

## LHU Board of Directors Regular Meeting

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**November 20, 2024 6:30 PM**  
**Sterling Montessori Academy and Charter School**  
**202 Treybrooke Drive, Morrisville, NC 27560**  
**Virtual via Google Meet**

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### COMMENCEMENT

Call to Order and Board Attendance w/Determination of Quorum  
At 6:30pm

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>
Katie Brown	x		Dwayne Jones	x		Susan English	x
Jessi Fasola	x		Keisha Pressley	x		Daphne Coulter	x
Ryan Hill	x		Rachel Richardson	x			
Kevin Hughes	x		Elizabeth Uzzell				

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 October 16, 2024 Regular Meeting minutes
- Approval of including the timing of salary step increases to the Employee Handbook

## Discussion Items:

- Governance presents Andrea Williams
- Plan Working session with Board, Executive Director and Directors
- Approval to move to a 10 month pay period starting FY 2025-2026
- Giving Tuesday

## Closed Session:

- Student Conduct, Closed per NCGS To prevent the disclosure of privileged or confidential information that is protected [N.C.G.S. § 143-318.11(a)(1) | to consider confidential student information protected under G.S. 115C-402 and the Family Educational Privacy Act, 20 U.S.C 1232g.

## Approval of Agenda

At 6:34p, Rachel Richardson moved to approve the agenda. Approved

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Katie Brown	x				Dwayne Jones	x				Susan English	x		
Jessi Fasola	x				Keisha	x				Daphne	x		



					Pressley					Coulter			
Ryan Hill	x				Rachel Richardson	M							
Kevin Hughes	x				Elizabeth Uzzell								

## 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 – Justin Tosco

- Presented ED report highlights
- Performing arts events gone well and full performance of the play about Maria Montessori
- Sheila Gorrell has been welcomed to the EC team.
- Received inspection visit with some feedback to be addressed.
- November 4th, new After care
- PD updates
- Lower Elementary completing conferences
- Staff training.
- LE had floater resign
- UE with 24 spots available with no post lottery applications at this time.
- Tours have been conducted.
- Four leads in training. Kelli (UE Floater) has been very helpful
- Dee Phillips working as interventionists.
- New staff training law required training on appropriate trainings between staff and students.
- MS Updates
- Student council elections and officers
- Donations to the community lead by student body president and photos coming from this effort
- Student ambassador club
- Specials update



- Question on Wait list: Justin will confirm that it is believed that we have exhausted all of the waitlist.
- Question on calendar: discussion
  - Fairly similar with some change in optional teacher workdays.
  - August 4th and 5th should be shaded orange
  - Remove the star from September 19th as the 21st day is not calculated in the enrollment numbers.
  - June 16, 17 and 18th should be orange
  - Remove diamonds
  - Adjusting notations for banked days to state “Five banked days” and February 13th.

Adding approval of the calendar to the consent agenda, no objection from the board on the addition.

- Discussion on Lottery length and should we adjust.
  - It's open for one month.
  - Are there reasons for the narrow window? Can and should we extend the window?
- Are weather make up days identified?
  - Five banked days and February 13th to cover makeup.
  - We need to know what these days are?

#### Communications Committee Report - Ryan Hill

- Did not meet

#### Finance Committee Report - Jessi Fasola

- Review of report highlights
- Peaceful Schools waived the 50% requirement on the canceled contract and only billed for training giving.
- Committee is recommending to move to a 10 month pay schedule
  - The 10 months of pay would be August to May. Paying exactly 1/10th every month.
- Deliberations on the challenges and benefits.
- Currently the negative impact is about \$15,000 -



- This is proposed for approval today with a move and the employees would miss one month of pay in this transition period. They would be paid in June. Not paid in July and moved to August.

#### DEI Committee Report - Dwayne Jones

- Presented highlights of the report
- Discussion on reinstituting the school wide calendar of celebrations and calling it an “educational calendar”
- Creating reference sheet and sharing kind of information on heritage months
- Potential new partnership with Radian Mind Solutions
  - Main goal is to ensure we are inline with AMS accreditation
  - Dr. Gorla and Dwayne have connected on presenting it to the directors for feedback.
- Kevin Hughes question: how much are we obligated to do vs. how much work is being bid. Also how does this fit into the overall professional development strategy?
  - Is the proposal more than is required for AMS?
  - Dwayne is taking this question back to the directors

#### Policy Committee Report - Kevin Hughes

- Presented highlights of the report
- Discussion around updating the language in the employee handbook on how salary steps take place. This update is on the consent agenda.

#### Development Committee Report – Keisha Pressley

- Presented highlights of the report
- Fundraising update
- NLI is working on renderings for the master plan.
- Consider a state of the school event.
- Annual day of giving events discussed
- Need a board member to speak to “what it means to be a montessorian”.

#### Governance Committee - Katie Brown

- Presented highlights of the report



- Nominating Andrea Williams to be elected to the LHU Board
- Katie Brown is rolling off as a board director and into an advisory role.

Strategic Planning Committee Report - Ryan Hill

- Presentation of the report highlights
- Expect published documents in December for approval in January and state of the school in February.

Search Committee Report - Elizabeth Uzzell

- Presentation of the report highlights
- Committee feels the need to keep trying to grow the talent pool
- Meeting on December 5th
- More information being presented at the next meeting on potential search firms.



### 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](mailto:president@lhuf.org) to allow for follow-up by the appropriate officer or committee chair. Formal comments may be emailed to [president@lhuf.org](mailto: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:*

- Carol Krause - Moving to a 10 month pay schedule will impact some teachers in a bigger way given the financial burden that it may place on them.

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## 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 October 16, 2024 Regular Meeting minutes



- Approval of including the timing of salary step increases to the Employee Handbook (Policy Committee)
- Approval of 2025-2026 Calendar with edits discussed and noted above.

At 8:47p Rachel Richardson moved to approve Consent Agenda Items. Approved.

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

## DISCUSSION ITEMS

- Governance presents Andrea Williams
- Plan Working session with Board, Executive Director and Directors
- Approval to move to a 10 month pay period starting FY2025-2026
- Giving Tuesday
- Appointment of Katie Brown as advisory board member

## APPROVAL OF CONSENT ITEM

### **Consent Item – Nomination of Andrea Williams as member of LHUF Board of Directors**

At 8:50pm, Rachel Richardson moved to elect Andrea Williams as a member of the LHUF Board of Directors to a three year term.

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Katie Brown	x				Dwayne Jones	x				Susan English	x		





Jessi Fasola	x				Keisha Pressley	x				Daphne Coulter	x		
Ryan Hill	x				Rachel Richardson	M							
Kevin Hughes	x				Elizabeth Uzzell	x							

- Plan Working session with Board, Executive Director and Directors
  - Kevin Hughes presented calling a special meeting for working session inviting board and school leadership regarding:
    - Families retention with initial focus on families
    - Budget planning based on the shift in ADM and our drop in enrollment
    - Staff retention discussions to begin in the executive committee with Dr. Gloria
  - Consider possibly participating in a standing director meeting at 9:30a until 12p.
  - Schedule special board working sessions to discuss each of these priorities.
  - Kevin and Rachel will take the lead on starting these discussions with directors.

**Consent Item – Vote of approval to move the payroll schedule to 10 months**

At 9:20p, Jessi Fasola moved to approve the move from a payroll schedule of 12 months to to 10 months (August to May) for 10 month employees to begin FY 2025-2026. Failed.

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Katie Brown		x			Dwayne Jones	x				Susan English		x	
Jessi Fasola	M				Keisha Pressley		x			Daphne Coulter	x		
Ryan Hill		x			Rachel Richardson		x			Andrea Williams		x	
Kevin Hughes		x			Elizabeth Uzzell		x						



**Consent Item – Vote of approval to move the payroll schedule to 10 months**

At 9:24p, Jessi Fasola moved to approve the move from a payroll schedule of 12 months to to 10 months (August to May) for 10 month employees to begin FY 2026-2027. Approved.

