

LHU Board of Directors Regular Meeting

May 21, 2025 6:30 PM
Sterling Montessori Academy and Charter School
202 Treybrooke Drive, Morrisville, NC 27560
Virtual via Google Meet

COMMENCEMENT

Call to Order and Board Attendance w/Determination of Quorum
At 6:32pm

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

Reading of Mission Statement:

"The mission of Sterling Montessori is to create a diverse educational community, grounded in the Montessori philosophy and teaching practices, that fosters curiosity, creativity, and critical thinking in its students. We strive to empower each student to become life-long learners who respect themselves, others, and their environment."

Conflict of Interest Statement

"At this time, we ask all board members to make a statement to be recorded in the minutes should they know of any conflict of interest or appearance of conflict with respect to any matters coming before them during this meeting. It is the duty of each board member to abstain from discussion and voting on such matters."

Native Land Acknowledgement

"The LHU Board recognizes that Sterling Montessori sits on the ancestral land of the Tuscarora, Lumbee and Occaneechi Band of the Saponi Tribes. As we strive to become better stewards of the environment, we also strive to provide a more equitable and culturally responsive environment for all students, but especially Black and indigenous students of color."

Agenda Items:

Including any related consent agenda items or discussion items added to agenda prior to consent vote.

Consent Agenda:

- Approval of April regular board meeting minutes
- Reinstate the Search Committee

Discussion Items:

- Staffing Priorities
- Director Vacancies and Leadership Structure
- Operations Team roles
- HR Software Decision
- Lottery Software Decision
- Outdoor Learning Space Decision
- Preschool Enrollment
- Marketing and Website priority
- Summer Camp and Extracurriculars
- Lottery Policy
- Strategic Plan virtual meeting with potential summer community gathering

Closed Session:

- To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of a present or prospective public officer or employee [N.C.G.S. § 143-318.11(a)(6)].

Approval of Agenda

At 6:35p, Rachel Richardson moved to approve the agenda. Approved

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

REPORTS AND PRESENTATIONS

Please hold community comments until the end of ALL presentations. Board members may ask clarifying questions at this time of the presenter. Any board member may move to refer further discussion or other action back to the committee, with a vote.

Executive Director's Report – Elizabeth Uzzell

- Elizabeth read highlights from the report.
- Elizabeth has been busy in the first few weeks.
- Tech partner is looking into streamlining subscriptions
- Infinite Campus update.
- Enrolleuse and Lotterease - these are super important for charter lottery and academy enrollment.
- Met with NextPrep kids for aftercare and looking into Summer Camp options.
- Admin Assistant position was posted and worked through this with Betty and decided to put a few additional things. This is an executive assistant position and I decide on that.
- All staff meeting tomorrow at 4p to talk through the strategic plan and unveiling that to the staff.
- Update on a Grant for EC
- Updates on End of year activities
- Children's House is considering putting 10 Kindergarteners in each class.
 - Kevin asked to clarify this item.
 - This would add one additional Kindergarten student in each classroom and it builds pipeline of more students.



- Transition of MTSS is moving from Carrie to Lauren
- Kevin asked about any movement on Math 2
 - Update is that the school would like to offer Math 2 through NCVPS to a few students who qualify.
 - Additionally they want to offer 7+ and Math 1 based on qualifications.
 - They still think that with this by the 26-27 school year there will still be only a few students that qualify.
- Middle School needs an additional associate. Elizabeth asked about a returning staff and considering this in the budget.
 - Kevin commented that this is a good idea and we need to share our staff offerings out to the community in case this is a deciding factor.
- Daphne - what happens to the remaining for students on the RTA Law that are not enrolled in our camp offering. Elizabeth clarified the process.
- Keisha asked about clarification of the kindergarten addition in the classrooms.
- Kevin asked about how the additional K's will impact openings in CH and there will still be openings.
- Dwayne asked about location for the EC grant written by Dr. Gloria and where to see the details.
 - Elizabeth read where the funds can be used.

Communications Committee Report - Ryan Hill

- Surveys are completed. Summary is in draft and could use help with visuals in Canva. Scheduling for a June meeting.

Finance Committee Report - Jessi Fasola

- Jessi reviewed the report highlights.
- Outdoor learning proposals have been received and we need to decide on our next steps.

Policy Committee Report - Kevin Hughes

- Kevin gave overview of the meeting discussion with Elizabeth
- Kevin wants to revisit consideration for lottery preference and it's as a discussion item.
 - Dwayne asked for clarification on the pros/cons of adding this preference and Kevin clarified that this benefits those families already investing in Sterling but there is an argument that this takes spots from the lottery as an equity concern.

- Elizabeth clarified that this approach will help with the three year cycle but will not help with our goal toward socioeconomic population.
- Kim Elliott stated strong caution on moving forward with Academy preference without also considering option to support equity.
- Keisha asked to consider the criteria and details around affordability.
- Rachel clarified the deficit of revenue at the current children's house enrollment is about \$150k.
 - Further discussion that we need to fill 43 academy seats.

Development Committee Report – Daphne Coulter

- Daphne presented the highlights of the report.
- Current balance of \$109k.
- The RFP's for Outdoor Learning have been received and will be reviewed.
- Elizabeth clarified that Marketing is still on a list but it's a lower priority.

Governance Committee - Keisha Pressley

- Keisha gave highlights of the report.
- Rachel asked about the June meeting.
 - Moving the June meeting to 25th and in person with virtual option.
 - Ryan to send detail in a follow up email.

Strategic Planning Committee Report - Ryan Hill

- Ryan gave highlights of the report.
- Have we asked Todd if there is anything that we need to replace this summer?
- Stephanie clarified that American Engineering is a parent and engaged, the second was late and there is some indication that they may be short staffed.
- Keisha stated that the second has a lot of hourly variables which is cautionary.
- Kevin consider asking for presentation session to hear from each on their bids.
- Rachel - if American Engineering is a good option, the sooner we can be engaged the better.
- Several questions presented on understanding the actual commitment and the engagement with the engineering firm.
- We will get a meeting for the board to hear from American Engineering.

Community Comments (3 minute time limit)

Members of the public are now invited to provide comments on issues or concerns related to the school. To indicate your interest in speaking, please raise your hand. The Board Secretary will record names of speakers with a brief summary of comments. The board will not directly respond to any comments during this time. Please provide contact information to president@lhuf.org to allow for follow-up by the appropriate officer or committee chair. Formal comments may be emailed to president@lhuf.org ahead of any regular meeting to be considered for agenda/discussion.

Speakers are welcome to offer comments or criticism directed at substantive ideas, actions, or procedures of the school and LHU Board. In the interest of maintaining civility and decorum, however, speakers are encouraged to refrain from criticism or personal attacks directed at specific members of the Board, school staff, or members of the community.

The laws and policies of North Carolina provide that issues or concerns involving individual personnel matters are confidential, and, therefore, not appropriate for public comment settings. Concerns related to personnel issues may be addressed through appropriate school leadership, the Sterling grievance policy, or other applicable policies.

Speakers may discuss issues and matters of general concern but must refrain from discussing confidential student information. Concerns related to confidential student matters may be addressed through school leadership, the grievance policy or other applicable policies.

Comments:

- No Community Comments
-

APPROVAL OF CONSENT AGENDA

Consent agenda items are non-controversial items unanimously recommended for approval by all involved parties and have already been reviewed by the board and Executive Director. Any board members or the Executive Director may request to pull items off the consent agenda.

Approval of Consent Agenda Items.

- Approval of April regular board meeting minutes
 - Reinstate the Search Committee with Dwayne Jones as chair
-

At 7:51p Rachel Richardson moved to approve Consent Agenda Items. Approved.

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

DISCUSSION ITEMS

- HR Software Decision
 - Ryan gave overview and background of the exploration with Elizabeth providing additional information.
 - Kevin gave
- Lottery Software Decision
 - Elizabeth gave overview that is connected to the discussion of the HR software. This comes recommended by our data vendor, Polaris. Once we move to this Polaris will be able to help us with InfiniteCampus.
 - Jessi confirmed that this is already planned in the budget at \$6,000.
- Outdoor Learning Space Decision
 - In committee reports, we agreed to schedule a meeting with American Engineering for additional questions.
- Preschool Enrollment
 - Discussed during executive director's report
 - Kim asked for clarification on why we have found ourselves in this position. Elizabeth clarified that we believe CH departures are linked to lower UE and MS enrollment. There is part that may be connected to the reputation and where we are for improvement.

- Several questions about what may be causing our deficit. Highlights of the conversation include challenges around not having year round offering, our low reviews are having an impact.
- Lottery Policy
 - Kevin reminded the group that we would reserve a number of seats to run a private lottery for our CH families and those that didn't get in through that special lottery the remainder would go through the main lottery. Preference becomes a better chance at getting in because of the additional lottery.
 - Discussion on the ins and outs of offering preference and the impact against equity goals.
- Staffing Priorities
 - Elizabeth presented the priority of Middle School Associate.
 - Kevin asked how many MS students are currently enrolled. 104 currently enrolled for next year.
 -
- Director Vacancies and Leadership Structure
 - Rachel provided background on the leadership departures and the discussions that have been to explore any considerations for our leadership structure.
 - Presented the Organizational charts in board meeting files.
 - These options have been vetted through the budget with Betty.
 - Dwight commented on the value of added to the classrooms.
 - Keisha commented on the alternative structure showing support for the classroom needs.
 - The board
- Operations Team roles
- Marketing and Website priority
 - Parked for future discussions based on received proposals.
- Summer Camp and Extracurriculars
- Strategic Plan virtual meeting with potential summer community gathering

APPROVAL OF CONSENT ITEM

Consent Item – Children's House Lottery Preference with Tuition Assistance

At 9:40pm, Kevin Hughes moved to create a lottery policy preference to four year old academy students who do not otherwise have a lottery preference entering the Kindergarten lottery limited to 15 spots drawn from Children's House Lottery applicants. Unsuccessful applicants

enter the main lotter and commit to provide tuition assistance based on family need to be determined by the policy committee equal to full tuition of 2 Children's House spots, provided CH enrollment is a minimum of 110 students. Approved 5-3.

