survey results, Outdoor Learning update, and development priorities.
- Next Steps
    - Form an Accreditation/Charter Subcommittee; publish an integrated milestone chart (SP/ED; by next board mtg).

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- Draft metrics dashboard outline (KPIs per strategic pillar; cadenced updates) (SP; 2 weeks).
- State of Sterling: confirm agenda, speakers, send save-the-date to board and formal announcement.
- Prepare slide deck (Strategy overview, survey insights, Outdoor Learning, “Ways to Engage”)

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:

- No Comments.

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 August regular board meeting minutes

At 7:33p 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							
Jessi Fasola	x				Keisha Pressley	x							
Ryan Hill	x				Susan English	x							
Kevin Hughes					Daphne Coulter	x							

DISCUSSION ITEMS

- Pay scales for substitutes and before/after care
    - Structure and rate approval
- Employee health coverage subsidy
- Approval of Hire
- Subs & BA Care Pay Scale: Approved as presented; now tied to standard pay-scale adjustments.
- Health Plan & Wellness Bonus: Ended $15/mo subsidy; $100 taxable wellness bonus in June 2026; spring discussion to set ongoing amount.
- Hiring Approvals: Three positions advanced incl. MS associate; one “nay” over preference for math-focused MS associate; motion passed.

- Enrollment/Withdrawal Procedure: Document clearer withdrawal SOP (verbal confirmation + destination school entry) with safeguards before releasing a seat; increase follow-ups.
- Website/Accreditation Planning: Keep timelines visible; consider subcommittee for combined workload.
- Fundraising Mechanics: Prioritize board-match challenges over raffles.

APPROVAL OF CONSENT ITEM

Consent Item – Approval of Substitute and Before /After Care Payscale

At 7:42pm, Jessi Fasola moved to approve the proposed graduated Substitute, Before and After Care Payscales with rate increases to match standard staff payscale increases.

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 – Approval of Change to Health Coverage Subsidy

At 7:48pm, Jessi Fasola moved to approve the removal of the $15 health coverage subsidy and implement a wellness bonus of $100 to be paid out in June 2026 to all benefit eligible employees.

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

					Coulter								

Consent Item – Approval of Hires
At 8:30pm, Rachel Richardson moves to approve the hires presented as follows. Approved.

Name	Status	Position	Section/Room
Jordan Jacobs	Hire	Associate	MS
Ricky Tarver	Hire	EC Lead	LE/MS
Cindy LaMonica	Hire	Lead	LE

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

Closed Session

Closed Session
At 8:31pm, 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							
Ryan Hill	x			Susan English	x						
Kevin Hughes	x			Daphne Coulter	x						

Return to Open Session

At 8:45pm, Ryan Hill moved to return to open session.

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

ADJOURNMENT

At 8:46:p, Ryan Hill moved to adjourn. 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							
Kevin Hughes	x			Daphne Coulter	x						

Attendance:

Full Name	First Seen	Time in Call
Carroll Krause	2025-09-17 19:34:12	00:49:47
Daphne Coulter	2025-09-17 19:34:12	00:49:47
Dwayne Jones	2025-09-17 19:34:12	00:49:47
Elizabeth Uzzell	2025-09-17 19:34:12	00:49:47
Eric Grunden	2025-09-17 19:34:12	00:49:47
Jessi Fasola	2025-09-17 19:34:12	00:49:47
Keisha Pressley	2025-09-17 19:34:12	00:49:47
Kevin Hughes	2025-09-17 19:35:15	00:48:44
Kim Elliott	2025-09-17 19:34:12	01:20:42
Rachel Richardson	2025-09-17 19:34:12	00:49:47
Ryan Hill	2025-09-17 19:34:12	00:49:47
Ryan's Fathom Notetaker	2025-09-17 19:34:12	00:49:47
Stephanie Deming	2025-09-17 19:34:12	00:49:47
Susan English	2025-09-17 19:34:12	00:49:47

Executive Director LHU Board Report - September 2025

Schoolwide

- School year is off to a great start; students and staff are happy to be back!
- Completed reports for DPI: School Mental Health plan and Parents' Bill of Rights reporting; these unveiled a few needed policy updates, which I will bring to the next committee meeting. Special thanks for Lauren and Randy for their work on the SMH plan!
- I have begun working on the charter renewal paperwork; I will bring to the board for collaboration when ready.
- Getting director-led tours on the calendar to support enrollment and community outreach efforts.
- Renewed AMS membership and will continue our accreditation application.
- Spring EOG results shared in separate document.

