## August 03, 2023 Meeting:

### Attendance and Call To Order

Virtual via Google Meets

Chair: Kevin Hughes

Board Members: Elizabeth Uzzell, Kim Elliott, Dwayne Jones

Others: Maureen Capillo, Cinwain Garner

Meeting was called to order at \_\_12:00pm\_\_.

### Agenda

* SB 49 and Gender/Name/Pronoun Policy
* Student Handbook
* Parent and Staff Handbooks
* NC Charter School Laws changes

### Discussion Items:

### SB 49

* NC SB 49 remains in limbo (veto) but presumed the legislature will vote to override
* Ratification of the law may require changes in policies that the full LHU Board will have to approve. None identified at this time
* Bigger question will be what, if anything, school will have to do to comply with parental requests for information
* School will comply with law (e.g., parental notification of pronoun/name change). Should School or LHU produce a statement of position on the law? Will be good item for discussion at fall board retreat.

### Student Handbook/Tiered Discipline

* Maureen is reviewing staff and board comments and is revising.
* Elizabeth has several comments that she will provide to Maureen. The handbook should tie into the work the School is doing with Peaceful Schools training.
* Will be ready for discussion at 8/12 retreat.

### Staff and Parent Handbooks

* Handbooks to be revised to adopt consistent look and feel similar to student handbook (text and graphics)
* Policies should be removed as content to each handbook. Sterling should maintain a single Policy document that can be attached to each handbook but managed separately. We do not want to have policies in multiple places where a change might be made to only one copy of the policies.

### Charter School Law changes

* NC has passed a series of laws modifying how charter schools may operate.
* Laws provide greater flexibility to charter schools over lottery preference (e.g., allowing lottery preference for students who attend preschool at Sterling).
* The Policy Committee does not recommend changes to Sterling policies at this time.

Closure and Next Steps:

* Board Retreat will be formally placed on LHU calendar for 8/12 at 8:00 a.m. The meeting will be in person.

Meeting was adjourned at \_\_1:00 pm\_\_.  
  
Next Meeting August 12, 2023 at 08:00 am

---------------------------------------------------------------------------------------------

## August 12, 2023 Meeting:

### Attendance and Call To Order

Chair: Kevin Hughes

Board Members: Kim Eliott, Ryan Hill

Others: Maureen Capillo, Cinwain Garner

Meeting was called to order at \_\_8:00am\_\_.

### Agenda

* Hiring Update
* Student Handbook
* Staff and Parent handbooks
* Policy on student fees
* Gun Violence policies
* Budget Process

### Discussion Items:

### Hiring Update

* Maureen provided an update on hiring and recent staff moves as a result of recent vacancies
* No board action required for these moves. However, the Committee recommended that Maureen or directors explain the moves to each affected classroom prior to the start of classes, especially since some changes impact parent welcome letters that were previously sent.

### Student Handbook/Tiered Discipline

* Maureen has made further revisions to the draft Student Handbook. The handbook will be brought to the Board at the next board meeting. In the interim, the Policy Committee was OK with Maureen sharing the working draft with the staff at workday sessions.
* The handbook will only be shared with parents following Board approval.
* The Policy Committee has reviewed and is comfortable with Maureen bringing it to the full LHU Board for approval as soon as she believes it is final.

### Staff and Parent Handbooks

* Cinwain has begun updating these handbooks to have a consistent look and feel to the Student handbook
* Policies will be removed from each and contained in a separate Policies document.
* Kevin will provide Cinwain with copies of the policies (and staff handbook updates) approved during the past school year.

### Policy on Student Fees

* As part of the most recent Audit, Betty had asked to see the school’s policy on charging student fees. Apparently, this is a new question, so the school has not been asked for this policy before
* Betty will explain more to the Board at her next Board appearance (presently scheduled for 9/23 meeting).

### Gun Violence Policy

* State Law articulates certain restrictions for when a student can be suspended vs expelled. As a charter school, we do not expel but rather we can remove a student (who then returns to his or her base school)
* We want to ensure that Sterling policies (and their application) comply with state law.