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Katie Brown	x				Dwayne Jones	x				Susan English		x	
Jessi Fasola	M				Keisha Pressley	x				Daphne Coulter	x		
Ryan Hill	x				Rachel Richardson		x			Andrea Williams		x	
Kevin Hughes		x			Elizabeth Uzzell	x							

**Consent Item – Nomination of Katie Brown as advisory member of LHUF Board of Directors**

At 9:25pm, Rachel Richardson moved to appoint Katie Brown as an advisory member of the LHUF Board of Directors.

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Katie Brown			x		Dwayne Jones	x				Susan English	x		
Jessi Fasola	x				Keisha Pressley	x				Daphne Coulter	x		
Ryan Hill	x				Rachel Richardson	M				Andrea Williams	x		
Kevin Hughes	x				Elizabeth Uzzell	x							

Closed Session

**Closed Session**

At 9:27pm, Rachel Richardson moved to go into closed session to discuss Student Conduct, Closed per NCGS to consider confidential student information protected under G.S. 115C-402 and the Family Educational Privacy Act, 20 U.S.C 1232g.

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Katie Brown					Dwayne Jones	x				Susan English	x		
Jessi Fasola	x				Keisha Pressley	x				Daphne Coulter	x		
Ryan Hill	x				Rachel Richardson	M				Andrea Williams	x		
Kevin Hughes	x				Elizabeth Uzzell	x							

### Return to Open Session

At 10:07pm, Ryan Hill moved to return to open session.

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Katie Brown	x				Dwayne Jones	x				Susan English	x		
Jessi Fasola	x				Keisha Pressley	x				Daphne Coulter	x		
Ryan Hill	M				Rachel Richardson	x				Andrea Williams	x		
Kevin Hughes	x				Elizabeth Uzzell	x							

## 8. ADJOURNMENT

At 10:07p, Ryan Hill moved to adjourn. Approved



Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Katie Brown					Dwayne Jones	x				Susan English	x		
Jessi Fasola	x				Keisha Pressley	x				Daphne Coulter	x		
Ryan Hill	M				Rachel Richardson	x				Andrea Williams	x		
Kevin Hughes	x				Elizabeth Uzzell	x							

**Attendance:**

## Minutes from November 6, 2024 Meeting:

### Attendance and Call To Order

*Virtual via Google Meets*

Chair: Keisha Pressley

Board Members: Jessi Fasola

Sterling Staff: Stephanie Deming,

Sterling Parent:Katrina DiTomasso

Meeting was called to order at 12:02 pm.

### Recap of progress since last meeting:

- **Giving Stats for 2024/25 (as of 11/5/24)**
  - Board 45%
  - Admin 13%
  - Staff 22%
  - Community 13% (taking into account Garden Day/Spirit Wear, etc. sales)
- Fundraising:
  - \$4298.80 from Charleston Wrap
  - \$135 from our Goodberry's Night
- **Balance of Development Acct** =~\$85,000 (2,076.03 brought in since last meeting)
  - This has been saving through the years, covering PFSA, Scholarship, Marketing costs for Sterling.

Here's an overview of deposits this fiscal year for Development:

\$ 277.27	\$ 1,500.00	\$ 4,433.41	\$ 1,210.82	\$ 7,174.48	\$ 579.63	\$ -
						\$ 15,175.61
1.83%	9.88%	29.21%	7.98%	47.28%	3.82%	
Stock/ Matching Donations	Personal Check - Annual Fund Donations	Stripe	Paypal	PFSA Fundraising	Interest	

### General Updates:

- Stephanie to be the main point of contact for NLI Master Plan to get a timeline and next steps.
- **Board to consider hosting a “State of the School” update once we have visuals to display**

### Community Outreach Efforts:

- **Chamber of Commerce - Coffee Connections - 11/13 at Dorcas Ministry ( who partner with The Caring Place)**
- Morrisville Town Center Project
  - Institute for Emerging Issues (<https://iei.ncsu.edu/>)
  - Morrisville Town Center - <https://storymaps.arcgis.com/stories/521015bba42d4190819cfac3403157f9>
  - Trees for Triangle - George”Would enjoy bringing you and your team on a tour of the [Cary Tree Archive](#). The Archive is a community-built endeavor -- we are transforming eight acres of grass and weeds that is gas-power-mowed bi-weekly into a more natural and peaceful place. We've built a half-acre native pollinator garden, two rock gardens, a re-creation of a Longleaf pine savanna, a Food Forest with a mushroom patch, and a historic and notable tree area that contains direct descendants of the Oklahoma City Bombing Survivor Tree, the Angel Oak, the Davie Poplar, the swamp oaks that surround the voids in the 9/11 Memorial in New York, the oldest bald cypress in the world, and two descendants of the Wye Oak, the tree that inspired the national champion tree program.

### Annual Day of Giving Planning - 12/3 (Giving Tuesday)

- Discussed Annual Day of Giving Events
- Katrina DiTomasso and Stephanie have mobilized a great group of parents to help with carpool before and after school
- Students will create individual backgrounds with the “Giving QR code” affixed to the front to have a carpool.
- There will also be a 1 pager available to give to families with stories around What it means to be a Montessorian. **(will need a board member to contribute)**

### CauseVox Fundraising Summit Notes: Free Summit on 10/24

- Stephanie attended the CauseVox Fundraising Summit
  - Full Notes in Committee Folder
  - Highlights:Importance of TELLING A STORY
- Branding & our organizational identity - what the community FEELS and the impressions
  - formed are paramount
  - ○ Unified Vision
  - ○ Accessible and resonate
  - ○ Consistent yet flexible

- ○ Aspirational
- ○ Clarify - don't compete
- ○ Create new narratives
- Experiential Level: online; in print; in person - should be consistent
- Need to BUILD RELATIONSHIPS
- ○ Having more than one person believing and communicating in the mission

**Knowing exactly what they are giving to and what the money will be used for.**

- I.e. Expenses for dog adoption is \$9500/ 1500 dogs to adopt/ expenses are \$63.33/day/dog/usual adoption is 14 days, therefore costs are \$4.52/day.
- Gives people SPECIFICS on where money goes
- Connects the dots for donors

### **Estimate for Sterling**

- Budget of \$9.3m
- 710 Students/year
- 365/days/year = \$35.88/day per student ANNUALLY -or-
- **177/academic days/year = \$74/academic day/year to run Sterling (Charter schools funded 70% of public schools, so we need to make up \$22/per student)**

**Discussion Items:** Estimate for Sterling to include in the Day of Giving drive.

Meeting was adjourned at 12:47 pm.

# **FINANCE COMMITTEE**

## **Meeting Report - November 5, 2024**

### **Committee Actions:**

Approval to move to 10 month Payroll as recommended by Finance Committee



# Minutes from November 5, 2024 Meeting:

## Attendance and Call To Order

*(Virtual)*

Chair: Jessi Fasola

Board Members: Kim Elliott, Ryan Hill, Dwayne Jones, Daphne Coulter,

Others: Betty Warren, Gloria Jones, Denise Kimball

Meeting was called to order at 12:05pm

- **Step Raises Clarification**
  - Finance discussed and confirmed our intention that step increases will happen each year during the contract signing and for each school year. No need to complicate and increase steps mid-year.
- **ADM Update as of 11/5/2024**
  - Charter has enrollment of 605
  - Pre-School has enrollment of 122
- **Lottery Date Discussion**
  - Kim brought up if we are legally bound to our lottery enrollment and dates
  - We would like to discuss with the board to see if we can have earlier lottery entrance and picklist to try and help with enrollment
  - Side note: Jessi does not want to lose middle school enrollment discussion.
- **Solar Panel Credits**
  - In progress, waiting on solar panel company to get the forms
- **Audit** - Completed and turned in to DPI and Bankers, no findings
- **Form 5500 Retirement Plans**
  - Submitted with no audit requirements.
  - Denise will send the letter templates to previous employees still enrolled with the retirement plan to encourage them to roll over.
- **Staffing Updates**
  - Two EC PAs being hired now
  - Current openings as of 11/5 were for 1 EC lead and 3 EC PAs
- **Amounts owed to Sterling from previous employees**
  - Denise sent letters. We will see how repayment and communication has been at the next meeting. We will consider sending to collections at that point.
- **Replacement for DEI Training**
  - Dwayne has a proposal to send to us to see if we can approve
  - This training is important for our AMS accreditation
- **Paycheck schedule**
  - Betty would like to move forward with a 10 month pay schedule starting in 2025-2026. She provided documentation I will share here that shows how other schools do it and some communications we can use as a template.