Children's House

- Enrolling preschool students
- Completing DIBELS (diagnostic reading test) with Kindergarteners
- Preparing for unannounced Licensing/Sanitation visit
- Preparing for the CH Work Cycle Experience scheduled for Thursday, September 25
- Refreshing and revisiting with all CH staff the Writing and Reading sequence

Lower Elementary

- All **8 LE classes are currently full**, with a **waiting list** still active—an encouraging sign of strong community interest and program demand.
- A **Montessori educator** has been successfully hired to join one of the LE classrooms, enhancing our instructional depth and alignment with Montessori principles
- BOG (Beginning-of-Grade) testing has been completed.
- iReady Diagnostic assessments are underway, scheduled from September 17–26.
- A Progress Monitoring Framework has been developed and reviewed collaboratively by the LE team and ED.
- Concept alignment is directly connected to state standard benchmarks, ensuring instructional rigor and consistency.
- Our first **Parent Engagement Night** is scheduled for **October 23rd**. The event will focus on curriculum and building stronger school-home partnerships.
- Development of the **Portrait of a Graduate** is currently in progress with the LE team. This initiative aims to define the core competencies and character traits we aspire to cultivate in every student by the time they complete their lower elementary journey.

Upper Elementary

- All UE classes have completed iReady testing.
- The first BJP Trip is scheduled for next week; the second group will go in mid-October. At this time there are 67 students attending in September with 9 adults.
- All UE classrooms have had parent meetings in conjunction with BJP information.
- Three teachers are on target to complete METTC training by May. They will be observing other schools in the month of December. METTC members are slated to visit in January.

Middle School

- Middle School Day in the Life last week was well attended; teachers introduced the MS philosophy and students introduced their families to the adolescent environment.
- MS camping trip is planned for October.
- We are announcing a new Middle School Associate will be starting Monday, September 22nd.
- Student Ambassadors are meeting with MS Director and school counselor to bring back this program.
- A Virtual High School is slated for September 27th.

Student Affairs

- Testing: Beginning Of Grade 3 complete. All enrolled students tested.
    - Individual Student Reports have been released to families through Infinite Campus. If parents do not receive, we will mail reports out.
    - Teachers have access to Test scores as well
    - 24 students (31.2%) are Career and College Ready; 34 Met Grade Level Standards (3, 4, 5; 49.4%)
    - 50.6% Not proficient
    - Students will have another opportunity to meet the RtA Reading requirement through iReady Diagnostics, the Spring EOG and Spring RTA.
- Interventionist is working with students who did not meet the 3rd grade reading requirement last year. Those students receive 90 minutes of intense reading instruction every day. She has started assessing Tier 3 students and will be providing intensive support very soon.
- We are working with NC Center for Safe Schools for safety training and safety support

Staffing Updates

- Ellie was able to find a lead teacher for C12, who will start in October; current LTS will go back into floater position.
- Gloria was able to find a Sterling-based EC teacher to cover one of the open positions; she is still working to fill the other position, either with a contractor or full time teacher.
- Replacement hired as middle school associate.

HR Outsourcing

- I meet regularly with Andrea to discuss the AltHR scope of work and partnership with Sterling.
- Their contract hours increased because, in addition to covering our HR and hiring, they are helping to digitize employee files.
- We can revisit the contract hours in October as we continue to assess our needs.
- I created onboarding/offboarding checklists to provide transparency for new and departing employees.

- We have streamlined our benefits with Mutual of Omaha with incredible support from our brokers. Employees can now access their benefits information anytime on Employee Navigator; these new benefits begin 10/1.

