

MINUTES
Regular meeting of the Laura Holland Uzzell Foundation Board of Directors
June 17th, 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 June 17th, 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 6:45 PM. Directors attending were Tim Barker, Saiid Davari, Pantea Dougani , Terri Hegeman, Alexis Schauss, and Cristina Gillanders. Also in attendance were Executive Director Bill Zajic, Betty Warren, John Miller, Elisa Sumakeris, teachers and parents.

Additions to the agenda and acceptance

There were no additions to the agenda.

Community comments

There were no community comments.

Board Transitions

Board unanimously voted to appoint John Miller as a Director on the LHU Board. John is an attorney and the owner and President of a corporate and real estate transaction law firm in Cary. John's skills and background will be invaluable to us at this critical stage of growth for Sterling Montessori.

Information Items

- PFA Report
The next year's president of the PFA, Ms. Elisa Sumakeris, reported to the Board that the End of Year Picnic was a huge success. Many children and families attended and enjoyed an afternoon with many fun activities. She also indicated that the PFA has plans to purchase a Dutch barn to store PFA equipment and materials. This barn will be movable and will not interfere with the construction of the new building. Finally, she reported that the PFA will organize a fundraiser to rent a parking spot for interested Sterling families.
- Joyce Conway re: contract for 2009-10: Ms. Conway requested a review of her salary for next year. She has been a teacher at Sterling for the last 31/2 years and will receive a 15% cut in her salary in the next academic year. The salary reduction is due to a reevaluation of her years of experience and education.

Treasurer's Report

- Ms. Alexis Schauss reported to the Board that as of June 16th the school is financially on track with 93% of budgeted revenue received and at 89% of budgeted expenses. It is expected that the school will have a surplus of approximately \$143,000 at the end of the year. This will help minimize the negative impact of future reductions in revenue.
- Ms. Betty Warren presented to the board the budget for 2009-2010. This is budget has been requested by DPI.
- Bond Financing: The banking institution which has been in negotiation with the board for bond financing has recommended proceeding with a bridge loan that will provide funds to retire the existing debt while pursuing town approvals on the site plan for building expansion. Ms. Sharmila Bristol requested the approval of the board to proceed with a bridge loan.

Executive Director's Report

I. EOGs Preparation

Ms. Carrie Smith presented to the Board the results of the 2009 EOGs. Because of her multiple responsibilities in the last few weeks, Ms. Smith has not been able to analyze this data in order to provide specific recommendations to the school. She plans to analyze this data in detail during the summer months.

II. Personnel Contracts

Five of the eight teacher assistants in the Building A have been hired. One candidate is considering the position, another one is being interviewed and a last one is having her references checked. Four of the 8 teacher assistants are currently working at the school. The middle school team has been conducting extensive interviewing for the position for math teacher. The team has identified three possible candidates.

III. New Upper Elementary Classroom

A new upper elementary classroom will open for upcoming fourth graders. The teacher has been hired. She is a licensed teacher, has experience working in Montessori schools and will be taking the Upper Elementary Montessori training. The school will provide a mentor who will meet with her every week. Grade level meetings will also provide support from other more experienced colleagues.

IV. Winter Break

Mr. Zajic recommended to the Board to introduce a policy in which the staff is required to take vacations during the winter break. This will reduce operational expenses of keeping the buildings heated and eliminate the need to monitor the staff's attendance during these days.

Development Committee

Terri Hegeman made the following recommendations for establishing a development program at Sterling:

- Define long term goals for the school in terms of development and a capital campaign..
- Establish guidelines for an annual fund and the characteristics of the desired stewardship at Sterling.
- Create a part time position for a person in charge of development activities.
- Identify individuals willing to serve in the development committee. Members of the PFA should be part of this committee.
- Send a letter to parents explaining the characteristics of the annual fund and the expectations of stewardship for the school.
- Identify possible collaboration opportunities with the PFA.
- Include in the registration documentation a space for parents to indicate their place of work. This information will be used to develop a database of corporations which can become potential partners for the school.

Consent Agenda

- On motion and second the Board approved (7-0) the appointment of Attorney John Miller as a new Director of the Board.
- On motion and second the Board approved (8-0) to approve the amended budget for 2008-2009 as presented by Betty Warren.
- On motion and second the Board approved (8-0) the budget for 2009-2010 as presented by Betty Warren for submission to DPI.
- On motion and second the Board approved (8-0) to approve a change in the leave policy to support Mr. Bill Zajic's recommendation of closing the school during winter break and requiring faculty and staff to take seven days of mandatory vacation during this period.

The Board recessed to executive session at 10:00 pm.

The Board returned to open session at 10:35 pm and adjourned at 10:40 pm

Submitted respectfully,

Cristina Gillanders