- Finance committee recommends this to move forward and will bring to the board for approval.
- **Budget Update**
  - Since we met early, not totally available. Will be sent out before board meeting.
- **Signature Cards** - Submitted but haven't received final confirmation. Denise will alert us.

### **Closure and Next Steps:**

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

Next Meeting December 10, 2024

# **FINANCE COMMITTEE**

## **Meeting Report - December 10, 2024**

### **Committee Actions:**

None

# Minutes from December 10, 2024 Meeting:

## Attendance and Call To Order

*(Virtual)*

Chair: Jessi Fasola

Board Members: Daphne Coulter, Kim Elliott

Others: Denise Kimball

Meeting was called to order at 12:10pm

- **10 Month Salary Change**
  - Denise wants to make sure that it's clear the first year - about deducting or not.
    - Jessi will confirm this with Betty.
- **Budget Review**
  - Funding for growth with ADM - NC General Assembly ratified SL 2024-55 (House Bill 10). It includes provisions to execute Funding in Arrears as well as \$95 million for the contingency reserve. Once the PMR process for months 1 and 2 has been completed, SBS will allot the growth funding.
  - Kim asked - when would we find out that amount? How could we budget and plan for this? Can Betty find out how this would work?
  - I believe we will have more answers after this year's process as other schools get these funds.
- **Staffing Updates**
  - 4 open positions - 1 floater, 2 EC and 1 MS
  - Teacher associate in middle school will go to EC
  - Dr. Gloria is working on contracting out the EC teacher position with a company.
- **Amounts owed to Sterling from previous employees**
  - Confirming we are ready to send to collections.
  - 1 person did pay.

## Closure and Next Steps:

Meeting was adjourned at 12:25pm; Any follow-up actions noted above.

Next Meeting December 10, 2024

Parking Lot for future meetings:

Lottery Date Discussion



## **Governance Committee**

*Regular Monthly Meeting Report - November 2024*

### **Committee Actions and Recommendations:**

- The committee recommends Andrea Williams for a seat on the board.
- Note that Governance will not meet in December.

DRAFT



## Minutes from November 6, 2024 Meeting:

### Attendance and Call To Order

*Virtual via Google Meet*

Chair: Katie Brown

Board Members Present: Keisha Pressley, Dwayne Jones

Meeting was called to order at: 4:03

### Recruiting / Succession planning

#### ✚ Current LHU Board Interest Matrix

- Andrea Williams interview report
  - CH parent, was a Montessori child herself
  - Is a scientist by training
  - Looking to give back to Montessori
  - No experience in the charter world or boards, but willing to learn
  - Interested in bringing Montessori to kids who can't access it through private schools
  - Believes she could contribute with surveys–Communications?
  - Committee recommends her to the full board
  - Future recruitment should focus on HR

#### ✚ Current LHU Board Member Information

- Katie Brown moving to advisory role effective 11/21

### Board Calendar

- Any changes to board calendar?
  - Governance meetings will be first Tuesday of the month at 12pm starting in January; no meeting in December
- ✚ LHU Strategic Calendar

Meeting was adjourned at 4:39pm

<b>Sterling: 2024-25 Budget</b>	<b>2023-24 Estimated Year</b>			<b>2024.25 Budget revised 11.18</b>	<b>Total 10.31.24</b>	<b>33%</b>
ADM	631			633		
State Funding per ADM	6,329			6,543		
EC ADM	73			-		
State EC Funding per ADM	5,309			-		
State Funds - per 20th day ADM	3,993,782			4,141,586	1,716,418	41%
State EC Funds	387,580			407,747	-	0%
State - NCVPS	(1,986)			(4,843)	-	0%
State - LEP	56,091			72,174	-	0%
State - Literacy Intervention - PRC 085	-			-	-	0%
State - Other	62,664			20,132	12,642	63%
<b>Total State Funding</b>	<b>4,498,131</b>			<b>4,636,796</b>	<b>1,729,060</b>	<b>37%</b>
Wake County	1,916,964	500	3,966	1,982,009	838	0%
Durham County	299,233	72	4,336	312,192	136,769	44%
Chatham County	97,341	19	4,468	84,884	17,469	21%
Johnston County	6,417	3	2,182	6,545	1	0%
Harnett County	1,328	1	1,355	1,355	-	0%
Granville County	4,582	2	2,337	4,674	-	0%
Chapel Hill	31,335	3	5,560	16,680	-	0%
<b>Total County Funding</b>	<b>2,357,200</b>	<b>600</b>	<b>24,203</b>	<b>2,408,339</b>	<b>155,078</b>	<b>6%</b>
PRC 060	107,518			119,476	-	0%
PRC 070	18,195			-	-	0%
PRC 118	1,100			1,100	-	0%
<b>Total Federal Funding</b>	<b>126,813</b>			<b>120,576</b>	<b>-</b>	<b>0%</b>
Tuition - CH Academic Day	1,220,658	113	\$ 10,080	1,139,040	411,036	36%
Tuition - Staff Children	6,031	7	\$ 4,030	28,210	7,657	27%
Tuition - CH After Care	166,058	62	\$ 2,835	175,770	53,892	31%
Tuition - CH Before Care	10,964	7	\$ 1,281	8,967	3,075	34%
New Student / Application	45,475			25,000	21,425	86%
Next Prep	1,895			3,825	177	5%
<b>Total Tuition</b>	<b>1,451,081</b>			<b>1,380,812</b>	<b>497,262</b>	<b>36%</b>
Sales Tax Refund	46,326			30,000	-	0%
Development	48,621			45,000	9,836	22%
Interest Income	192,778			150,000	66,491	44%
Other Income	149,171			6,000	5,560	0%
Rent Income	492,000			492,000	164,000	33%
<b>Total Other Revenue</b>	<b>928,896</b>			<b>723,000</b>	<b>245,888</b>	<b>34%</b>
<b>Total Revenue</b>	<b>9,362,121</b>			<b>9,269,523</b>	<b>2,627,288</b>	<b>28%</b>
Salaries	5,186,781			5,445,040	1,834,035	34%
Wages - BASC	79,709			80,209	22,103	28%
Bonus - Christmas	11,806			13,000	-	0%
Bonus - TA Montessori	3,000			1,500	-	0%
Bonus - Other	16,990			30,000	-	0%
Personal Leave Pay	11,764			12,000	-	0%
PRC 016	-			12,642	12,642	100%
Contracted EC Services	132,859			140,000	15,732	11%
Contracted - Technology	78,870			84,000	26,600	32%
Health Insurance	581,503	72	8,274	572,019	180,848	32%