Infinite Campus

- We have transitioned from implementation to support. This is a huge lift for our school and we're thrilled to be in such a great place after a busy summer!
- This system has replaced Power School, Educators' Handbook, and My School Bucks; we continue to integrate with Parent Square and Simpldismissal

Marketing Efforts for CH

- We are preparing to advertise summer camps for current CH students in 2026.
- Meeting with Kristen from WUNC tomorrow (Thursday); advertising lottery preference and summer camp.
- Stephanie and I accepted an offer to print our logo on Harris Teeter pharmacy bags.
- I'm creating a survey to send to our participants to understand their experience with the enrollment process and identify areas of improvement.

Website

- Elizabeth, Ryan and Stephanie met with BCDC to begin discussing website updates. We shared the presentation from DPI regarding accessibility updates as well as our current strategic plan.
- Stephanie and Dawn will meet biweekly to discuss website improvement progress. I am gathering any additional information needed from the school side and sharing with them.
- We also discussed photo permissions and what the best way to collate photos for the website might be; we could survey families as well as ask them to submit photos for the website.

School Enrollment - 2025-2026:

PK - 90

K - 87

1 - 78

2 - 80

3 - 81

4 - 75

5 - 64

6 - 53

7 - 51

8 - 45

Total 704

Charter 614

Sterling EOG Results 2025

Reading

Reading Grade 3

Met Career- and College-Readiness Standards	**Met Grade-Level Standards**
Number at Levels 4, 5 - **40**	Number at Levels 3, 4, 5 - **55**
Percent at Levels 4, 5 - **54.8**	Percent at Levels 3, 4, 5 - **75.3**

Reading Grade 4

Met Career- and College-Readiness Standards	**Met Grade-Level Standards**
Number at Levels 4, 5 - **48**	Number at Levels 3, 4, 5 - **53**
Percent at Levels 4, 5 - **71.6**	Percent at Levels 3, 4, 5 - **79.1**

Reading Grade 5

Met Career- and College-Readiness Standards	**Met Grade-Level Standards**
Number at Levels 4, 5 - **43**	Number at Levels 3, 4, 5 - **50**
Percent at Levels 4, 5 - **67.2**	Percent at Levels 3, 4, 5 - **78.1**

Reading Grade 6

Met Career- and College-Readiness Standards	Met Grade-Level Standards
Number at Levels 4, 5 - **19**	Number at Levels 3, 4, 5 - **29**
Percent at Levels 4, 5 - **41.3**	Percent at Levels 3, 4, 5 - **63.0**

Reading Grade 7

Met Career- and College-Readiness Standards	Met Grade-Level Standards
Number at Levels 4, 5 - **23**	Number at Levels 3, 4, 5 - **37**
Percent at Levels 4, 5 - **48.9**	Percent at Levels 3, 4, 5 - **78.7**

Reading Grade 8

Met Career- and College-Readiness Standards	Met Grade-Level Standards
Number at Levels 4, 5 - **29**	Number at Levels 3, 4, 5 - **42**
Percent at Levels 4, 5 - **49.2**	Percent at Levels 3, 4, 5 - **71.2**

Mathematics

Mathematics Grade 3

Met Career- and College-Readiness Standards	Met Grade-Level Standards
Number at Levels 4, 5 - **30**	Number at Levels 3, 4, 5 - **46**
Percent at Levels 4, 5 - **41.1**	Percent at Levels 3, 4, 5 - **63.0**

Mathematics Grade 4

Met Career- and College-Readiness Standards	Met Grade-Level Standards
Number at Levels 4, 5 - **27**	Number at Levels 3, 4, 5 - **45**
Percent at Levels 4, 5 - **40.3**	Percent at Levels 3, 4, 5 - **67.2**

Mathematics Grade 5

Met Career- and College-Readiness Standards	Met Grade-Level Standards
Number at Levels 4, 5 - **30**	Number at Levels 3, 4, 5 - **49**
Percent at Levels 4, 5 - **46.9**	Percent at Levels 3, 4, 5 - **76.6**

Mathematics Grade 6

Met Career- and College-Readiness Standards	Met Grade-Level Standards
Number at Levels 4, 5 - **18**	Number at Levels 3, 4, 5 - **26**
Percent at Levels 4, 5 - **39.1**	Percent at Levels 3, 4, 5 - **56.5**