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

Consent Item – HR Software

At 8:04pm, Rachel Richardson moved to approve the engagement with BambooHR, HR Software at up to \$19,200 as budgeted. Approved.

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

Consent Item – Lottery Software

At 8:11pm, Rachel Richardson moved to engage with Lottrease and Enrollease as enrollment software solution up to \$6,000 as budgeted.

Name	Aye	Nay	Abs		Name	Aye	Nay	Abs		Name	Aye	Nay	Abs
Rachel Richardson	M				Dwayne Jones	x							

Jessi Fasola	x				Keisha Pressley	x						
Ryan Hill	x				Susan English	x						
Kevin Hughes	x				Daphne Coulter	x						

Closed Session

Closed Session

At 11:04pm, Ryan Hill moved to go into closed session to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of a present or prospective public officer or employee [N.C.G.S. § 143-318.11(a)(6)].

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

Return to Open Session

At 11:50pm, Rachel Richardson moved to return to open session.

<u>Name</u>	<u>Aye</u>	<u>Nay</u>	<u>Abs</u>		<u>Name</u>	<u>Aye</u>	<u>Nay</u>	<u>Abs</u>		<u>Name</u>	<u>Aye</u>	<u>Nay</u>	<u>Abs</u>
Rachel Richardson	M				Dwayne Jones	x							

Jessi Fasola	x				Keisha Pressley	x						
Ryan Hill	x				Susan English							
Kevin Hughes	x				Daphne Coulter	x						

ADJOURNMENT

At 11:52p, Rachel Richardson moved to adjourn. Approved

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

Attendance:

- * Meet
- * Meeting code: ffy-hkiq-ovk
- * Created on 2025-05-21 18:30:50
- * Ended on 2025-05-21 23:52:42

Full Name	First Seen	Time in Call
+1 919-***-**87	5/21/2025 18:52	3:49:03
Carroll Krause	5/21/2025 18:30	4:13:50
Daphne Coulter	5/21/2025 18:30	5:21:52
Dwayne Jones	5/21/2025 18:32	5:20:06
Elizabeth Uzzell	5/21/2025 18:30	5:21:47
Ellie Shameli	5/21/2025 18:32	4:11:43
Jessi Fasola	5/21/2025 18:30	5:21:14
Keisha Pressley	5/21/2025 18:31	5:21:27
Kevin Hughes	5/21/2025 18:30	6:12:04
Kim Elliott	5/21/2025 18:32	4:52:24



LAURA HOLLAND UZZELL FOUNDATION

A nonprofit organization

Rachel Richardson 5/21/2025 18:31 5:21:36
Ryan Hill 5/21/2025 18:30 5:21:51
Stephanie Deming 5/21/2025 18:30 4:34:13
Susan English 5/21/2025 18:30 5:21:52



STERLING
MONTESSORI
EST. 1997

Executive Director LHU Board Report - May 2025

School News

- Technology: Scott and Max continue their work to ensure students have working chromebooks as we quickly approach EOGs. We have signed our contract with Netsmart for next year and we are excited to continue this partnership!
 - Part of their work will include reviewing our subscriptions and streamlining so we aren't paying more than we need to
- Infinite Campus: transition from Powerschool to IC continues; we had a status meeting on 5/21; preparing for the end of year and sundowning of PS.
- Enrollease and Lotterease: these packages are necessary to be able to hold our lottery and complete academy enrollment; accepted K-8 students will be able to use online registration function of Infinite Campus
- Ryan and I have had several meetings with Nick from BambooHR; they are excited to help us streamline our HR processes; this will especially help with job postings, offers, onboarding, and leave requests. Right now, these processes are mostly on paper.
- We are planning to continue our relationship with NextPrep Kids; they have a 6 week summer camp this year and they are already enrolling aftercare students for next year.
- Administrative Assistant position posted and receiving applications; we discussed changing this to Executive Assistant, to be paid on the manager scale—we need to decide and then we can begin interviewing.
- Open positions (interviews ongoing):
 - K-8 Counselor
 - Music teacher
 - ECPA (2)
 - CH Lead
 - LE Lead
 - UE Lead*
- All staff meeting tomorrow; planning to unveil the new strategic plan—any board members want to attend/present?

Operations

School Enrollment - 2025-2026

Charter - 614

Academy - 74

Total Enrollment 689

-2	30
-1	44
0	72
1	75
2	82
3	79
4	72
5	70
6	60
7	54
8	50

Offers out -

K - 4= 0

5 = 1

6 = 5

7 = 0

8 = 0

Post Lottery Applications for 25-26 school year - 84

Exceptional Children

- Currently, 89 students with IEPs and 6 students in the initial referral process.
- EC staff are working diligently to schedule and facilitate the remaining IEP meetings due prior to the end of the school year (annual reviews, reevaluations, initial referrals).
- Public Notice for the IDEA Grant ran in the News and Observer on May 9th and May 12th, 2025.

Public Notice

The Individuals with Disabilities Education Act (IDEA-Part B, Public Law 108.446) Project is presently being amended. The Project describes the special education programs that Sterling Montessori Academy and Charter School proposes for Federal funding for the 2025-2026 School Year. Interested persons are encouraged to review amendments to the Project and make comments concerning the implementation of special education under this Federal Program. All comments will be considered prior to submission of the amended Project to the North Carolina Department of Public Instruction in Raleigh, North Carolina. The IDEA-Part B Project is open to the public for review and comments during the week of May 19th through May

23rd in the office of Dr. Gloria Jones, Director of EC Programs, located at Sterling Montessori Academy and Charter School, 202 Treybrooke Dr., Morrisville, NC, office C13.

Children's House

- EOY class gatherings for all 8 CH classrooms
- Interviewing for vacant CH position (currently CH Lead teacher)
- Ongoing academy tours for prospective families
- Teachers finalizing placement for CH

Lower Elementary

- EOY iReady is being completed this week.
- LE teachers will use iReady data to inform instruction and prepare for EOG testing for 3rd graders.
- 10 3rd grade students have not passed the RtA law. Several students are close to passing. However, if they do not pass after taking the EOG they can attend RtA camp this summer for another chance to pass.
- Vaish in B4 graduated with her 2nd Bachelor's degree from North Carolina Central University.

Upper Elementary

Recent Events:

- End of Year Dates and Dates for next calendar year are established by the team.
- Upcoming End of Year I - Ready begins May 7 - completed - Across the school, there was phenomenal growth.
- UE Team has a plan to move forward next year:
 - Organized team planning (Pod style)
 - Pacing Guide
 - Aligned benchmark experiences across classrooms
- Power Hour concludes this week. Growth is noted in almost every grouping.
- Creation of a Team PowerPoint that shares the focus and direction of the team for next year. A resource for the team, but also for the ED and Director.
- UE Class Visits to MS on May 27
- Student Council planning Trivia Tournament for all UE/MS students on June 6
- Teachers in the process of writing Progress Reports to be read by the Director.
- Admin has begun to work on a Master Schedule for next year.
- Placement for LE/UE/MS is finalized as much as possible
- Liz and Joanne are working together to place new students from the lottery.

Middle School & Testing

Middle School:

- iReady End of Year Diagnostics completed for Reading and Math for all MS students
- Painting school rock
- Alumni Day held on Sports Court - food and drink for returning students
- MS Dance was a success!
- Successful trip to Nantahala Outdoor Center in Bryson City - whitewater rafting, high ropes, etc
- UE Class Visits to MS on May 27
- Student Council planning Trivia Tournament for all UE/MS students on June 6
- MS Graduation - June 11th at 6pm, all Board Members are invited

Testing:

- Finalizing testing schedule
- Conducting training for all test administrators
- Testing begins May 30

Specialists and Student Services:

Specials:

- [The Specials Connection](#)
- The band went to Kings Dominion on May 9 and received an Excellent rating
- The Spring concert took place Tuesday, May 20; turnout was great and students performed so well!
- K, LE and UE field days have taken place, MS field day is on Friday

MTSS:

- 20 students in K
- 21 student in LE
- 25 students in UE
- 15 in MS

CORE MTSS Team:

- Review MTSS Beliefs Survey staff results
- Reviewed all students with over 20+ absences, determined not to retain any of them
- Will be doing FAM-S at our May meeting

504 Students

- 30 students
- 2 going through the eligibility process

ML:

- 63 Students

- ACCESS scores will be received in June, scores will be mailed home to families

BTSP

- Joint BTSP celebration took place last week, Jeff graduated from the program
- Next year, Christine and Vaish will be in year 2 and Derek will be in year 1

Homebound Learning:

- Last homebound student returned last week, she is doing very well, coming full day to school

RtA Law:

- There are 10 3rd graders that have yet to pass the RtA Law
- 6 students have signed up to attend RtA Camp
- Carroll, Ayomi and Ellie will be teaching camp

FINANCE COMMITTEE

Meeting Report - May 13, 2025

Committee Actions:

- *Not finalized but possible request for approval of \$12,000 in surplus for volleyball area facilities upgrade*
- Discussion and approval for moving forward with proposal for outdoor learning updates
 - Funds will come from \$100k development and future fundraising
 - American Engineering - Parts I, II and III equal \$98,300 (not counting additional options)
 - Does not cover playground equipment and construction — Please see page 3 which has notes about this cost. Where will these fees come from?
 - Jessi recommends we pick Part I and perhaps another (Part II or III) to move forward with.
- Requested vote to approve Bamboo - \$18,000 for Core, \$24,500 for Pro - Already in proposed budget, Betty likes. Can upgrade later to the higher level.
- Requested vote to approve Lotterease/Enrollease - Already in proposed budget, \$6000. Fay did legwork on which one.
 - Elizabeth to confirm if this is for Lotterease and Enrollease or both.