<b><i>Sterling: 2024-25 Budget</i></b>	<b><i>2023-24 Estimated Year</i></b>			<b><i>2024.25 Budget revised 11.18</i></b>	<b><i>Total 10.31.24</i></b>	<b><i>33%</i></b>
Vision Insurance	4,916	76	72	5,436	1,490	27%
Dental Insurance	56,260	76	778	59,128	17,909	30%
Life Insurance	12,000			12,345	4,115	33%
Retirement - 403b ER match	45,306			81,676	19,950	24%
Retirement Plan Fees	15,000			1,500	375	25%
Unemployment Insurance - SUTA	6,562			7,500	1,587	21%
FSA Expense	2,071			3,360	1,386	41%
FICA / Medicare	373,046			390,366	130,440	33%
Workers Comp Insurance	8,796			12,000	7,379	61%
<b><i>Total Personnel</i></b>	<b>6,627,239</b>			<b>6,963,720</b>	<b>2,276,590</b>	<b>33%</b>
Instructional Materials	150,101			120,800	63,667	53%
Technology	173,107			170,430	56,271	33%
Hospitality	31,084			24,290	7,468	31%
Professional Development	226,392			74,567	28,268	38%
PRC 070	18,195			-	-	0%
PRC 085	-			-	-	0%
PRC 118	1,100			1,100	-	0%
<b><i>Total Instructional</i></b>	<b>599,979</b>			<b>391,187</b>	<b>155,675</b>	<b>40%</b>
Copier	37,531			40,000	16,147	40%
Accounting Software Support	5,495			5,769	5,769	100%
Office Supplies / Postage / Bank fees	39,370			38,000	20,755	55%
Membership Dues	1,675			2,000	927	46%
Sales Tax Expense	46,326			30,000	10,540	35%
Legal Services	13,916			20,000	4,245	21%
Audit Services	24,000			26,500	19,500	74%
Interest Expense	203,279			192,400	64,296	33%
Principal on loan	281,019			290,290	95,560	33%
Development	22,177			45,100	5,273	12%
Other Expenses	1,012			2,000	-	0%
<b><i>Total Office and Administrative</i></b>	<b>675,800</b>			<b>692,060</b>	<b>243,013</b>	<b>35%</b>
Rent	492,000			492,000	164,000	33%
Custodial	97,753			103,185	36,257	35%
NCDOT associated cost for trees	-			-	-	0%
Building Repairs and Maintenance	251,059			234,185	145,024	62%
Property and Liability Insurance	71,098			69,000	28,597	41%
Utilities - Electric	66,999			70,000	16,550	24%
Utilities - Gas	2,686			3,000	306	10%
Utilities - Water / Trash	37,587			38,000	10,589	28%
Telecommunications	25,513			26,000	5,253	20%
<b><i>Total Facilities</i></b>	<b>1,044,695</b>			<b>1,035,370</b>	<b>406,575</b>	<b>39%</b>
Snack Expense	10,810			12,000	2,993	25%
Free and Reduced Lunch	9,507			11,000	(558)	-5%
<b><i>Total Food Expense</i></b>	<b>20,317</b>			<b>23,000</b>	<b>2,435</b>	<b>11%</b>
Surplus Expenditures	464,279			77,301	-	0%
<b><i>Total Expenses</i></b>	<b>9,432,309</b>			<b>9,182,637</b>	<b>3,084,288</b>	<b>34%</b>
<b><i>Net Income / (Loss)</i></b>	<b>(70,188)</b>			<b>86,886</b>	<b>(457,000)</b>	
Add: Capitalized Items (previously expensed)	362,266			159,823		



<b>Sterling: 2024-25 Budget</b>	<b>2023-24 Estimated Year</b>			<b>2024.25 Budget revised 11.18</b>	<b>Total 10.31.24</b>	<b>33%</b>
Add: Principal Payments	281,019			290,290		
Less: Depreciation	-			-		
Less: PL accrual	-			-		
<b>Change in Net Assets</b>	<b>573,097</b>			<b>536,999</b>		
Add: Interest Expense	203,279			192,400		
Add: Depreciation	-			-		
Add: Debt Service Reserve (up to \$100K)	-			-		
<b>Total #1</b>	<b>776,376</b>			<b>729,400</b>		
Current portion of LT debt - prior period	281,019			290,290		
Interest Paid	203,279			192,400		
<b>Total #2</b>	<b>484,298</b>			<b>482,691</b>		
<b>Debt Coverage Ratio-Total #1 / Total #2</b>	<b>1.60</b>			<b>1.51</b>		
<b>Amount of additional income needed to meet DCR requirement of 1.05</b>				<b>\$ (222,575)</b>		

AUGUST 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

OCTOBER 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

NOVEMBER 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
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29						

DECEMBER 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30	31	1	2	3

JANUARY 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**DATES OF INTEREST**

- ♦ School Closed, No Childcare
- August**
- 6-8 Director-Designated Work Days ♦
- 11-20 Teacher Work Week Days ♦
- 19 Open House
- 21 First Day of School
- September**
- 1 Holiday - Closed ♦
- 17 LHU Board Meeting
- 19 21st Day of School
- 29 Teacher Work Day ♦
- October**
- 15 LHU Board Meeting
- 30 Teacher Work Day ♦
- 31 Conference Day ♦
- November**
- 11 Holiday (observed) - Closed
- 19 LHU Board Meeting
- 24-28 Vacation/Holiday- Closed ♦
- December**
- 22-31 Vacation/Holiday - Closed ♦
- January**
- 1-2 Vacation/Holiday- Closed ♦
- 5 Teacher Work Day ♦
- 8 Charter Lottery Opens
- 19 Holiday- Closed ♦
- 21 LHU Board Meeting
- February**
- 6 Charter Lottery Closes
- 13 Optional Teacher Work Day ♦
- 16 Holiday- Closed ♦
- 18 LHU Board Meeting
- March**
- 6 Public Charter Lottery
- 18 LHU Board Meeting
- 19 Conference Day ♦
- 20 Teacher Work Day ♦
- 30-31 Vacation/Holiday- Closed
- April**
- 1-3 Vacation/Holiday- Closed
- 15 LHU Board Meeting
- May**
- 1 Teacher Work Day ♦
- 1 Alumni Day
- 20 LHU Board Meeting
- 25 Memorial Day - Closed ♦
- 29 Begin EOG Testing
- June**
- 11 Last Day of School - 1/2 Day
- 12 Teacher Work 1/2 Day ♦
- 15 Director-Designated Workday
- 17 LHU Board Meeting
- 19 Holiday ♦

**Weather Make-Up Days (in order):**  
 Banked Day, Banked Day, Banked Day,

- ★ First/Last Day of School
- ⬆ Open House/Lottery Opens
- Vacation/Holiday
- Teacher/Staff Work Day
- Conference Day
- EOG EOG Testing

FEBRUARY 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

MARCH 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

APRIL 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
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MAY 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
31	24	25	26	27	28	EOG 29
30						

JUNE 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
31	EOG 1	EOG 2	EOG 3	EOG 4	EOG 5	6
7	EOG 8	EOG 9	EOG 10	★ 11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

JULY 2026						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28	29	30	31	1

AUGUST 2025						
SUN	MON	TUE	WED	THU	FRI	SAT
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31						

SEPTEMBER 2025						
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28	29	30	1	2	3	4

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SUN	MON	TUE	WED	THU	FRI	SAT
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26	27	28	29	30	31	1

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29						

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
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22	23	24	25	26	27	28
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SUN	MON	TUE	WED	THU	FRI	SAT
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29	30	31	1	2	3	4

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19	20	21	22	23	24	25
26	27	28	29	30	1	2

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SUN	MON	TUE	WED	THU	FRI	SAT
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1



## **Search Committee**

*Regular Monthly Meeting Report - November 2024*

### **Committee Actions and Recommendations:**

- Potential candidate for interview; Elizabeth also reaching out to internal candidates. Will need to confirm 2-3 board members for interviews when scheduled.
- Search will meet on 12/5 at 4 if anyone is interested!