Mathematics Grade 7

Met Career- and College-Readiness Standards	Met Grade-Level Standards
Number at Levels 4, 5 - **28**	Number at Levels 3, 4, 5 - **33**
Percent at Levels 4, 5 - **59.6**	Percent at Levels 3, 4, 5 - **70.2**

NC Math 1

Met Career- and College-Readiness Standards	Met Grade-Level Standards
Number at Levels 4, 5 - **23**	Number at Levels 3, 4, 5 - **36**
Percent at Levels 4, 5 - **39.7**	Percent at Levels 3, 4, 5 - **62.1**

Science

Science Grade 5

Met Career- and College-Readiness Standards	Met Grade-Level Standards
Number at Levels 4, 5 - **23**	Number at Levels 3, 4, 5 - **47**
Percent at Levels 4, 5 - **35.9**	Percent at Levels 3, 4, 5 - **73.4**

Science Grade 8

Met Career- and College-Readiness Standards	Met Grade-Level Standards
Number at Levels 4, 5 - **37**	Number at Levels 3, 4, 5 - **45**
Percent at Levels 4, 5 - **61.7**	Percent at Levels 3, 4, 5 - **75.0**

Grade	2023-24 Year End	2024-25 Year End	09.11.25	Capacity	Empty Seats	Waitlist
PreK	130	122	91			0
K	68	77	86			48
Total CH	198	199	177	200	23	--
1st	77	82	80			19
2nd	79	82	78			38
3nd	79	73	80			3
Total LE	235	237	238	240	2	--
4th	68	68	74			0
5th	72	64	63			0
6th	52	47	53			0
Total UE	192	179	190	208	18	--
7th	65	48	50			0
8th	63	60	45			0
Total MS	128	108	95	120	25	--
Total Enrollment	**753**	**723**	**700**	**768**	**68**	**108**
Less: PreK	-130	-122	-91			
Total Charter	623	601	609			

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FINANCE COMMITTEE

Meeting Report - September 15, 2025

Committee Actions:

- For approval: Substitute Pay Scale and Before and Afterschool Care Pay Scale
    - Structure approval
    - Rate approval - Rate can increase over time w/o approval?

Substitute payscale		
Year 1	Starting hourly rate	16.00
Year 2	If hours worked in previous year > 160	17.00
Year 3	If hours worked in previous year > 160	18.00
Year 4	If hours worked in previous year > 160	19.00
Year 5 and up	If hours worked in previous year > 160	20.00

Long Term sub rate is $20 per hour
NC State Teacher payscale BA step 0 is $41,000 which equates to $23.30 per hour

Before / After Care payscale		
Year 1	Starting hourly rate	16.00
Year 2	If hours worked in previous year > 300	17.00
Year 3	If hours worked in previous year > 300	18.00
Year 4	If hours worked in previous year > 300	19.00
Year 5 and up	If hours worked in previous year > 300	20.00

If full-time salaried employee subs in BASC, the rate will be $24 per hour,

- For approval: Stop the $15/month subsidy for employees paying for health coverage, and move to institute a $100/wellness bonus to be paid in June 2026 for <u>all</u> employees.
    - To discuss future year's wellness bonus in spring.

Minutes from September 15, 2025 Meeting:

Attendance and Call To Order

(Virtual)

Chair: Jessi Fasola
Board Members: Daphne Coulter, Ryan Hill, Kim Elliott
Others: Elizabeth Uzzell, Betty Warren,

Meeting was called to order at 12:01PM

- Enrollment Numbers
    - Enrollment is low and has been declining
    - Budget is good, DCR - but that is no reason to back off.
    - Pre-K very low

Grade	2023-24 Year End	2024-25 Year End	09.11.25	Capacity	Empty Seats	Waitlist
PreK	130	122	91			0
K	68	77	86			48
Total CH	198	199	177	200	23	--
1st	77	82	80			19
2nd	79	82	78			38
3nd	79	73	80			3
Total LE	235	237	238	240	2	--
4th	68	68	74			0
5th	72	64	63			0
6th	52	47	53			0
Total UE	192	179	190	208	18	--
7th	65	48	50			0
8th	63	60	45			0
Total MS	128	108	95	120	25	--
Total Enrollment	**753**	**723**	**700**	**768**	**68**	**108**
Less: PreK	-130	-122	-91			
Total Charter	623	601	609			