Minutes from May 13, 2025 Meeting:

Attendance and Call To Order

(Virtual)

Chair: Jessi Fasola

Board Members: Ryan Hill, Daphne Coulter, Kim Elliott

Others: Betty Warren, Elizabeth Uzzell, Stephanie Deming

Meeting was called to order at 12:03PM

- Solar Panels - Touching Base
 - Waiting on the number but then we will file for the credit at year end taxes
- 24-25 Budget Review
 - Updated surplus spending list has shifted but the total is still \$210,000
- Outdoor Learning Environment Spending
 - Submitted 6 RFPs for the next phase
 - One proposal back from American Engineering
 - Waiting on one more, so extension to end of week
 - Split into Part I, II and III and up to board to approve what we would like (part or all)
 - Concern with permitting and timing
 - \$110k in Development fund (\$15k a year spent on PFSA events)
 - Overage would be spent out of surplus
- Outsourcing/Software:
 - Bamboo - \$18,000 for Core, \$24,500 for Pro - Already in proposed budget, Betty likes. Can upgrade later to the higher level.
 - Lotterease/Enrollease - Already in budget, \$6000. Fay did legwork on which one.
 - IT/Netsmart Contract - \$80,000 already in budget.
- Positions to discuss
 - Are Director level positions finalized and contracts signed? Salary changes?
 - Salaries need to be finalized - Gloria, Lauren, Fay
 - Justin has taken a position with AMS, so finalizing the Directors
 - Behavior support assistant - discussion
 - Spanish assistant - discussion
 - LE Interventionist - discussion
 - Admin Assistant - In budget and posted
 - ESL Teacher/assistant and possibility of Title III funds
 - Hourly rate for RtA teachers and assistants
 - Any other staffing changes to share with Betty for budget?
- 25-26 Budget Review - Anything else to discuss

Closure and Next Steps:

Meeting was adjourned at 1:16pm ; Any follow-up actions noted above.

Next Meeting June 10, 2025 at 12:00pm

Notes about other spending needed for the outdoor learning environment updates:

The fee shown does not include construction costs. The fee is for detailed construction drawings, engineering, obtaining required permits, bidding and construction administration services. There are two services outlined with fees that are value added services for the Geotech to perform required testing for permeable pavers and for cost estimation services for these spaces.

If the scope of the first space between Building B and C is further defined, we could tighten up the required services and permits needed for this effort. For example, if the desire is to update the playground equipment only, we can take a look at the playground space and determine if permits would be required by the Town of Morrisville. If the playground equipment update is discussed with the Town as more of a maintenance item, this may not trigger the Minor Modification permit. This could reduce our fee. If updates are desired to the garden spaces outside the classrooms or the landscaping we would need to better understand what those desired updates are so we can understand permitting for those elements as well. I'm happy to have a call with the Board as well.

The cost of actual equipment varies greatly, depending on what is chosen for purchase. There is a file in the drive that outlines some of the information we've collected :

(<https://docs.google.com/document/d/1QG37kOmVCiTgPbjxgaWslJA2ypbWNQkVTWkdoMApxcc/edit?tab=t.0>) I would estimate about \$35-50k for a large play structure, although there are "decks" that much less expensive (<https://naturalplaygroundsstore.com/detail2.php?recid=124> (16' octagon - ~\$12,000). However, we also don't know what this next phase will uncover, so just going by those amount may be a bit premature.

Todd was able to procure an estimate on creating the basketball court

(https://drive.google.com/drive/folders/19WWRTmjuXPY7WcnRaJCc9H4oYI_mvFGx?usp=sharing) which came out to about \$31,000

Sterling 2024-25 Budget	2024.25 Working Budget	Total 04.30.25	83%
ADM	633		
State Funding per ADM	6,543		
EC ADM	-		
State EC Funding per ADM	-		
State Funds - per 20th day ADM	4,141,586	3,808,402	92%
State EC Funds	424,414	353,678	83%
State - NCVPS	(1,491)	(1,491)	100%
State - LEP	72,174	72,174	100%
State - Literacy Intervention - PRC 085	19,650	19,650	100%
State - Other	49,244	31,399	64%
Total State Funding	4,705,577	4,283,812	91%
Wake County	1,944,610	1,453,690	75%
Durham County	365,936	272,468	74%
Chatham County	90,000	80,531	89%
Johnston County	2,800	1,695	61%
Granville County	5,000	3,134	63%
Chapel Hill	16,680	13,157	79%
Total County Funding	2,425,026	1,824,676	75%
PRC 060	120,207	45,200	38%
PRC 118	1,000	-	0%
Total Federal Funding	121,207	45,200	37%
Tuition - CH Academic Day	1,159,040	1,068,037	92%
Tuition - CH Staff Children	23,210	21,359	92%
Tuition - CH After Care	183,770	165,422	90%
Tuition - CH Before Care	10,767	9,608	89%
New Student / Application	25,150	25,150	100%
Next Prep	3,400	1,811	53%
Total Tuition	1,405,337	1,291,387	92%
Sales Tax Refund	33,000	-	0%
Development	45,000	40,620	90%
Interest Income	175,000	156,260	89%
After School Activities	15,000	11,750	78%
Other Income	1,500	1,336	89%
Rent Income	492,000	410,000	83%
Total Other Revenue	761,500	619,967	81%
Total Revenue	9,418,647	8,065,042	86%
Salaries	5,399,894	4,461,617	83%
Wages - BASC	81,018	71,042	88%
Wages - After School Activities	11,250	5,118	45%
Bonus - Christmas	9,745	9,745	100%
Bonus - TA Montessori	1,500	1,500	100%
Bonus - DPI	6,459	6,459	100%
Bonus - Sign On	32,500	29,000	89%
Personal Leave Pay	24,000	1,416	6%
Summer Reading - PRC 016	30,487	12,811	42%
Contracted EC Services	140,000	107,128	77%
Contracted - Data	-	-	0%
Contracted - HR	6,310	2,870	45%
Contracted - Technology	84,000	60,700	72%
Health Insurance	572,019	478,689	84%
Vision Insurance	5,436	4,070	75%
Dental Insurance	59,128	48,513	82%
Life Insurance	12,345	10,288	83%
Retirement - 403b ER match	64,799	51,138	79%
Retirement Plan Fees	1,500	1,125	75%
Unemployment Insurance - SUTA	14,000	8,579	61%
FSA Expense	4,000	3,444	86%
FICA / Medicare	387,983	319,230	82%
Workers Comp Insurance	12,000	10,659	89%
Total Personnel	6,960,373	5,705,141	82%
Instructional Materials	120,800	85,228	71%
Technology	158,964	146,081	92%
Hospitality	21,790	12,266	56%
Professional Development	89,424	58,576	66%
PRC 085 - Literacy Intervention	19,650	19,650	100%
PRC 118	1,000	-	0%
Total Instructional	411,628	321,801	78%
Copier	45,000	40,450	90%
Accounting Software Support	5,769	5,769	100%
Office Supplies / Postage / Bank fees	50,000	42,143	84%
Dues / Licenses	2,000	1,529	76%
Sales Tax Expense	33,000	30,471	92%
Legal Services	20,000	11,031	55%
Audit Services	26,750	26,750	100%
Interest Expense	192,400	159,943	83%
Principal on loan	290,290	240,701	83%
Marketing	10,000	8,333	83%