DRAFT



## Minutes from November 14, 2024 Meeting:

### Attendance and Call To Order

#### *Virtual via Google Meet*

Chair: Elizabeth Uzzell

Board Members Present: Keisha, Kevin, Ryan

Other community members: Stephanie Deming, Kim Elliott, Mike Hanas

Meeting was called to order at: 4:02 pm

### Candidate Discussion

- Note: not all candidates that filled out Google Form (7) sent us a resume and cover letter.
- Stephanie: make sure to have development questions in interview
- Mike: what are the qualifications we're looking for, is there a rubric for candidates, how are we assessing
- Susan: has she had extensive experience in leadership? seems to jump around a bit; most of her experience is in EC. She is not a strong candidate for this role.
- Discussed a few candidates we might want to know more about.
- Crystal: masters is not in education, AMI trained, sounds like private but no public/charter experience; goes in the maybe pile
- Andre: most experience is in assistant principal roles; not trained in Montessori but currently at a M. school; curious about why he moved around so much
- Sherita: seems like her leadership experience has been in preschool mostly
- Mike asked if we have thought about more aggressive ways of securing stronger candidates; explore with a search firm or two, how they would go about doing the work, what they would charge.
- Kim shared that we have used a search firm in the past and they weren't very helpful; hesitant to use one again as this is such a niche position
- Kevin mentioned we could consider an internal candidate; what are the strongest needs for the next ED? conservative budgeter, someone experienced in making hard decisions about restructuring
- What would it take for an internal candidate to consider taking on this role?
- Mike suggested reaching out to the executive director of a regional association; maybe MANC or Triangle Montessori, see if they have any good candidates
- Ryan asked if we can give ourselves a longer runway; any org. changes we can make now?



- Keisha asked if there is anything else we need to do sooner, like review a rubric; suggested we meet a week earlier
- Elizabeth will talk to some potential internal candidates.

Meeting was adjourned at 5:02 pm

DRAFT

## **Andrea Christine Williams**

**aphares01@gmail.com**

**8716 Catamaran Dr. Raleigh, NC 27615 - (919) 621-7439**

### **EDUCATION**

**2010-2012**                      ***Virginia Commonwealth University, Richmond, VA***

- Master of Science in Forensic Science
- FEPAC accredited program

**2005-2009**                      ***Elon University, Elon, NC***

- Bachelor of Science in Biology, Psychology minor

### **WORK EXPERIENCE**

**Aug 2017-April 2023**                      ***Laboratory Corporation of America***  
***Medical Technologist; Sequencing Data Analyst***

- Perform DNA Sequencing Analysis including Sanger, NGS, and MLPA for preparation of reports
- Section Safety Officer

**Oct 2013-Dec 2014**                      ***Duke University Health Systems, Biospecimen Repository and Processing Core***  
***Lab Research Analyst I***

- Collect, accession, and prepare human tissue samples using various methods, including paraffin embedding, OCT frozen, RNA/DNA extraction, and blood fractionation
- Calibrated and maintained instruments
- Section Safety Officer

**Jun 2012-Jul 2013**                      ***DNA:SI Labs, Burlington, NC***  
***Forensic DNA Technician II***

- Performed DNA extraction, quantitation, amplification, separation, analysis, and comparison of reference samples under the supervision of a Forensic DNA Analyst
- Assisted with calibration and maintenance of instruments

### **RELEVANT RESEARCH EXPERIENCE**

**Summer-Fall 2011**                      ***Virginia Department of Forensic Science, Richmond, VA***  
***Directed Research, P.I. Dr. Katie Horsman-Hall***

- Primary investigator for the following study: *Evaluation of the Qiagen EZ1® Advanced and Agilent 2100 Bioanalyzer for Automation in a Forensic Mitochondrial DNA Laboratory*
- Evaluated the Qiagen EZ1® Advanced for sufficient extraction of both nuclear and mitochondrial DNA from a unified procedure
- Evaluated the Agilent 2100 Bioanalyzer on various elements such as reproducibility, accuracy, linearity, length heteroplasmy prediction, and the development of a contamination threshold for mitochondrial DNA analysis

**Fall 2009-Fall 2010**                      ***National Institute of Environmental Health Science, RTP, NC***  
***Post-baccalaureate IRTA, P.I. Dr. Darryl Zeldin***

- Primary investigator for the following study: *Potential Role of CYP450 Derived Eicosanoids in Idiopathic Pulmonary Fibrosis*
- Genotyped all mice used in the Laboratory of Respiratory Biology

### **OTHER PROFESSIONAL EXPERIENCE**

**Spring 2011-Spring 2012**                      ***Department of Forensic Science, VCU, Richmond, VA***  
***Graduate Teaching Assistantship***

- Managed and prepared instruments and reagents required for multiple undergraduate and graduate courses
- Handled budgeting and ordered necessary items

*Fall 2010*                      **Department of Biology, VCU, Richmond, VA**  
**Adjunct Professor**

- Prepared and taught laboratory lectures for three classes
- Graded quizzes and lab reports, and held office hours

#### PRESENTATIONS

*Spring 2012*                      **64<sup>th</sup> Annual American Academy of Forensic Sciences Meeting, Atlanta, GA**

- Poster presentation: *Evaluation of Automated Systems in a Mitochondrial DNA Laboratory.*  
**Andrea Phares, BS**; Katie Horsman-Hall, PhD; Stephen Rodgers, MS; Brian Shannon, MS; Bradford Jenkins, MS.

*Spring 2012*                      **Mid-Atlantic Association of Forensic Scientists Annual Meeting, Ellicott City, MD**

- Platform presentation: *Evaluation of Automated Systems in a Mitochondrial DNA Laboratory.*  
**Andrea Phares, BS**; Katie Horsman-Hall, PhD; Stephen Rodgers, MS; Brian Shannon, MS; Bradford Jenkins, MS.

*Spring 2012*                      **Forensic Science Seminar, Virginia Commonwealth University, Richmond, VA**

- Platform presentation: *Evaluation of Automated Systems in a Mitochondrial DNA Laboratory.*  
**Andrea Phares, BS**; Katie Horsman-Hall, PhD; Stephen Rodgers, MS; Brian Shannon, MS; Bradford Jenkins, MS.

#### OTHER ACTIVITIES AND TRAINING

*Spring 2013*                      **DNA Analyst Training on Mixture Interpretation, Webinar**

*Winter 2012*                      **Mixture Interpretation Seminar, DVD Series**

*Spring 2012*                      **SNA International, Getting Prepared: A Mass Fatality Response,**  
*Student volunteer*

*Fall 2010-Current*              **American Academy of Forensic Science, Trainee Affiliate**

*Fall 2010*                      **Society of Forensic Toxicologists Conference, Student volunteer**

#### RELEVANT LABORATORY SKILLS

Organic, Chelex® 100, Nucleospin® Blood and Nucleospin® Tissue XS Kits, Qiagen EZ1® Advanced, QiaSymphony extractions, agarose gel electrophoresis, ABI PRISM® 7000 Sequence Detection System, ABI 7500 Real-Time PCR System, Agilent 2100 Bioanalyzer, polymerase chain reaction (PCR) amplification, short tandem repeat (STR) genotyping using various amplification kits, mitochondrial DNA sequencing using BigDye® Terminator v3.1 Cycle Sequencing Kit, capillary electrophoresis, 3100, 3130, and 3130xl Genetic Analyzers, GeneMapper® v3.2.1, SeqScape Software v3.0, GeneMarker v2.4.0

#### RELEVANT COURSEWORK

##### **Undergraduate Level**

Molecular and Cellular Biology (BIO 422)  
 Principles of Genetics (BIO 245)  
 General Statistics (MTH 112)  
 Biochemistry I (CHEM 403)

##### **Graduate Level**

Forensic Serology and DNA Analysis/Lab (FRSC/FRSZ 675)  
 Advanced Forensic DNA Analysis/Lab (FRSC 676)  
 Forensic Evidence and Procedures (FRSC 670)  
 Professional Practices and Expert Testimony (FRSC 677)  
 Fundamentals of Molecular Genetics (BIOL 540)  
 Population Genetics (BIOL 516)  
 Statistical Methods I (STAT 543)







## **Policy Committee**

### **November 7, 2024 Meeting:**

#### **Attendance and Call To Order**

*Virtual via Google Meets*

Chair: Kevin Hughes

Board Members: Keisha Pressley

Others: Gloria Jones, Denise Kimball

Meeting was called to order at 12:04pm.

#### **Agenda**

- Policy 62 Publication
- Salary Step Increase Timing
- EH/PHB Updates
- 2025-2026 Calendar

#### **Discussion Items:**

##### Policy 62 posting

- P.62 was formally adopted by the board at the October LHU Board meeting.
- The approved policy has been sent to admin for publication in the comprehensive policy document posted on the SMACS web site.