- Withdrawal
    - Discussion on if we have a policy or just need to change our procedures

- Getting a verbal or email confirmation of withdrawal and what is the new school
    - What if they do not respond with a new school? Should we ask DPI?
    - Ryan recommends we document the procedure if this is not a policy so that it is clear and certain
- Budget
    - Staffing
        - Still have open position in LE for a teacher currently being filled by a floater
        - EC teacher looking to fill via contract
        - UE floater position is “frozen”
        - MS math - Aruna has already been replaced
    - Budget DCR looking good at 1.3
- Sub and BACS Pay Scale
    - For approval: Substitute Pay Scale
    - For approval: Before and Afterschool Care Pay Scale
    - Structure approval
    - Rate approval - Rate can increase?
- State Health Plan Premium Changes
    - Starting Jan 1st going to salary based premiums
    - New amounts to be deducted in December paychecks
    - School portion is going up a fair amount
    - $15/month had been paid by school from year and years ago, we would like to remove that and instead offer that $180/year elsewhere
        - The current budget has this $15 subsidy in there. The next 7 (with new) has actual amount. Accounted for in medical spend.
        - $15,000 line item for stay/wellness bonus for all staff - you get it regardless
        - $100 wellness bonus in June for 2025-2026 for all staff
            - Will discuss for 26-27 if it will be $100 or $200 / annual
- Audit is ongoing, they have everything they need
- Bond going to renew in January 2027
    - Rate changes - PNC, Compass and others will be reaching out for cost, proposed rates, etc

Closure and Next Steps

Meeting was adjourned at 1:05pm ; Any follow-up actions noted above.
Next Meeting October 14, 2025 at 12:00pm

Minutes from September 4, 2025 Meeting:

Attendance and Call To Order

Virtual via Google Meets

Chair: Daphne Coulter
Board Members:

Others: Stephanie Deming, Elizabeth Uzzell, Eric Grunden

Meeting Start: 12:06 pm
Wednesday, September 4, 2025

- **Giving Stats for 2025/26:**
  - Board 13% (1 donor)
  - Admin 17% (1 donor)
  - Staff 2%
  - Community 3%
- Account Balance of Development Account:: **~$101,000**

Fundraising Totals

Year | Month ☐ Year to date?

	23/24	24/25	25/26
Gifts	473 / $42,330.24	332 / $32,064.14	28 / $3,423.01
In Kind	0 / $0	0 / $0	0 / $0
Other Income	43 / $1,991.35	1 / $6.18	0 / $0
Pledges	0 / $0	0 / $0	0 / $0
Installments	0 / $0	0 / $0	0 / $0

Last updated: September 2, 2025 at 08:22 AM · Refresh

Total Raised by Retention Status

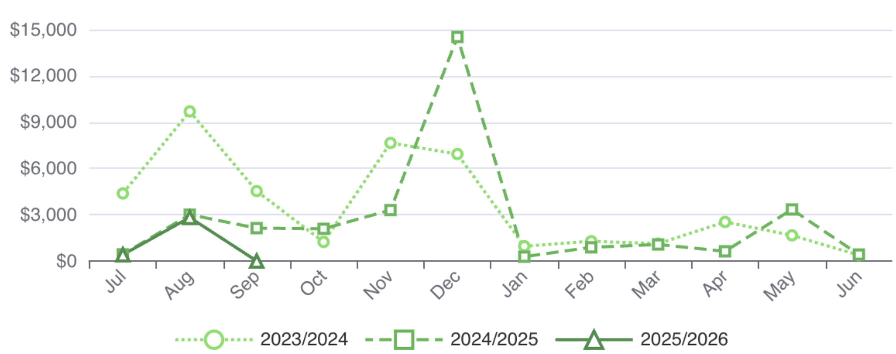
23/24 | 24/25 | 25/26 ☐ Year to date?