Sterling 2025-26 Budget					
		Plan A		Plan B	
ADM			599	599	
State Funding per ADM			6,521	6,521	using planning allotment
EC ADM			-	-	
State EC Funding per ADM			-	-	
State Funds - per 20th day ADM			3,905,875	3,905,875	
State EC Funds			432,319	432,319	
State - NCVPS			(1,500)	(1,500)	
State - LEP			85,897	85,897	
State - Literacy Intervention - PRC 085			19,650	19,650	
State - Other			20,056	20,056	
Total State Funding			4,462,297	4,462,297	
Wake County	488	4,014	1,958,686	1,958,686	estimated 2% increase
Durham County	72	5,368	386,515	386,515	estimated 2% increase
Chatham County	19	4,468	84,884	84,884	estimated 2% increase
Johnston County	3	2,182	6,545	6,545	estimated 2% increase
Granville County	2	2,337	4,674	4,674	estimated 2% increase
Chapel Hill	3	5,560	16,680	16,680	estimated 2% increase
Total County Funding	587	23,928	2,457,984	2,457,984	28 per class in LE / 30 per class in UE
PRC 060			120,000	120,000	
PRC 118			1,000	1,000	
Total Federal Funding			121,000	121,000	
Tuition - CH Academic Day	121	10,080	1,219,680	1,219,680	
Tuition - CH Staff Children	7	4,030	28,210	28,210	
Tuition - CH After Care	62	2,835	175,770	175,770	
Tuition - CH Before Care	8	1,281	10,248	10,248	
New Student / Application			25,000	25,000	
Next Prep			3,400	3,400	
Total Tuition			1,462,308	1,462,308	
Sales Tax Refund			33,000	33,000	
Development			45,000	45,000	
Interest Income			150,000	150,000	
After School Activities			10,000	10,000	
Other Income			1,000	1,000	
Rent Income			492,000	492,000	
Total Other Revenue			731,000	731,000	
Total Revenue			9,234,589	9,234,589	
Salaries			5,380,173	5,390,048	
Wages - BASC			92,080	92,080	
Wages - After School Activities			7,500	7,500	
Bonus - Christmas			10,000	10,000	
Bonus - TA Montessori			1,500	1,500	
Bonus - DPI			-	-	
Bonus - Sign On			15,000	15,000	
Personal Leave Pay			24,000	24,000	increased from \$50/day to \$100/day
Summer Reading - PRC 016			13,000	13,000	
Contracted EC Services			140,000	140,000	
Contracted - Data			24,800	24,800	
Contracted - HR			22,140	22,140	
Contracted - Technology			84,000	84,000	
Health Insurance	72	8,274	667,254	667,254	12% increase
Vision Insurance	76	72	5,436	5,436	
Dental Insurance	76	778	59,128	59,128	
Life Insurance			12,345	12,345	
Retirement - 403b ER match			86,083	86,241	increase from 3% to 4% match
Retirement Plan Fees			1,500	1,500	
Unemployment Insurance - SUTA			17,500	17,500	
FSA Expense			4,000	4,000	
FICA / Medicare			386,118	386,829	
Workers Comp Insurance			20,000	20,000	Increased 78%
Total Personnel			7,073,557	7,084,301	
Instructional Materials			109,800	109,800	
Technology			157,125	157,125	
Hospitality			17,790	17,790	
Professional Development			40,985	40,985	
PRC 085 - Literacy Intervention			19,650	19,650	
PRC 118			1,000	1,000	
Total Instructional			346,350	346,350	
Copier			45,000	45,000	
Accounting Software Support			5,769	5,769	
Office Supplies / Postage / Bank fees			50,000	50,000	
Dues / Licenses			2,000	2,000	
Sales Tax Expense			33,000	33,000	
Legal Services			25,000	25,000	
Audit Services			13,500	13,500	decrease due to new audit firm
Interest Expense			183,613	183,613	
Principal on loan			299,120	299,120	
Marketing			25,000	25,000	

Sterling 2024-25 Budget	2024.25 Working Budget	Total 04.30.25	83%
Development	44,600	19,071	43%
Other Expenses	2,000	-	0%
Total Office and Administrative	721,810	586,192	81%
Rent	492,000	410,000	83%
Custodial	104,000	87,089	84%
Building Repairs and Maintenance	246,007	221,821	90%
Property and Liability Insurance	69,000	67,176	97%
Utilities - Electric	70,000	46,306	66%
Utilities - Gas	3,000	2,619	87%
Utilities - Water / Trash	38,000	30,300	80%
Telecommunications	26,000	18,080	70%
Total Facilities	1,048,007	883,391	84%
Snack Expense	12,000	7,290	61%
Free and Reduced Lunch	11,000	2,344	21%
Total Food Expense	23,000	9,633	42%
Surplus Expenditures	185,799	203,341	109%
Total Expenses	9,350,616	7,709,498	82%
Net Income / (Loss)	68,031	355,544	
Add: Capitalized Items (previously expensed)	275,538		
Add: Principal Payments	290,290		
Less: Depreciation	-		
Less: PL accrual	-		
Change in Net Assets	633,859		
Add: Interest Expense	192,400		
Add: Depreciation	-		
Add: Debt Service Reserve (up to \$100K)	-		
Total #1	826,260		
Current portion of LT debt - prior period	290,290		
Interest Paid	192,400		
Total #2	482,691		
Debt Coverage Ratio-Total #1 / Total #2	1.71		
Amt of add. income needed for 1.05 DCR	\$ (319,435)		

Sterling 2025-26 Budget					
Development			45,000	45,000	
Other Expenses			2,000	2,000	
Total Office and Administrative			729,002	729,002	
Rent			492,000	492,000	
Custodial			107,431	107,431	
Building Repairs and Maintenance			216,311	216,311	
Property and Liability Insurance			79,000	79,000	
Utilities - Electric			60,000	60,000	
Utilities - Gas			3,000	3,000	
Utilities - Water / Trash			38,000	38,000	
Telecommunications			26,000	26,000	
Total Facilities			1,021,741	1,021,741	
Snack Expense			12,000	12,000	
Free and Reduced Lunch			10,000	10,000	
Total Food Expense			22,000	22,000	
Surplus Expenditures			-	-	
Total Expenses			9,192,650	9,203,394	
Net Income / (Loss)			41,939	31,195	
Add: Capitalized Items (previously expensed)			61,000	61,000	
Add: Principal Payments			299,120	299,120	
Less: Depreciation			-	-	
Less: PL accrual			-	-	
Change in Net Assets			402,059	391,315	
Add: Interest Expense			183,613	183,613	
Add: Depreciation			-	-	
Add: Debt Service Reserve (up to \$100K)			-	-	
Total #1			585,672	574,928	
Current portion of LT debt - prior period			299,120	299,120	
Interest Paid			183,613	183,613	
Total #2			482,733	482,733	
Debt Coverage Ratio-Total #1 / Total #2			1.21	1.19	
Amt of add. income needed for 1.05 DCR			\$ (78,802)	\$ (68,058)	

Plan A.
Assistant Principal
Montessori Coach (LE/UE)
Director of Enrichment
MS Lead Teacher stipend

Plan B.
Exec Dir Assistant
LE Director
UE Director
MS Lead Teacher stipend

Minutes from May 7, 2025 Meeting:

Attendance and Call To Order

Virtual via Google Meets

Chair: Keisha Pressley

Board Members: Daphne Coulter

Others: Stephanie Deming

Meeting Start: 12:04 pm

Wednesday, May 7, 2025

- **Giving Stats for 2024/25 (as of 5/6/25)**
 - Board 82%
 - Admin 36%
 - Staff 29%
 - Community 25%
- Amt raised for 2024/25 = ~\$43,000 (**meeting \$35k goal**)
- Account Balance of Development Account: ~\$109,000

\$ 8,971.92	\$ 1,525.00	\$ 14,952.65	\$ 5,392.29	\$ 11,990.25	\$ 579.63	\$ -	\$ -	\$ (955.00)	\$ -	\$ (6,168.66)	\$ -	\$ (5,958.91)	\$ (4,998.00)	
						\$ 43,411.74							\$ (18,080.57)	
20.67%	3.51%	34.44%	12.42%	27.62%	1.34%		0.00%	5.28%		34.12%		32.96%	27.64%	
Stock/ Matching Donations	Personal Check - Annual Fund Donations	Stripe	Paypal	PFSA Fundraisin g	Interest	Cash	N o t e	Large Project/ Other	Sponsorshi ps	Capital Improve ments	Admin/ Development	Educati on	PFSA	Donation to External Non-profit

Updates:

Outdoor Learning

- RFP final completed and sent to 5 area contractors, due May 12 EOD. **Deadline for May's Finance committee meeting is very tight. We'll see who delivers. Have had side conversations with 2 who are interested. We received 1 RFP from American Engineering, still waiting for another (deadline May 19th EOD).**
-
- **Community Outreach**
 - Community Outreach
 - May 4 is World Give Day - Raised an additional \$2,900 (most donors had already given this year, so little increase to community giving (from 24% to 25%).

- Tied to outdoor learning - which was soft-debuted at the International Festival.
- **Spring PFSA & Volunteering:**
 - Spring Garden Day 4/19 (\$750 budget) - Raised ~\$1400 with addition of a Bake Sale
 - International Festival 4/26 (\$3000 budget) - little funds raised (~\$100), but well attended by the community.
 - Alumni Day 5/2 - attended by about 25 students
 - Teacher Appreciation Week (\$4000 budget) - Confirmed \$2623 spent to date.
- **IBM Stocks - no update**

Communications

- Awaiting Board thoughts on Marketing Proposals

Meeting Adjourned: 13:03 pm

Minutes from April 2, 2025 Meeting:

Attendance and Call To Order

Virtual via Google Meets

Meeting Start: 12:02 pm

Wednesday, April 2, 2025

- **Giving Stats for 2024/25 (as of 4/1/25)**
 - Board 75%
 - Admin 36%
 - Staff 29%
 - Community 24%
- Amt raised for 2024/25 = ~\$38,000 (**meeting \$35k goal**)
- Account Balance of Development Account: ~\$109,000

\$ 8,755.55	\$ 1,525.00	\$ 12,076.56	\$ 5,039.00	\$ 8,609.81	\$ 579.63	\$ -	\$ -	\$ (455.00)	\$ -	\$ (1,648.66)	\$ -	\$ (4,263.98)	\$ (4,998.00)	
						\$ 36,585.55							\$ (11,365.64)	
23.93%	4.17%	33.01%	13.77%	23.53%	1.58%		0.00%	4.00%		14.51%		37.52%	43.97%	
Stock/ Matching Donations	Personal Check - Annual Fund Donations	Stripe	Paypal	PFSA Fundraisin g	Interest	Cash	N o t e	Large Project/ Other	Sponsorshi ps	Capital Improve ments	Admin/ Development	Educati on	PFSA	Donation to External Non-profit

Updates:

Outdoor Learning

- Committee of Todd Fisher, Lora Greco, Lauren Dickerson and Stephanie Deming met last week. They will continue working through the process
- Also met with town of Morrisville regarding permitting
 - “Minor Improvements” still requires permits and contractor. Lots of hoops.
 - Gathering information - Would like to retrieve 3 bids (at least) for the Board’s May meeting to approve and move forward ACTION - (Board to about what a reasonable budget will be for a “turnkey” contractor ahead of the bid receipts)
- **Community Outreach**
 - Consider **another Day of Giving** for May: May 4 is **World Give Day = (Goal 10K)**
 - Another opportunity for our community, goal is to increase community participation.
- **Spring PFSA & Volunteering:**
 - Spring Movie Night 4/11 (\$1000 budget)
 - Spring Garden Day 4/19 (\$750 budget)
 - International Festival 4/26 (\$3000 budget)
 - Teacher Appreciation Week (\$4000 budget)

\$ 7,151.77	\$ 1,525.00	\$ 11,588.55	\$ 4,753.61	\$ 8,589.81	\$ 579.63	\$ -	\$ -	\$ (455.00)	\$ -	\$ (1,394.26)	\$ -	\$ (3,514.52)	\$ (4,998.00)
						\$ 34,188.37							\$ (10,361.78)
20.92%	4.46%	33.90%	13.90%	25.12%	1.70%		0.00%	4.39%		13.46%		33.92%	48.23%
Stock/ Matching Donations	Personal Check - Annual Fund Donations	Stripe	Paypal	PFSA Fundrai sing	Interest	Cash	Large Proje ct/ Other	Sponso rships	Capita l Impro veme nts	Admin/ Developm ent	Educati on	PFSA	Donation to External Non-profit

Open Topics:

- **IBM Stocks - no update**

Communications

- Meeting with Marketing Firms
 - Down to 2 options; waiting on second bid

Meeting Adjourned: 12:24 pm

Governance Committee

Regular Monthly Meeting Report - May 6, 2025

Committee Actions and Recommendations:

- Review open committee chair seats:
 - Secretary Role, back up for Ryan in the event that he is unable to attend for any reason.

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Minutes from April 1, 2025 Meeting:

Attendance and Call To Order


Virtual via Google Meet

Chair: Keisha Pressley

Board Members Present: Dwayne Jones

Call to order at 12:03 pm

Recruiting / Succession planning

- Intentional recruitment to support the board/school
 - Create a Retention Strategy S.O.P - In progress will review at the next meeting, anyone interested in partnering with ideas, welcome.
 - Ideally engage parents who may be interested from the Sterling Community
 - Talented Community, great attendance/engagement, strategize on ways to encourage applicants to contribute
 - No applicants this month to review.
 - Increase Board Member Presence at events
-  LHU Strategic Calendar
 - Strategic Meeting Planning for summer
 - In person or virtual
 - Consider special guests, possibly Maati?

Survey to go out to vote on a date and mode of meeting (virtual or in person)

Meeting was adjourned at 12:35 pm

Policy Committee

May 1, 2025 Meeting:

Attendance and Call to Order

Virtual via Google Meets

Chair: Kevin Hughes

Board Members: None

Others: Elizabeth Uzzell

The meeting was called to order at 12:00pm.

Agenda

- General Discussion

Discussion Items:

General Process

- Kevin welcomed Elizabeth as the interim ED. Kevin explained that there were no ongoing projects in committee.
 - o Fay had previously suggested that we might alter the lottery policy to provide a preference for current Academy students, but had not proposed such a change.
 - o Justin was working on a Math 2 policy (reported in April minutes). No additional work had been done on that yet either.
- There was general discussion about how new agenda items are handled at the committee

June Meeting Agenda Items

- Any recommended changes to handbooks from HR/policy audit?
- Any new policy proposals from Elizabeth?

Closure and Next Steps:

- Next meeting scheduled for June 5, 2025 at 12:00



**STERLING
MONTESSORI**
EST. 1997

LAURA HOLLAND UZZELL FOUNDATION

A nonprofit organization

Recommended Board Action

- None

Meeting was adjourned at 12:30 pm.



Minutes and Board Report from May 12, 2025 Meeting:

Attendance and Call To Order

Virtual via Google Meets

Chair: Ryan Hill

Board Members: Daphne Coulter

Others: Stephanie Deming, Elizabeth Uzzell

Meeting was called to order at 4:30pm.

Discussion Items:

- **Strategic Planning & Community Engagement:** Emphasis on end-of-year transition, strategic planning, and community engagement. Ideas for a new year kick-off event, including a groundbreaking ceremony for an outdoor learning project, were explored.
- **Strategic Plan Unveiling:** Options for unveiling the strategic plan (in-person vs. virtual, staff vs. public) were discussed.
- **RFP Updates & Project Management:** Reviewed current RFP proposals and the need to decide on a contractor for upcoming projects. Challenges with equipment construction, permitting, and project management were identified, with a preference for an engineering group handling design, permitting, and construction management.
- **Development Funds Allocation:** Discussion on allocating the \$110,000 development funds, with a suggested reserve of \$20,000 and the rest for community events and equipment.
- **Committee Balance & Leadership Presence:** The need for balanced committee representation (faculty, parent, student) and consistent leadership presence at community events was highlighted.
- **Outdoor Learning Project:** The team explored integrating the outdoor learning project with the strategic plan unveiling, including potential grant funding and community showcases.

Closure and Next Steps:

Meeting was adjourned at 5:35p.

Up Next:

- **Finance Committee:** Review RFP proposals and make a decision by May 13, 2025.



- **Ryan:** Add strategic planning meeting discussion and RFP decision to the next board meeting agenda. Propose a virtual meeting for unveiling the strategic plan to the board.
- **Elizabeth:** Write content for the annual report. Review job expectations and contracts to include attendance requirements for school events.
- **Stephanie:** Prepare the annual report, incorporating strategic plan and outdoor learning project information. Explore potential grants for the outdoor learning project.
- Ask the Development Committee to Determine investment amount from the development fund for the outdoor learning project.

Grants

- <https://carolinaparksandplay.com/grant-resources/>
- [https://www.playlsi.com/en/playground-planning-tools/playground-funding/online-grant-re
sources/grant-resources/geographic-specific-grants/](https://www.playlsi.com/en/playground-planning-tools/playground-funding/online-grant-resources/grant-resources/geographic-specific-grants/)
- <https://cybergrants.com>

Equipment Manufacturers

- <https://www.earthscapeplay.com/>
 - <https://collections.earthscapeplay.com/towers>
 - [Moku Yama 4.1](#) - \$65k for the structure. - suggested from manufacturer
 - [Log Jam M7](#) - \$57k for the structure. - suggested from manufacturer
- <https://www.naturalplaygroundsstore.com/index.php>
(<https://www.naturalplaygrounds.com/>) - natural/wood-based options
 - Tax free in NH and neither have nexus nor meet the revenue threshold to charge sales or use tax in NC so that will not be added to any order.
 - Tree Decks - <https://naturalplaygroundsstore.com/detail2.php?recid=124> (16' octagon - ~\$12,000)



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STATEMENT OF QUALIFICATIONS

Stephanie, Todd, Fay, and other members of the proposal review team, SITE COLLABORATIVE is excited to present our proposal and qualifications for the possibility of working with the Sterling Montessori Academy and Charter School (SMACS), on forthcoming projects and in response to your recent Request for Proposals for your Outdoor Environment. These projects are meaningful, impactful, challenging, align perfectly with our expertise, and are exactly the type of projects that we embrace. Below you will find our response to your request, organized per your guidance in four sections.

SECTION I – cover letter:

Established in early 2017, SITE COLLABORATIVE is a landscape architecture firm based in Raleigh that focuses its work on public projects across the Piedmont region of North Carolina and Virginia, specializing in guiding projects from concept to completion. The professionals at SITE COLLABORATIVE readily complete tasks such as site analysis, due diligence, conceptualization, community engagement, master planning, 3d visualization, final design, construction documentation, site permitting, bid administration, construction observation, and post-occupancy analysis. SITE COLLABORATIVE'S client base is most often institutional clients, government departments, architects, and site developers, with a distinct professional portfolio of K-12 schools and public facilities that directly relate to your needs, as shown below.

As the firm founder and a landscape architect, I will be the Principal-in-Charge for any projects assigned to us. I have led the site planning on K-12 school projects in Virginia, Colorado, and North Carolina throughout my nearly 30 years of professional experience. Within our office, I will be assisted by 7 other landscape architecturally-focused professionals, including Jose Rodriguez and Emly Rothrock, both Landscape Architects recognized by the State of North Carolina, as senior leaders in our firm.

SITE COLLABORATIVE Inc., as an S-Corp, is licensed to practice landscape architecture within North Carolina as Landscape Architecture Firm #C-505. All work emanating from our office is signed and sealed by one of our Landscape Architects. SITE COLLABORATIVE carries general liability (including auto), worker's compensation, professional liability, and cyber insurance for its professional services and operations. .

SITE COLLABORATIVE is not currently involved in any legal matters pertaining to our professional work and has not been engaged in any legal matters of such, since our founding in 2017. While no one can predict the future, it should also be noted that we do work very diligently to be very proactive in reviewing possible technical challenges throughout the project's design and construction. We work collaboratively to resolve any matters prior to those becoming elevated.



SECTION II – experience and qualifications:

Our past performance ranges across the region and is outlined below – starting with education-specific work and expanding into other public spaces that we have had the opportunity to help create.