##### Salary Step Increase Timing

- Questions have been raised about the timing of salary step increases.
- Finance Committee requested that language be placed in EHB to avoid further questions
- Step increases have always taken effect at the start of the next school year following achievement of the step. For example, teachers who work a full school year move to the next step at the start of the next school year. Employees hired mid-year, who have not spent a full year at their initial step (upon assuming that role) move to the next step at the subsequent school year after achieving a full year at the initial step.



#### EHB/PHB Edits

- The administration is drafting edits to EHB and PHB to reflect school year specifics (e.g. number of days). Policy committee will review. If no substantive change, Policy Committee will approve release. Otherwise, changes will be presented to the full board.

#### 2025-2026 Academic Calendar

- Gloria is finalizing a proposed 2025-2026 Calendar, which she will present to the LHU Board for approval.

### **November Meeting Agenda Items**

#### **Closure and Next Steps:**

- Next meeting scheduled for December 5 at 12:00

#### **Recommended Board Action**

- The Committee recommends the Board approve the proposal to formally document the step increase timing.

Meeting was adjourned at 12:12 pm.



## **Minutes and Board Report from November 11, 2024 Meeting:**

### **Attendance and Call To Order**

*Virtual via Google Meets*

Chair: Ryan Hill

Board Members: Daphne Coulter, Jessi Fasoula, Keisha Pressley

Others: Stephanie Deming

Meeting was called to order at 4:00pm.

### **Discussion Items:**

- Document design
- Schedule:
  - Present to the board
  - Recommendations on publication and announcement.
    - Considering a state of school event after winter break. This would be an opportune time to present the published strategic plan to key stakeholders and anyone that shows up. Have School leadership speak, members of the board, Development representatives, etc.
    - Goal to have the final document presented to the Board in December for vote of approval in January and an event in February.
    - We need this work synchronous.
- NLI Work and how that connects
  - We expect images soon.
- Metrics and Progress Tracking against the goals
  - Once presented the committee will begin the work of establishing and tracking KPI's for accountability of the plan.

### **Closure and Next Steps:**

Meeting was adjourned at 4:43p.

**Up Next:** Finish the production of the final polished document and provide it to the board by mid December.



## **DEI Committee**

### *Regular Monthly Meeting Report - November 2024*

*DEI Mission: Sterling Montessori values diversity, prioritizes equity, and commits to being an inclusive school community which is critical to meeting our Montessori mission and affirming the full humanity of all community members. ([Our DEI Pledge](#))*

## **Minutes from November 4th, Meeting:**

### **Attendance and Call To Order**

*Virtual via Google Meet*

Chair: Dwayne Jones

Board Members Present: Susan English

Others: Justin Tosco, Mary Williams, Sara Stinette, Cinwan Garner

Meeting was called to order at 4:02 pm

## **Native American Heritage Month**

### **Acknowledgement & Integration**

- The committee discussed ways to acknowledge Native American Heritage Month and better integrate cultural awareness into classroom learning.
  - Mary proposed creating a quick reference sheet for teachers to navigate heritage months effectively. The previous school-wide calendar of celebrations was referenced as a useful tool for fostering belonging and inclusion.
  - Revisiting the use of a school-wide calendar of celebrations should be brought to the Directors' Table to seek feedback - reintroducing the calendar with guidance on how to facilitate discussions with belonging and inclusion as guiding framework. Possibly reintroduce as an "educational calendar."



## **New Partnership with Radiant Mind Solutions**

- Dwayne is tasked with presenting the proposal to the Finance Committee to determine funding viability.
- A potential end-of-year workshop was discussed to unify staff on shared goals and prepare for accreditation work. This partnership is aligned with our strategic planning goals.

## **Discussion Items**

- Discuss impact of reintroducing the school-wide Holiday/ Recognition & Acknowledgement calendar
  - General concerns
  - Potential barriers

Meeting was adjourned at 4:54pm.



Tuesday, December 3, 2025



EVERY DOLLAR COUNTS!	
\$25	Contribute to PFSA Community Events
\$50	Cost of a gift card for a family or staff member going through personal crisis
\$100	Contribute to PFSA Teacher Appreciation
\$200	Scholarship for a Upper Elementary student to attend Betsy-Jeff Penn
\$300	Scholarship for a UE or MS student to attend the spring overnights
\$500	Cover basic classroom supplies for one teacher over the year
\$1,000	Treat Staff to a Special Lunch
\$2,000	Full cost to send one staff member to the national AMS conference
\$10,000	Covers a scholarship for one PK3/PK4 for the year
\$15,000	Sponsor a Teacher for Montessori training
\$25,000	Sponsor Staff member earning BA or MA degree
\$30,000	Covers the full Hospitality budget for the year
\$100,000	Covers the cost of a full-time Extended Learning Director for the year
\$200,000	Covers the entire Annual Scholarship program for PK3/PK4 (Academy) students
\$250,000	Covers the full staff Professional Development for the year
\$500,000	Covers additional staffing needs filling the Nurse, Lower School Interventionist, Lower School Counselor, second Spanish Teacher, and Extended Learning Director vacancies
\$1,000,000	Ability to break Ground on our Outdoor Play Space Renovation (full price of project estimated at \$5M)

## The Charter Funding Gap

The funding gap between charter schools and public schools remains significant. According to the Center for Education Reform, charter schools are funded at approximately 70-75% of their district counterparts. We have to rely on fundraising to match the addition 25-30%! Sterling's funding can fluctuate, depending on the previous year's enrollment. Our current enrollment is down, so our funding is limited next year. That's why we need your help! **HELP US FUND FOR THE FUTURE!**

### Let's do the Sterling math:

- We run on a budget of **\$9.3m** (based on 2023/24 figures)
- We average **710\* Students/year** with 177/academic days/year

Therefore, the **cost per student is \$74/academic day** to run Sterling (Charter schools funded 70% of public schools, so we need to make up **\$22-\$25/per student** just to break even).



**Donate TODAY!**

*Consider being a recurring/monthly donor!*

- ✓ Be part an integral part of our **Outdoor Learning Environment Improvement Project!** This will be a multi-year, expensive project that will greatly benefit students, families, the Morrisville community and the Triangle area at large!

- ✓ Help support **PFSA Community Events** like **Movie Nights, International Festival, Garden Days**

Contribute to our staff **Professional**

- ✓ **Development**, ensuring our staff has the highest level of Montessori education to pass on to our students. **Last year we sent 25 staff to the AMS Conference!**

- ✓ Contribute to **scholarships** allowing disadvantaged students opportunities to participate in important school trips, such as **Betsy Jeff Penn & MS Camping**

# OUR #GivingTuesday GOAL

## IS \$15,000 (or more)!

*Sterling Montessori is a 501(c)3 non-profit. All donations are subject to the laws of charitable giving*



## Benefits of a Sterling Montessori Education

- Each child is valued as a **unique individual**. Montessori accommodates different learning styles and pacing.
- Montessori nurtures **order, concentration and independence**, emphasizing **self-regulation** from toddlers through adolescents.
- Sterling creates a **strong and close, caring community**; not only of ourselves, but the surrounding areas.
- Students enjoy **freedom within limits**
- Students are supported in becoming **active seekers of knowledge**
- **Self-correction and self-assessment** are an integral part of our classrooms
- We demonstrate and support the development of **social-emotional skills** to be used for a lifetime.

\*American Montessori Society ([www.amshq.org](http://www.amshq.org))



### Why MONTESSORI?

We can't wait to write up a great personal story about why a family chose Montessori!