	Donors	Total Raised	Gifts	Pledges (balance)
First-time Donors	1	$1,030	$1,030	$0 ($0)
Retained Donors	15	$2,191.51	$2,191.51	$0 ($0)
Recaptured Donors	0	$0	$0	$0 ($0)
Total	**16**	**$3,221.51**	**$3,221.51**	**$0 ($0)**

Last updated: September 2, 2025 at 06:01 AM · Refresh

Total Raised by Month, Year over Year

Calendar | Fiscal ☐ Year to date?



Last updated: September 2, 2025 at 06:01 AM · Refresh

Pretty much on track with last year, thanks to two $1000 donations from community members

PROJECTS

- **Outdoor Learning Initiative (OLI)**
    - Contract signed and delivered back to American Engineering. Initial costs at

~$11,000, leaving the remainder of the $80K to the equipment.
○ Determining the "approval" group needed. On Sterling's side, need to determine the chain of approval/process
○ OLI master plan to be up in the office for viewing.
○ "Modifications" - swapping the field and sand-pit volleyball court??

- **Participation in Back to School Nights -** I will be attending the back to school nights for each level - giving a 5min talk about development, with OLI master plan and Annual Reports.
- **Thank-A-Thon?** Is this worth planning? Would be beneficial to have Board/Leadership participation. We have had 2 $1000 donations and we have 9 recurring donors.
- **Scholarships: Academy & Teacher Training**
  - Carrie Smith Teacher Training/Professional Development Scholarship announced
  - Next Steps?

- **Moved Website to Communications Committee**

- **PFSA Structure**
  - Are we operating at max capacity?

Meeting Adjourned: 1:08 pm

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**
Yearbook Expense	**$500.00**
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_ltVMEF8

z0gvHITTXAEUUqujzXo/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 Fundraising	Interest	Cash	Note	Large Project/ Other	Sponsorships	Capital Improvements	Admin/ Development	Education	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 Carying 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 Fundraising**	**Interest**	**Cash**	**Note**	**Large Project/ Other**	**Sponsorships**	**Capital Improvements**	**Admin/ Development**	**Education**	**PFSA**	**Donation to External Non-profit**

Open Topics::

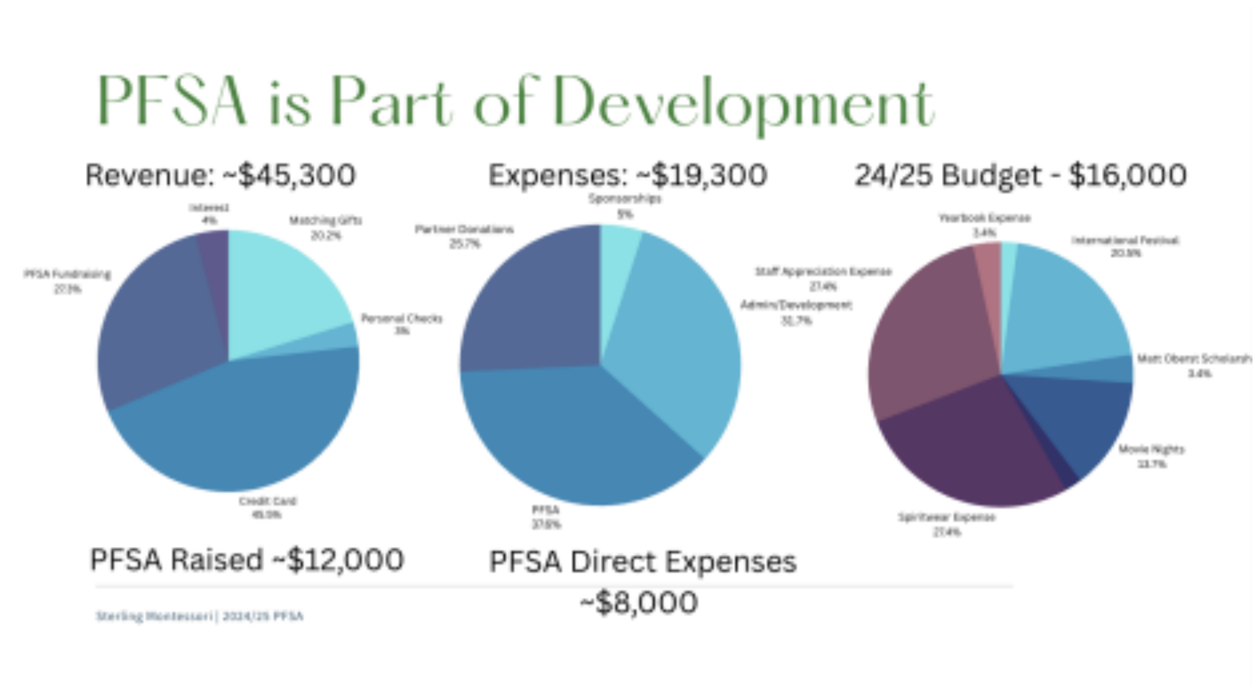
Scholarships: Academy & Teacher Training