Our recent experience with K-12 facilities is as follows:

- AB Combs Elementary School Outdoor Master Plan (renovation) – prime consultant
- Arnett Hills/GLH Johnson Elementary School (new) – site design lead as subconsultant*
- Athens Drive HS Stadium & Outdoor Athletic Facilities (new) – site design + permitting lead as subconsultant
- Eiber Elementary Addition and Renovation – site design lead as subconsultant
- Fuquay-Varina Elem. School Addition and Renovation – site design + permitting lead as subconsultant*
- Fox Meadows Middle School (new) – site design lead as subconsultant*
- Langston High School/Galileo Magnet High School (renovation) - site design lead as subconsultant*
- Vance Elementary School County Park Playground (renovation) – prime consultant

**Currently under design or construction*

Also within the educational facility space, we hold contractual relationships and/or open-ended contracts with several higher education institutions, including North Carolina State University (5 built projects and 1 under construction); Elizabeth City State University (2 built projects, 1 under construction and 1 in design); UNC-Chapel Hill (1 built project); Wake Technical Community College (2 built projects); Institute for Advanced Learning and Research (4 built projects and 1 under construction); and Fayetteville State University (recently awarded open-ended).

In addition, we have many years of specific parks and recreation design experience, oftentimes as the prime consultant, directly related to the needs of your school-focused projects, blended between the creation of new public spaces and the renovation of beloved community places, namely: Town of Cary - Carpenter Park, Lazy Daze Playground Renovation, and Ed Yerha Park Renovation; City of Raleigh - Baileywick Park Renovation, Pullen Arts Center and North Pullen Park Renovation, Kiwanis Park Renovation, Marsh Creek Skatepark, Sassafras All-Children's Playground, and Wooten Meadow Park; City of Danville (VA) – Third Avenue Splashpad, Union Street Riverwalk Overlook, Doyle Thomas Park Splashpad, Ballou Park Splashpad, Anglers Park Riverwalk Overlook, Westmoreland Neighborhood Park, Riverfront Park, and Danville Whitewater Park.

SITE COLLABORATIVE does not qualify as a Historically Underutilized Business firm per the North Carolina Department of Administration. Nor do we fall into any defined minority, woman, or disadvantaged business categories. However, it should be noted that within our financial parameters, SITE COLLABORATIVE has submitted for and received recognition as a North Carolina Small Business Enterprise (#383426) as well as a Micro-Small Business Enterprise in Virginia (#811387).

Every one of our projects is very site-specific, as we are driven to understand the opportunities and constraints of each unique site. We take the time to understand maintenance needs, operational goals, permitting challenges, low-impact design opportunities, project phasing, and additional programming opportunities. As always, we also seek to balance the budgeting

constraints and stakeholder desires on behalf of our clients. With many years of experience, our team knows what to look for, what questions to ask, how to listen to the client, and can properly guide the project to successful completion.

On the following pages, we are highlighting several of our noted projects, in greater detail, in order to show the breadth of expertise that our firm possesses – Danville Riverfront Park, Sassafra's All Children's Playground, Kiwanis Park, and Vance Elementary School County Park Playground.

DANVILLE RIVERFRONT PARK

Currently under construction, as the project's prime consultant, SITE COLLABORATIVE has led the design, permitting, bidding administration, and construction administration for this critically important 4-acre parcel at the nexus of Main Street, Memorial Drive, and the Dan River. This project will serve as a celebratory reminder of Danville's industrial past with an emphasis toward promoting activities and economic development in the rapidly redeveloping Downtown Danville. Working with a significant flooding risk and stormwater runoff from much of the surrounding impervious parcels, a key project goal is to integrate green infrastructure and low impact development techniques into this unique urban setting along the Dan River.



SERVICES RENDERED: Project Management, Site Analysis, Conceptual Design, Public Engagement, Construction Documentation, Permitting Management, Bidding and Construction Administration, Project Close-Out

PROJECT SCHEDULE: Master Planning 2015-2016; Design Development 2016-2018; Fund Raising 2018-2021; Construction Documents/Permitting 2021-2023; Construction 2023 – 2025

PROJECT BUDGET: Initial Project Budget (Design Fee \$810,000 + Construction Cost \$14.5 million); Final Project Cost (Design Fee \$900,000 + Construction Cost \$15.6 Million) – contractor schedule delays + unforeseen conditions

REFERENCE: Bill Sgrinia, Director of Parks and Recreation, City of Danville, 125 Floyd Street, Danville, VA 24541, (434) 799 5200, sgrinwo@danvilleva.gov

SASSAFRAS ALL-CHILDRENS PLAYGROUND

As the project's prime consultant and as the leader of the Planning and Design committee for the community group that organized to facilitate the implementation of the project, SITE COLLABORATIVE (and its Principals) led the design, permitting, bidding administration, and construction administration for this all-inclusive community playspace, focused on ensuring side-by-side play activities for children of all ages and abilities. Through its network of accessible spaces and ramps; equipment with varying degrees of difficulty, heights, and skill development areas; and opportunities for group play, the park epitomizes the ideals of

inclusivity while also embracing the challenging sloping site, adjacency to a nearby pond and stream, and integration within an existing park framework.



SERVICES RENDERED: Project Management, Site Analysis, Conceptual Design, Public Engagement, Construction Documentation, Permitting Management, Bidding and Construction Administration, Project Close-Out

PROJECT SCHEDULE: Master Planning 2009-2012; Fund Raising, Design Development, Construction Documents, and Permitting 2013-2015; Construction 2015-2017

PROJECT BUDGET: Initial Project Budget (Design Fee \$153,000 + Construction Cost \$2.2 million); Final Project Cost (Design Fee \$153,000 + Construction Cost \$1.6 Million) – City acted as GC to lower estimated construction costs

REFERENCE: Shawsheen Baker, Capital Programs Manager, Parks Recreation and Cultural Resources Department, City of Raleigh, 222 West Hargett Street, Raleigh, NC 27601 (919) 996-4782, shawsheen.baker@raleighnc.gov

KIWANIS PARK RENOVATION

Kiwanis Park is a 29.5 acre neighborhood park hosting several ball fields, a playground, a basketball court, picnic shelter, greenway connection, and neighborhood center. The project team was tasked with renovating and raising the existing center above the 100-year floodplain, updating and adding more community recreation amenities, and improving the overall pedestrian connectivity throughout the park. As a subconsultant to a local architect, SITE COLLABORATIVE led the design, permitting, and bidding and construction administration for all site components.



SERVICES RENDERED: Site Analysis, Conceptual Design, Public Engagement, Construction Documentation, Permitting Management, Bidding and Construction Administration, Project Close-Out

PROJECT SCHEDULE: Schematic Design, Design Development, Construction Documents, and Permitting 2016-2017; Construction 2018-2019

PROJECT BUDGET: Initial Project Budget (Site Design Fee \$38,000 + Site Construction Cost \$600,000); Final Project Cost (Site Design Fee \$38,000 + Site Construction Cost \$650,000) – city added scope to project

REFERENCE: Shawsheen Baker, Capital Programs Manager, Parks Recreation and Cultural Resources Department, City of Raleigh, 222 West Hargett Street, Raleigh, NC 27601 (919) 996-4782, shawsheen.baker@raleighnc.gov

VANCE ELEMENTARY SCHOOL PLAYGROUND RENOVATION

As the project's prime consultant, SITE COLLABORATIVE led the design, bidding administration, and construction administration of this replacement playground located directly behind and adjacent to Vance Elementary School in southern Wake County. Uniquely managed as a County Park + School property, this project was led by a client group within Wake County Facilities Design & Construction with engagement, coordination, and input provided by Wake County Public Schools. The site's drainage and topography challenges were addressed by upgrading the subsurface conditions and incorporating unique sloped play areas into the playspace.



SERVICES RENDERED: Project Management, Site Analysis, Conceptual Design, Public Engagement, Construction Documentation, Permitting Management, Bidding and Construction Administration, Project Close-Out

PROJECT SCHEDULE: Schematic Design, Design Development, Construction Documents, and Permitting 2022-2023; Construction 2023-2024

PROJECT BUDGET: Initial Project Budget (Design Fee \$27,500 + Construction Cost \$300,000); Final Project Cost (Design Fee \$27,500+ Construction Cost \$289,267)

REFERENCE: Eric Staehle, Senior Facilities Project Manager, Facilities Design & Construction, Wake County, Wake County Office Building – 11th Floor, Raleigh, NC 27601, (919) 856-6369, eric.staehle@wakegov.com

SECTION III – approach:

SITE COLLABORATIVE's approach is based on our project understanding and our proposed project scope as outlined below:

PROJECT UNDERSTANDING: The project is understood as working directly with Stephanie, Todd, Fay, and the Laura Holland Uzzel Foundation as our Client, while also working directly with the other key stakeholders at SMACS for input along the way. We understand the site to be 202 Treybrooke Drive, as a 17.19 acre site with the PIN of 0745881512.

The scope is understood to be the creation of proposed enhanced outdoor recreational amenities for students of SMACS. We understand that the proposed enhancements to be based off of a master plan created by the Natural Learning Institute of NC State (shown on the image herein provided by SMACS). That master plan is to be a 'jumping off point', yet is not yet 'set in stone'. Therefore, our team proposes a Schematic Design task to 'dig in' to refine the preferred final design for the entire campus as Task I, after which we will proceed to completing Construction Documents, Bid Period Services, and Construction Period Services for each of the Parts as noted within your request (also shown on the image). Much of the amenity enhancements will be outdoor play-space and learning-environment focused, based upon stakeholder input gathered during the previous master plan efforts, combined with an assessment of existing conditions and budget considerations.

We understand that we will 'control the site base' meaning that our office will be providing layout (horizontal) and grading (vertical) control for the initial tasks (using a site survey provided by the Client). We will stamp/seal all drawings emanating from our office for this project. Yet, please do noted that given the unknown of existing conditions and final design needs, we thought it best to include many scopes as alternate at this time. SITE COLLABORATIVE will lead the coordination with the site team. Our scope encompasses work as outlined below.