### why i give...

*"Our family gives to Sterling because we believe our community is what we make of it. Our son is in his 5th year at Sterling and continues to grow and learn in new and amazing ways. We feel that in order to facilitate his continued growth, we need to contribute to the school to aid in the development of a better environment, inside and outside of the school. As he entered upper elementary we became aware of a need for new outdoor play spaces for he and his peers. There's also a need for a library and communal spaces for the children to gather and share ideas. We realized that to get those resources in place as fast as possible, we needed to give to the school to support their efforts. The more we give as a community the more our children will benefit."*

George & Carolyn Patrick  
Sterling Treasure Chest Diamond Donors 2023/24



Dear LHU Board,

I am writing to express my interest in joining the LHU Board. I currently have one child enrolled in Children's House at Sterling Montessori and two additional younger children. Professionally, I have a background in Forensic, Oncology, and Hereditary Disease DNA Analysis, although I have taken a temporary leave from my career to raise my three young children. My experience with Montessori education consists of attending a Montessori school from CH through UE, having a mother who taught CH for around 25 years, several years working as a substitute for all grades of a Montessori lower level campus, and my most recent and arguably most important role as a parent to three rising Montessorians. I credit my intrinsic motivation and appreciation of my potential impact within our world to my Montessori education. I've lived the benefits that Montessori brings to a childhood, hence my extreme passion for its principles.

I have been involved with all pillars I believe lend to a successful school: students, staff, parents, and community. This background easily translates into participation with the planning, development, or communications committees and I hope my past experiences and passion are viewed as beneficial and unique. I'm interested in being a part of protecting the rare opportunity Sterling provides as a Charter school. Unfortunately, privatized Montessori education has become financially unattainable for a large amount of the population, and I hope to protect and expand Sterling's reach to as many families as possible.

Childhood is short and fleeting, yet is the foundation to an individual's life. The responsibility of shaping your child's youth feels extremely overwhelming, and I want all families to feel empowered to pull the most from this experience as possible. I would argue that granting all kids a Montessori foundation would better our world and I'm excited for the potential opportunity to assist Sterling realize that impact within our immediate community.

Thank you for your consideration,

Andrea Williams



**STERLING**  
**MONTESSORI**  
EST. 1997

## **Executive Director LHU Board Report - November, 2024**

### **School News**

- Sterling's Performing Arts (Band and Chorus) gave performances for students during the day and families in the evening. Audiences enjoyed wonderful vocal and instrumental music as well as some acting during the play about Maria Montessori.
- The PFSA has announced Sterling Spirit Wear! All staff can receive a 15% discount on Sterling merchandise.

### **Exceptional Children**

- EC welcomes a new ECPA, Sheila Gorrell. Ms. Gorrell is assigned to C12 and began her onboarding Monday, November 18.
- Dr. Gloria attended the 73rd Conference on Exceptional Children November 13-15. This year's conference theme was "Charting the Course to Exceptional Outcomes."
- EC staff is preparing for December 1, 2024, Childcount to determine the number of Students with Disabilities with current Individualized Education Plans. This number will determine special education federal funding.

### **Children's House**

- **ENROLLMENT/ADMISSIONS**
  - Conducting tours monthly and answering phone calls helping prospective pre-k and K families learn more about Sterling
    - Tour on October 24th- 16 families attended
      - Rising K families are starting to come
      - Of this tour we filled a Kindergarten spot with a family who just moved here from Finland
    - Tour on November 13th- 19 families attended
      - Many were rising K families and many were pre-K3 and Pre-K 4 families interested in the 2024-2025 school year
      - Typically applications for the 2024-2025 school year will begin to pick up in January.
      - We hear from families that it is a challenge to have to come back up to the school to drop off the application and the application fee.
      - Prospective parents would like a way to pay the application fee online.
    - No tour in December historically low attendance
    - We are full in CH with our last pre-k student starting in January.

■

- **CHILDCARE LICENSING/SANITATION**

- October 30, 2024: Conducted Child Care/Sanitation classroom audits to see how classrooms looked and if they were in compliance and ready for the unannounced Child Care annual visit. All looked good
- November 1st- submitted NCDHHS Childcare immunization report.
- November 8, 2024-Submitted the required Staff worksheet to our childcare licensing consultant in preparation for her unannounced licensing visit. When Wanda comes she will audit A-building employee files, A-building student files, required compliance reports, playground and classrooms.
- November 18, 2024- Wanda Fowler, Child Care Licensing consultant came unannounced and walked through classrooms, playground, audited employee/student files, and all compliance reports
  - Overall the visit went very well.
  - 1 violation for a family not turning in a Childcare Medical Health Form upon enrollment that was filled out and signed by a doctor. The parent was contacted and must return the form to us by December 2nd. I have to report to the Childcare consultant that this violation has been taken care of by December 2nd.
  - Had a few items brought to our attention but shared it with the parties that need to know and make some necessary adjustments for the next visit.

- **AFTERCARE**

- New After Care staff- Prabhavathi Ramadoss started on November 4, 2024. Rhonda has been training her.
- Most of our newest After Care staff want full-time work which is a quality problem for the school but has been a challenge finding qualified part-time help.
- We have been fortunate this year but it remains in the back of Rhonda and my head.
- We have had several After Care staff out traveling which has been a challenge finding subs, it has all worked out but as always can be a challenge.

- **CLASSROOM STUDENT SUPPORT**

- Working in classrooms every day to help coach and support students in the classroom.
- Observing and sharing observation notes, meeting with teachers to discuss and come up with Action items for them to apply in their teaching practice.

- **CLASSROOM TEACHER SUPPORT**

- Teachers completed the fall conferences.
- As of October 16th CH has started 6 new Preschool students and helping teachers acclimate those students to the classroom by supporting the rest of the class while they help the new students separate from their parents.
- Continue to coach and train new lead & assistants on policies and procedures and help new staff learn their classroom responsibilities. This requires me to meet with them weekly, observe, model expectations, and offer strategies to help support students.
- Continue to help all CH teachers build their capacity in their teaching practices
- CH has completed our 8-week workshop series: [Circle of Security Training](#)
- Started our 3-week series on Neuro-Diversity, presented by Jess Durrett, from Down the Road Education

- **PARENT/GUARDIAN SUPPORT**

- Continue to send CH Fresh Perspectives Newsletter to families to help connect families to the CH Montessori classroom and educate them on the Children's House experience
  - Making videos to accompany the newsletter to help families who are too busy to read to watch/listen to short videos that support what the newsletter is saying
- Answering many emails and phone calls, answering the various questions our families have and helping them navigate our school policies and procedures.

- **TRAINING/WORKSHOPS**

- **October 16-17th:** Attended the National Reading League Conference in Charlotte, NC this conference is extremely beneficial to stay on top of the latest research on how students learn to read and write

## **Lower Elementary**

- Parent/Guardian-Teacher Conferences went well. There was a discussion about what products are given to families that come to conferences since progress reports aren't given until January.
- Enrollment: LE was full but as of last week, one student withdrew due to the long commute for the family.
- Admissions: Lauren E has had a couple of families call because they are interested in their child attending Sterling for the 2025-2026 school year. A single family tour is scheduled for November 22nd.
- LE Holiday classroom events will take place in LE classrooms during the months of November and December: Stone Soup (parent volunteers, depending on the classroom), Crafts, Pot Luck Feasts and more. Lead teachers will send out detailed information via ParentSquare.
- 1 LE staff member (Lauren B.) completed her NC Teacher Licensure program. She will receive her NC Teaching certification in elementary education. She will continue to work on her Montessori Certification now that NC licensure is complete.
- 1 Staff member (Nur) traveled to Boston in early November for a seminar that was required for Montessori certification training.
- The LE Director has observed many classrooms and observed many lessons given by teachers: snake game, telling time on an analog clock, compound words, racks and tubes, stamp game-just to name a few.
- Dee is working with LE MTSS Students. Teachers are starting to see academic progress.
- Staffing: Jarrett E. who was hired to be the LE floater, has resigned. LE no longer has a floater.
  - It has not been shared whether this position will be reposted.
- 

## **Upper Elementary**

### **UE Numbers:**

- Approximately 24 spots are available -no post lottery applications available at this time
- Spots filled have increased IEP and ML numbers. Teachers express that increased supports for students are needed.