### Budget Policy

* Maureen asked for clarification about spending money outside of the budget process. Kim clarified that if a previously approved expenditure (e.g., Peaceful Schools training) was above the approved amount but still within the previously approved budget area, no new Budget Committee approval would be required. For example, if the Budget included $100K for staff training, and a $75K contract was approved for Peaceful Schools, Maureen could use the rest of the training budget for additional spending with Peaceful Schools.
* However, if this would be a new contract, or require a shift of money from one approved budget line item to another (e.g., moving $50K from materials to training) the Budget Committee should approve.

Closure and Next Steps:

* Maureen will bring Student Handbook to full LHU Board when ready

Meeting was adjourned at \_\_12:00pm\_\_.  
  
Next Meeting September 7, 2023 at 12:00 p.m.

---------------------------------------------------------------------------------------------

## September 07, 2023 Meeting:

### Attendance and Call To Order

Virtual via Google Meets

Chair: Kevin Hughes

Board Members: Elizabeth Uzzell, Kim Elliott, Keisha Pressley

Others: Maureen Capillo, Cinwain Garner

Meeting was called to order at \_\_12:00pm\_\_.

### Agenda

* Employee Handbook Update
* Maternity and Paternity Leave
* Workers Compensation
* Student Walkers
* Parents Bill of Rights

### Discussion Items: Employee Handbook

* Cinwain has prepared an update of the look and feel of the EHB. It is more graphical to match the Student Handbook. Policies have been pulled out to a separate policy document instead of being included as separate attachments in each of the parent and staff handbooks and have been updated to reflect changes that had been approved in the past year. No other changes to the content have been made. Board approval is not required for the visual update.
* Maureen has recommended that the school engage a consultant to do a more thorough review of all handbooks and policies to make sure they remain accurate and reflect best practices. This may be a summer 2024 effort.
* The Policy Committee does not plan to review/revise EHB at this time. Board members who do have requested changes can submit them to Cinwain to be made in the next round of edits.

### Maternity and Paternity Leave

* The school does not presently offer paid maternity or paternity leave. Employees are eligible to use their accrued sick leave, or FMLA (unpaid) leave. However, a new state law (SB20) extends paid paternity or maternity leave to public school employees. The State budget was to offer a fund to the DPI to pay for subs during such leave.
* Charter Schools are not automatically included in the law. However, it appears that charts schools can take advantage of the law and if they offer paid leave, they will be eligible for substitute reimbursement.
* Maureen will work with Betty to verify this understanding and determine what the school would have to do to participate. Maureen and Cinwain will propose changes to the school leave process if the school wishes to participate.
* This should be discussed in Budget Committee if there will be any impact to Sterling budget.

Workers Compensation

* Maureen wants to clarify for staff how Sterling’s leave policies interact with Workers Compensation (no paid leave until day 8; paid leave retroactive if leave extends beyond extended timelines, etc.)
* Maureen and Cinwain will consider adding these clarifications (not a change to school policies) to the EHB section on leave. The Policy Committee does not believe a unique policy is required.
* The Board would approve any change to EHB

Student Walkers

* Current wording for walker permission letter requires that all walkers cross with a crossing guard. Sterling does not provide a staff member to act as a crossing guard since school insurance would not cover them off school premises.
* Presently there is only a crossing guard for Town Hall drive at Cedar Fork Elementary entrance.
* There is no guard for students living South of the school but West of Town Hall, or for students living east of Church Street.
* Maureen will propose the wording of a parent permission form that will authorize the students to cross without a crossing guard present.
* Maureen will also continue to seek a discussion with Town of Morrisville officials about a formal crosswalk with blinking lights, or other changes to carpool procedures to make the area safer at dismissal.

Parents Bill of Rights

* Maureen spoke with Donna for guidance, and we will be looking for further guidance from the state in the coming months.
* Presently Sterling provides significant information about the curriculum online.
* Maureen should be ready to address questions from parents.

Closure and Next Steps:

Budget Committee will review any proposed changes to paternity/maternity leave that impact budget.

Substantive changes to EHB (for workers compensation or paternity/maternity leave) will be brought to the Board when ready.

Meeting was adjourned at \_\_1:00p\_\_.  
  
Next Meeting October 5, 2023 at 12:00 p.m.

Recommended Board Actions:

* None