RFP project areas highlighted in **YELLOW**. **Part I** between the "B" and "C" buildings; **Part II** area is the larger field and basketball court. (**Note, the basketball court may be shifted to the west side of the field area, due to grading).



PROJECT SCOPE: Our scope is as noted below:

TASK I – SCHEMATIC DESIGN

SITE COLLABORATIVE will work to complete a conceptual design process, wrapping up with a package showing the proposed site improvements along with an opinion of probable construction costs. We expect that this task will take between 1-2 months overall.

The following items will be provided and/or coordinated by SITE COLLABORATIVE:

- Conduct/Attend Client/team meetings - assumed to be web-based primarily and up to three (3) times
- Conduct coordination phone calls/emails with design team, Client, and local municipality as needed
- Conduct code research and City inquiries about proposed site conditions, existing site conditions, and the City's Unified Development Ordinance.
- Create and maintain CAD site base/.dwg for entire team use – PROVIDED INITIALLY BY CLIENT
- Conduct a site visit with Client and owner to review and document site conditions – this will include a visioning session with the full team.
- Create initial conceptual site layouts in hand sketch form (black/white with light color for readability) – focused on the showing options and concepts for the areas/items noted above

- Create initial material precedents/image board to coincide with the layouts noted above
- Prepare for and attend Client and owner review meeting to review concepts noted above
- Create refined conceptual site layouts (black/white with light color for readability) based on client feedback.
- Prepare final Conceptual Design booklet showing final preferred layouts, materials, and overall designs.
- Prepare for and attend meeting with Client and owner to present final preferred design for feedback

TASK II – CONSTRUCTION DOCUMENTS

At the conclusion of Task I and in collaboration with the architect's process, SITE COLLABORATIVE will put a set of site drawings for bidding and construction. We expect that this task will take between 1-2 months overall.

The following items will be provided and/or coordinated by SITE COLLABORATIVE:

- Conduct/Attend Client/team meetings - assumed to be web based primarily and biweekly
- Conduct coordination phone calls/emails with design team, Client, and local municipality as needed
- Maintain CAD site base/.dwg for entire team use
- Prepare and coordinate the completion of a set of site drawings at 90% complete for Client review and at 100% complete for bidding and construction, to include the following items:
 - Cover Sheet
 - Existing Conditions
 - Site Clearing/Demolition Plans
 - Grading Plan
 - Layout and Material Plan
 - Site Details
 - Planting Plan and Details
- Full package resubmittals with comment responses when needed for resubmittals

TASK III – BIDDING PERIOD SERVICES: This phase of work relates directly to the bidding period services that SITE COLLABORATIVE and its team will provide to the Client/Town for the project. It is expected that these services will occur over a 2-month period (1.5 months bidding + 1-2 weeks before and after). T

The following tasks and deliverables are to be completed as scope items for this project related to the Bidding Period:

- Assist the Client in identifying, selecting, and soliciting qualified bidders.
- Write bid forms and advertisements for bid to assist with above-noted packages
- Conduct Pre-Bid meeting
- Provide answers to bidder questions and bid document clarifications via the release of bid addenda.

- Conduct Bid Opening meeting
- Review credentials and construction costs of submitting bidders
- Write bid award letters and notice-to-proceed documents
- Guide Client in awarding contract to contractor as needed (construction contract to be between SMACS and chosen contractor).

TASK IV –CONSTRUCTION PERIOD SERVICES: This phase of work relates directly to the construction period services that SITE COLLABORATIVE and its team will provide to the Client/Town for the project. It is expected that these services will occur over an 6-month period (5 months of active construction). The following tasks are to be completed as scope items for this project related to the Construction Period:

- Issue Notice to Proceed.
- Conduct/Attend Pre-Construction Meeting onsite with Client and contractor.
- Conduct shop drawing and contractor submittal reviews as needed.
- Create Field Directives, Requests for Pricing, and/or Change Order Request as determined by SITE COLLABORATIVE, our team, or the Client
- Review and approve monthly contractor pay applications
- Review schedule updates provided by contractors
- Review and respond to Requests for Information or Clarification from the contractors
- Review Proposed Change Order Proposals from the contractors
- Conduct regularly scheduled onsite construction meetings with Client and contractor (assume up to 12 meetings)
- Conduct substantial completion punchlist site visit/walkthrough onsite with a written substantial completion punchlist outlining any outstanding items for the contractor to resolve in accordance with the bid and construction document
- Conduct final acceptance site visit/walkthrough onsite with a written final acceptance approval or punchlist outlining any outstanding items for the contractor to resolve in accordance with the bid and construction documents for landscape architectural elements
- Prepare as-built drawings – in pdf and cad format (based on contractor’s field as-builts and/or Client-supplied survey)
- Compile product warranties/manufacturers data from contractor

ALTERNATE TASK I – CONSTRUCTION DOCUMENTS (PART 2)

As an alternative scope, IF the project shows a need for this continued work, this work shall be completed on a LUMP SUM basis. The work scope shall mimic the same scope items noted above within Task II yet shall be for the area known as Part 2.

ALTERNATE TASK II – CONSTRUCTION DOCUMENTS (PART 3)

As an alternative scope, IF the project shows a need for this continued work, this work shall be completed on a LUMP SUM basis. The work scope shall mimic the same scope items noted above within Task II yet shall be for the area known as Part 3.

ALTERNATE TASK III – BID PERIOD SERVICES (PART 2)

As an alternative scope, IF the project shows a need for this continued work, this work shall be completed on a LUMP SUM basis. The work scope shall mimic the same scope items noted above within Task III yet shall be for the area known as Part 2.

ALTERNATE TASK IV – BID PERIOD SERVICES (PART 3)

As an alternative scope, IF the project shows a need for this continued work, this work shall be completed on a LUMP SUM basis. The work scope shall mimic the same scope items noted above within Task III yet shall be for the area known as Part 3.

ALTERNATE TASK V – CONSTRUCTION PERIOD SERVICES (PART 2)

As an alternative scope, IF the project shows a need for this continued work, this work shall be completed on a LUMP SUM basis. The work scope shall mimic the same scope items noted above within Task III yet shall be for the area known as Part 2.

ALTERNATE TASK VI – CONSTRUCTION PERIOD SERVICES (PART 3)

As an alternative scope, IF the project shows a need for this continued work, this work shall be completed on a LUMP SUM basis. The work scope shall mimic the same scope items noted above within Task III yet shall be for the area known as Part 3.

ALTERNATE TASK VII – SITE ELECTRICAL ENGINEERING

As an alternative scope, IF the project shows a need for electrical engineering for new outdoor lighting and/or new outdoor electrical services, we propose to provide any analysis, calculations, system design, engineering, and permitting on an HOURLY AS ACCUMULATED basis. This work will be provided by a local and licensed electrical engineer.

ALTERNATE TASK VIII – SITE STRUCTURAL ENGINEERING

As an alternative scope, IF the project shows a need for structural engineering for new outdoor amenities, we propose to provide any analysis, calculations, system design, engineering, and permitting on an HOURLY AS ACCUMULATED basis. This work will be provided by a local and licensed structural engineer.

ALTERNATE TASK IX – SITE CIVIL ENGINEERING

As an alternative scope, IF the project shows an increase in impervious surface calculations that will trigger Town of Morrisville Stormwater review; if the project's land disturbance triggers regulatory sediment and erosion control review/design/permitting; or if the project shows a need for wet utility connections, we propose to provide any analysis, calculations, system design, engineering, and permitting on an HOURLY AS ACCUMULATED basis. This work will be provided by a local and licensed civil engineer.

ALTERNATE TASK X – SITE PERMITTING PROCESS

As an alternative scope, IF the project is required to submit a formal Site Plan Review and Construction Documents Approval by the Town of Morrisville, if required, we will provide and lead this task as an HOURLY AS ACCUMULATED basis. If required, we expect that this task will run concurrently with Construction Documents. It is expected that the following services will be provided:

- Town of Morrisville permit applications and documentation

- Drawings as noted in TASK II with notes, details, information required for permit approval. Only drawings required for permit approval will be included
- Coordination with reviewing entities (Town of Morrisville)
- Provide responses to Town review comments
- Full package resubmittals to reviewing entities (Town of Morrisville)

SECTION IV – fee structure:

PROFESSIONAL FEES: The following outlines the fees associated with the above-mentioned scopes.

- TASK I – SCHEMATIC DESIGN (PARTS 1, 2, & 3) \$26,200.00
This amount is LUMP SUM and is to be invoiced monthly as a percent of the lump sum amount/work complete. All items scoped with this work are defined above.
- TASK II – CONSTRUCTION DOCUMENTATION (PART 1) \$22,000.00
This amount is LUMP SUM and is to be invoiced monthly as a percent of the lump sum amount/work complete. All items scoped with this work are defined above.
- TASK III – BID PERIOD SERVICES (PART 1) \$3,400.00
This amount is LUMP SUM and is to be invoiced monthly as a percent of the lump sum amount/work complete. All items scoped with this work are defined above.
- TASK IV – CONSTRUCTION PERIOD SERVICES (PART 1) \$8,800.00
This amount is LUMP SUM and is to be invoiced monthly as a percent of the lump sum amount/work complete. All items scoped with this work are defined above.
- ALTERNATE TASK I – CONSTRUCTION DOCUMENTATION (PART 2) \$15,000.00
This amount is LUMP SUM and is to be invoiced monthly as a percent of the lump sum amount/work complete. All items scoped with this work are defined above.
- ALTERNATE TASK II – CONSTRUCTION DOCUMENTATION (PART 3) \$12,800.00
This amount is LUMP SUM and is to be invoiced monthly as a percent of the lump sum amount/work complete. All items scoped with this work are defined above.
- ALTERNATE TASK III – BID PERIOD SERVICES (PART 2) \$2,400.00
This amount is LUMP SUM and is to be invoiced monthly as a percent of the lump sum amount/work complete. All items scoped with this work are defined above.
- ALTERNATE TASK IV – BID PERIOD SERVICES (PART 3) \$2,400.00
This amount is LUMP SUM and is to be invoiced monthly as a percent of the lump sum amount/work complete. All items scoped with this work are defined above.
- ALTERNATE TASK V – CONSTRUCTION PERIOD SERVICES (PART 2) \$6,800.00
This amount is LUMP SUM and is to be invoiced monthly as a percent of the lump sum amount/work complete. All items scoped with this work are defined above.

