

MINUTES
Regular meeting of the Laura Holland Uzzell Foundation Board of Directors
March 18th, 2009

Proper notice having been duly given, the Board of Directors of the Laura Holland Uzzell Foundation (LHU Board) met in regular session conducted on Wednesday March 18th, 2009, at the offices of Sterling Montessori Academy and Charter School, Morrisville, North Carolina.

Call to Order and Attendees

President Sharmila Bristol called the meeting to order at 6:55 PM. Directors attending were Pantea Dougani , Alexis Schauss, Tim Barker, and Cristina Gillanders. Also in attendance were Executive Director Bill Zajic, Betty Warren, Ms. Rapp, Jill Stansbury, Gena Jallad and Mr. Stack.

Additions to the agenda and acceptance

There were no additions to the agenda.

Community comments:

There were no community comments.

Board Transitions

This month Director Lori Christian completes her second 3 year term on the Board. Also Director Shari Padgett resigned from the Board to focus on other personal pursuits. With Shari's departure Bill Davis, who has been an active member of the Building Committee, will take over as Chair of the Building Committee. The Board thanks Lori and Shari for their contributions over the years.

Information Items:

PFA Report:

- The PFA funded the presentation of the Acapella vocal band "Almost Recess". The presentation was received with great enthusiasm by the children and faculty.
- The PFA granted \$500 to the student council for their activities in the school.
- The current PFA has put aside \$2000 for buying a sign to put at the entrance of the school to announce events.
- The PFA raised in the academic year 2008-2009 a total of \$41,000 which was mostly allocated to fund cultural activities. The most successful fund raising activity was the City Book Pass.
- Currently the PFA is making plans for the End-of-Year Picnic.

Finance Committee

- Ms. Alexis Schauss presented the monthly budget to the Board. The school is financially on track with \$3,592,657 in total revenues and \$3,441,480 in total expenses.
- The Governors budget does not provide ABC bonuses to schools that achieve expected or high growth.
- The Board continues ongoing negotiations with Zion Bank for obtaining funding for the building.
- Ms. Schauss recommended that we conduct an inventory of materials in each classroom.

Executive Director's Report

I. Intent to Return results

Mr. Zajic reported that 493 students have indicated their intentions to continue at Sterling for the 2009-2010 academic year. 5 students have indicated that they will not return next year and 4 children are undecided. Therefore, it is expected that next year there will be 70 students in middle school. To address the increase of students at middle school, Mr. Zajic is actively recruiting a new full time Math teacher. An increase of 37 students is also expected for Upper Elementary. To address this increase Mr. Zajic will open a new classroom for Upper Elementary.

Action: Mr. Zajic will provide the Board with a projection of enrollment for the academic year 2009-2010.

II. Personnel Contracts:

Contracts for Lead and Teaching Assistant II teachers will be distributed on March 27th and a response will be required by April 2nd. By the end of April contracts for special education teachers will be distributed. Mr. Zajic will conduct an evaluation process of teaching assistants and distribute their contracts for next year on May 15th. Finally, administration personnel will receive their contracts by June.

III. Tutoring:

Mr. Zajic has reported that the school is providing math tutoring for children from 3rd to 8th grade. Tutors meet with groups of 6 children twice a week. Tutors are current teachers at Sterling plus one new teacher who was hired this year for this purpose. Students eligible for this program have scored 1 or 2 in EOG tests and 3 in the Pre-EOG tests.

III. Other Items:

Mr. Zajic reported that building B requires a new roof and recent rains have exacerbated the problem. Mr. Zajic has received 3 estimates from reputable companies in the area. The estimates ranged from \$14,000 to \$36,000. The preferred company has provided an estimate of \$16,000 and made the commitment to install the new roof during the spring break. All contracts offered a 15 year warranty on materials and 2 years on workmanship.

Action: Mr. Zajic and Ms. Gena Jallad will consult with Mr. Bill Davis and Mr. Balaji for recommendations on materials that can be more environmentally sound.

Building Committee

- Ms. Bristol shared with the Board the “deliverables to date” that have been provided in a Powerpoint document by the architects. The Board agreed that the provided deliverables did not meet expectations. Alst that it was not value add to print and mount any of the images on foam core boards at this time. A number of the images in the document are from previous scenario discussions and do not directly reflect the latest end state requirement.

Action: Ms. Bristol to work with the architects to secure the actual deliverables to date per the signed statement of work. Also see if we can get the foam core boards that were used in a previous presentation to the Board.

Policy Committee

- Inclement weather policy: Board members discussed the two-hour delay policy due to inclement weather. Since Sterling does not provide bus transportation for its students, it was decided that the two hour delay was not justified. Parents can make their own judgments about the safety of the roads during inclement weather days. It was decided that Sterling will follow Wake County Schools for closing and will begin the school day at 8:30am when Wake County schools requires a two-hour delay. During the Wake County two hour delay days, Sterling will not provide before care.
- Reporting absences: Mr. Zajic indicated that it is cumbersome for parents to come into the office to report absences for sick children. He recommended that in the future in this scenario parents could report absences through email or on a phone attendance line.

Development Committee

- Lilly Skok Bunch, our partner who led Sterling through the Strategic Planning process, is now working on establishing a constituent management system for Sterling which captures contact information for all families who have been involved with Sterling over the last nine years. This system is an integral step in expanding our fundraising reach to include all Sterling families, past and present, and to create a way to communicate with them.
- Lilly is also preparing a report summarizing strategies that other Charter Schools use to fund their capital expansions. Both of these projects will support the initiatives outlined in the strategic plan. Lilly will present a report to the LHU Foundation on both the constituent management system and benchmark study at the April Board meeting.

Consent Agenda

- On motion and second the Board approved (7-0) to accept the minutes from February 18th regular session with required feedback incorporated and approved by email..

The Board recessed to executive session at 9:15 pm.

The Board returned to open session at 10:15 pm and adjourned at 10:55 pm

Submitted respectfully,

Cristina Gillanders