### **Recent Events:**

- UE Discovery Night
- 2 Individual tours with families (neither signed on)

- Nov 21 Liz offers a UE tour to a group of 15 + families.
- Teachers report that Student- Led Conferences were well-attended and successful

### **Teacher Support:**

- Facilitated PLCs take place monthly. Recent topics: Power Hour, Curriculum practice in math, collaborating on science, cultural project planners and overviews.
- Liz meets weekly with each classroom team to check in and support with students, planning, record-keeping, and any issues which might be popping for them in their rooms.
- 4 UE leads in training. They express feelings of overwhelm - training is a lot and a large financial burden for some. Understanding and flexibility is an important part of supporting them as they navigate this journey.
- Kelli (UE Floater) is extremely helpful to the team. She helps to make materials, covers absences, and works in every classroom to support teachers/students throughout the week. She also leads the Hot Lunch process supported by assistants across campus.
- Formal classroom observations and feedback completed for 6/7 classes
- Recently met with new assistants as a formal check-in

### **MTSS:**

- Utilizing a Power Hour to support students receiving supplemental interventions
- Meetings with Carrie more than once a week to accommodate the demand for students needing extra support.
- Dee Philips - Interventionist - has an almost full schedule working to support students who need intensive support and some who need additional supplemental support.
- UE Team including Assistants have read and discussed "Data without Tears". The team continues to work together to simplify goalsetting and interventions to provide good data needed to evaluate their progress.
- The team is working on creating a document to align what we consider T.1 and T2 processes.

### **What's New:**

- Staff training - Protecting Our Students ([Session Law 2023-128/HB142](#) and [G.S. 115C-105.57\(2a\)](#)). This will be shared with MS students in January
- Student Council representatives selected and Officers elected.
- Student Council President (Rayaan Yousaf) traveled to Mountain City Public Montessori School in Asheville to help Liz and Justin deliver donations. Donations included food, clothes, games, books, and Montessori materials.
- New Pilot: UE Monthly occupations beginning this week
- Growth Monitoring for I-Ready taking place
- Liz participating in Autism Support Team led by Mary Williams with the goal of supporting teachers in learning more.

### **Middle School & Testing**

- MS Day in the Life Parent/Guardian and Student Event on October 24
- Completed successful Parent/Guardian-Teacher Conferences
- Recognized Native American Heritage Month - announcement and land acknowledgment in class meetings
- Two staff (Chelsea and Sara) in Cincinnati for Montessori training Fall Intensive
- Staff training - Protecting Our Students ([Session Law 2023-128/HB142](#) and [G.S. 115C-105.57\(2a\)](#)). This will be shared with MS students in January
- Student Council representatives selected and Officers elected.
- Student Council President (Rayaan Yousaf) traveled to Mountain City Public Montessori School in Asheville to help Liz and Justin deliver donations. Donations included food, clothes, games, books, and Montessori materials.

- Mary Williams and Justin Tosco held first Student Ambassadors meeting
  - Club is associated with the national initiative [Sandy Hook Promise SAVE Clubs](#)
  - Middle School student group meetings 2x/month and consists of three main initiatives: tour guides/docents, mentoring younger students, and leading lessons and awareness drives for monthly themes (eg. Make a new friend, Embrace Diversity, Anti-Bullying, Empathize and Include, etc)
- Academic Cycle 2 has begun and includes new Occupations offerings: Chess, Quiz Bowl, Dance/Cheer, Flag Football, Python Programming, Life Skills (budgeting, cooking, cleaning, etc), Novel Writing
- Mary Williams and Justin Tosco are hosting a High School Q&A for Middle School families on December 5th to include high school guidance counselors and Sterling alumni student panel from local high schools
- *Common Grounds* student group started on November 15
  - This is a student-led discussion group held twice a month that gives opportunity for students to consider controversial/difficult topics
  - The first topic is "Artificial Intelligence"
- Testing:
  - WIDA Multilingual Learner (ML) Screening for new-to-Sterling students who list languages on their home surveys other than English
  - Scores determine ML services in four areas (reading, writing, speaking, listening)

## **Specialists and Student Services**

### **Specials**

- Fabulous fall concert was performed on Oct. 29 by our music program (4 chorus, 5% chorus, Sterling Stars, Elementary Band and MS Band)
- Maria Montessori, the musical, was performed by the MS occupation on Oct. 25
- Sue Ann attended the state music conference in Winston Salem Nov. 10-12
- Fall Clubs by David and Daniel (LE and UE skating) end this week

### **MTSS**

- MTSS meetings have been scheduled for the remainder of this year and into January, most meetings occur on Wednesdays but some are on other days of the week due to the volume of meetings at this time
- Mary, Jeff and I attended a MTSS Implementers Meeting on Oct. 28

### **Homebound Learning**

- We still have 2 students (1 in UE, 1 in LE) in homebound learning at this time, meetings are held every 4 weeks to check in on student progress and teacher/parent communication

### **504**

- Annual 504 meetings are taking place, majority of these meetings are in person
- 3 students are going through the 504 referral process

### **BTSP**

- 1st Director's observations were due in November
- 1st peer observations were due in November, the BTSP teacher met with their Director to determine who they would observe
- Rhonda Holmes, NCDPI Regional Educational Facilitator, reached out to me to ask if I would be Austin Andrew's peer friend in the BTSP program for the 2024-25 school year and I said I would be happy to. Austin is the Executive Director of Washington Montessori Charter School. She visited our school on Nov. 8, was given a tour of our school by our MS student ambassadors and then we meet to discuss our BTSP programs and review our BTSP goals for the year.

### **ML**

- Immigrant Headcount was due Nov. 14
- EL Headcount was due Nov. 14
- Still administering a few WIDA assessments to our new students, those that have another language other than English listed on their Home Language Survey

## **Operations**

Inspection of School with NCDHHS-Sanitation (B, C, D, Sports Court) was on 11/13/24, Score Inspection Grade "A", with a 95.5 score

- A possible major repair or removal of playground equipment, if it can't be fixed with epoxy
  - Repair a large crack beneath one of the twin slides attached to the playground structure on the lower elementary school playground. Priority repairs for safety are required on this slide.

Solar Panels - 11/26/24 8M Solar will complete the power drop to finalize the installation. Once the power drop is completed, there will be a final inspection. 8M Solar rep. Ryan is hopeful to have this work completed by the end of November. Once the inspection has been completed, Ryan (8M Solar rep) will provide Sterling with the information needed for the IRS.

## **Current School Enrollment**

	-2	-1	0	1	2	3	4	5	6	7	8	
	53	69	77	83	84	72	70	64	48	46	59	725

2 students withdrew in November (3rd grade; 5th grade) - There are no post lottery applications available to fill the two open seats.

2 pending students to start 1/7/25 (1 student was included in last months (PK3 count)

**Open Enrollment for the 2025-2026 school year for Pre K Families** (3 days to accept; 10 days to return paperwork)

New PreK3 applications received as of 11/15/2024 (4)

Re-enrollment for rising PreK 4 students as of 11/15/2024

	11/11/2024	11/12/2024	11/13/2024	11/14/2024	11/15/2024	Totals
Re-Offers made	11	11	10	10	10	52
Accepted	7	9	4	2	3	25
Declined	2	0	0	0	0	2

**Infinite Campus** (replacing Powerschool) - New NCDPI Student Information System

Sterling is in Phase II of the implementation process. Sterling is currently in the beginning process of the implementation. Throughout the implementation process, designated team members will meet with Infinite Campus representatives to complete the logistics of this ongoing task. Infinite Campus is scheduled to go live July 1, 2025.

Further Infinite Campus training for designated Operations Team members will be held sometime in February.

Powerschool will be available to Sterling until June 30, 2025.

Team Members	Role
Gloria	Interim Executive Director
Denise/Porchia	Executive Sponsor
Porchia	Project Manager & Data Contact
JoAnne	Training Coordinator
Justin	Training Coordinator
Paige	Training Coordinator
Max	Data Contact

Aflac Open enrollment will begin the first week of December.