- 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 Fundraising**	**Interest**	**Cash**	**Note**	**Large Project/ Other**	**Sponsorships**	**Capital Improvements**	**Admin/ Development**	**Education**	**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 Fundraising	Interest	Cash	Note	Large Project/ Other	Sponsorships	Capital Improvements	Admin/ Development	Education	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 Fundraising**	**Interest**	**Cash**	**Large Project/ Other**	**Sponsorships**	**Capital Improvements**	**Admin/ Development**	**Education**	**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 - September 2, 2025

Minutes from September 2 , 2025 Meeting:

Attendance and Call To Order

Virtual via Google Meet

Chair: Keisha Pressley
Board Members Present: Dwayne Jones Ryan Hill
Call to order at 12:00 pm

Recruiting / Succession planning

Current LHU Board Interest Matrix

- Reviewing Board Documents for appropriate signatures and presence of other required documents 2025-2026
  - Rachel Richardson and Elizabeth Uzzell to both sign all agreement forms
- Intentional recruitment to support the board/school
  - Each current board member actively invite potential board backfills
  - Would love to engage the Sterling Community to retain a balanced board
  - Representative attend the PFSA meeting on Sep 22, 2025 from 4pm-5pm to share board information and invite the community to attend meetings and consider applying and review how to apply.

- LHU Strategic Calendar

Committee Work:

- Ryan has been trialing utilizing AI software to assist with Secretary items to reduce the workload while retaining accuracy.
- Discussed the potential of using this software for notetaking for sub committees to increase efficiency and timeliness.

Meeting was adjourned at 12:45 pm

Strategic Planning Committee

Regular Monthly Meeting Report

Committee Actions:

- No recommended actions.

Minutes from September 8, 2025 Meeting:

Attendance and Call To Order

Virtual via Google Meet

Chair: Ryan Hill
Board Members: Ryan Hill
Others: Elizabeth Uzzell, Stephanie Deming, Eric Grunden
Meeting was called to order at __4:00p__.

Agenda & Discussion

- **Website redesign kickoff**
    - The team is kicking off a new website overhaul project with a vendor. They will have an initial "visioning" meeting on Wednesday to discuss the website direction, and are asking the team to come prepared with examples of other websites they like that could serve as inspiration.
- **Accreditation status update**
    - Elizabeth provided an update on the school's accreditation process. The initial application was submitted in 2023-2024, but the accreditation body's site visits have been delayed by about a year. The team needs to re-assess the percentage of Montessori-certified teachers, as that was a requirement for accreditation.
- **Developing strategic plan metrics**
    - Ryan proposed that the team develop specific metrics and checkpoints to track progress against the school's strategic priorities over the next year. The group discussed how to best incorporate this into the existing work and communicate it to the broader community.
- **Planning a "State of Sterling" event**
    - The team decided to plan a "State of Sterling" event in early November to share the strategic plan, survey results, and other key updates with the school community. They discussed the format, timing, and logistics of the event, including whether to have both a virtual and in-person component.

- **Recap and next steps**
  - Ryan will compile a document summarizing the ongoing work that aligns with the strategic priorities, which the team can use as a starting point for determining next steps and potential subcommittees to take on specific initiatives.

Closure and Next Steps:

Meeting was adjourned.

Recommendations for Employment

Name	Status	Position	Section/Room
Jordan Jacobs	Hire	Associate	MS
Ricky Tarver	Hire	EC Lead	LE/MS
Cindy LaMonica	Hire	Lead	LE