- ALTERNATE TASK VI – CONSTRUCTION PERIOD SERVICES (PART 3) \$5,200.00
This amount is LUMP SUM and is to be invoiced monthly as a percent of the lump sum amount/work complete. All items scoped with this work are defined above.
- ALTERNATE TASK VII – SITE ELECTRICAL ENGINEERING HOURLY AS ACCUMULATED
This amount is proposed to be HOURLY AS ACCUMULATED with an expected range of \$3,000 TO \$8,000, dependent upon project needs. Amounts to be invoiced monthly as the \$ amount accrued that month.
- ALTERNATE TASK VIII – SITE STRUCTURAL ENGINEERING HOURLY AS ACCUMULATED
This amount is proposed to be HOURLY AS ACCUMULATED with an expected range of \$2,000 TO \$6,000, dependent upon project needs. Amounts to be invoiced monthly as the \$ amount accrued that month.
- ALTERNATE TASK IX – SITE CIVIL ENGINEERING HOURLY AS ACCUMULATED
This amount is proposed to be HOURLY AS ACCUMULATED with an expected range of \$4,000 TO \$16,000, dependent upon project needs. Amounts to be invoiced monthly as the \$ amount accrued that month.
- ALTERNATE TASK X – SITE PERMITTING PROCESS HOURLY AS ACCUMULATED
This amount is proposed to be HOURLY AS ACCUMULATED with an expected range of \$4,000 TO \$8,000, dependent upon project needs. Amounts to be invoiced monthly as the \$ amount accrued that month.

Fee Clarification:

- *Mileage, internal office printing, and other internal project costs are NOT billed to the Client as reimbursables.*
- *Out-of-office printing, mailing, and permit review fees are considered reimbursable expenses and WILL be billed through to the Client at 110% of cost to SITE COLLABORATIVE and will be included on monthly invoices as they occur.*

PROJECT SCHEDULE: A detailed project schedule has not yet been agreed to by the project team and the Client, yet we have noted general duration expectations within the Tasks noted above. If those durations are extended by the Client through no fault of SITE COLLABORATIVE, then we reserve the right to ask for additional compensation related to project duration, if warranted.

ASSUMPTIONS and EXCLUSIONS: The following are a listing of assumptions and/or exclusions specific to this project that SITE COLLABORATIVE would like to clarify as such:

- All above noted final drawings will be stamped/sealed by a landscape architect licensed to practice in North Carolina.
- Assumed that existing conditions survey CAD files (with topography) will be provided by the owner or Client.
- Base scopes are Tasks I-IV while all other tasks are Alternate scopes.
- No public meetings, rezoning documents, or public presentations are included within based scopes or alternate scopes.

- Within the above-noted base scopes, there is no civil engineering (utilities, stormwater management), electrical engineering, structural engineering, or site permitting. Those are all alternate scopes.
- Within the base scopes and alternate scopes, there is no surveying, platting, geotechnical exploration, or ecological services included within this proposal.
- It is assumed the base project (Tasks I-IV) will be let for construction bid as a one-phase bid package. Other bid packages will be discussed with the client prior to bidding.
- It is assumed that no stormwater management planning, design, engineering, or permitting will be required due to no increase in impervious surfaces as the project intentions is to 'balance' existing versus proposed and is therefore not included (yet it is noted as possible alternative scope as shown above).
- It is assumed that no Sediment and Erosion Control design, engineering or permitting will be required as the disturbed area being under 12,000 s.f. and therefore is not included (yet it is noted as possible alternative scope as shown above).
- Any scope item not directly mentioned in the above stated SCOPE section will not be included with this project. If additional scope items are requested by the Client, the contract will be subject to an additional services fee request by SITE COLLABORATIVE – either at a negotiated lump sum fee or at current hourly rates at time of request. At the time of this proposal, our hourly rates are as follows:
 - Managing Principal/Landscape Architect - \$188/hour
 - Principal/Landscape Architect - \$156/hour
 - Senior Associate/Senior Landscape Architect/Project Manager - \$140/hour
 - Planner/Entitlements Project Manager - \$136/hour
 - Associate/Landscape Architect - \$132/hour
 - Senior Landscape Designer - \$116/hour
 - Landscape Designer - \$112/hour

In closing, per your request, we acknowledge that we this proposal is valid for 90 days from today. We also acknowledge, per your request, that we do NOT have any known conflicts of interest for this project.

As you review this document, please do not hesitate to contact me with any questions regarding the information provided herein. As noted in the opening statement, we are very excited and appreciative of the opportunity to present our qualifications to you for consideration.

Sincerely,



Graham H. Smith, PLA - NC, VA, SC | ASLA | CLARB
President + Landscape Architect
graham@sitecollaborative.com
P: 919.805.3586 | C: 919.605.3082

01 COVER LETTER



May 12, 2025

Stephanie Deming
Sterling Montessori Academy & Charter School
sdeming@sterlingmontessori.org

CONTENTS

2	Proof of Insurance
3	Experience & Qualifications
5	Project Approach
9	Fee Structure
11	Appendix

Dear Ms. Deming and members of the selection committee,
Thank you for considering American Engineering in connection with the Request for Proposal for Sterling Montessori Academy and Charter School. We appreciate the opportunity to contribute to this important outdoor learning environment and are eager to build a strong, lasting partnership with your team. In order to obtain permits and for a contractor to provide a cost for the identified spaces, detailed design drawings are needed.

I am the director of Landscape Architecture at American Engineering and if selected, will serve as the project manager for this project. This project is particularly meaningful to me, as my son is currently a student in Class C2 and prior to attending Sterling, was in an outdoor based preschool. I am passionate about natural learning environments and bringing educational opportunities outdoors.

PROPOSAL VALIDITY | At the end of our proposal, we've included a detailed fee which is valid for 90 days.

CONFLICT OF INTEREST | Our team has not identified any conflicts of interest in regard to this project scope of work.

Some Key Benefits our Team provides:

- A deep passion for outdoor environments that connect children with nature. I have extensive experience designing parks, educational landscapes, and public spaces that foster exploration and learning.
- Relevant project experience within the Town of Morrisville. My past work includes Church Street Park, the Morrisville Community Park Expansion, Cedar Fork Ballfields planning and design, Crabtree Creek Nature Park, and Shiloh Greenway.
- A collaborative, multidisciplinary team. We work closely with clients to develop thoughtful, context-sensitive designs that reflect shared goals and values.
- An understanding of Montessori philosophy. My background in designing outdoor learning spaces, combined with personal familiarity with Sterling's curriculum and mission, uniquely equips our team to create a space that truly supports the school's educational vision.
- A creative yet pragmatic approach to every stage of the design process. We take pride in delivering innovative solutions that are firmly rooted in real world feasibility. By carefully reviewing permit requirements and offering cost estimates at key stages, we help you move forward with confidence, knowing your project is both inspired and achievable.

We would be honored to bring our passion, experience, and creativity to this project and develop a design that reflects the spirit of Sterling Montessori. Please don't hesitate to contact me with any questions or to discuss our proposal further.

Sincerely,

Lauren Dickson, PLA
Director of Landscape Architecture



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/07/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER I.S.C.A. 105 Tricia Ct. Thomasville NC 27360	CONTACT NAME: Tracy Davis PHONE (A/C, No, Ext): (336) 475-9762 FAX (A/C, No): E-MAIL ADDRESS: Tracy@iscofa.com																					
INSURED American Engineering Associates- Southeast, P.A. PO Box 78404 Charlotte NC 28277	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>VALLEY FORGE INS CO (CNA)</td><td>20508</td></tr><tr><td>INSURER B:</td><td>THE CONTINENTAL INS CO (CNA)</td><td>35289</td></tr><tr><td>INSURER C:</td><td>CONTINENTAL CASUALTY COMPANY (CNA)</td><td>20443</td></tr><tr><td>INSURER D:</td><td>WESTFIELD SPECIALTY</td><td>17105</td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	VALLEY FORGE INS CO (CNA)	20508	INSURER B:	THE CONTINENTAL INS CO (CNA)	35289	INSURER C:	CONTINENTAL CASUALTY COMPANY (CNA)	20443	INSURER D:	WESTFIELD SPECIALTY	17105	INSURER E:			INSURER F:		
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INSURER D:	WESTFIELD SPECIALTY	17105																				
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6020903772	01/17/2025	01/17/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6021386620	01/17/2025	01/17/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10000			6020903786	01/17/2025	01/17/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WC 621386729	01/17/2025	01/17/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	PROFESSIONAL LIABILITY			ADP0000176	10/31/2024	10/31/2025	PER CLAIM \$2,000,000 AGGREGATE: \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Sterling Montessori Academy and Charter School 202 Treybrooke Dr. Morrisville, NC 27560	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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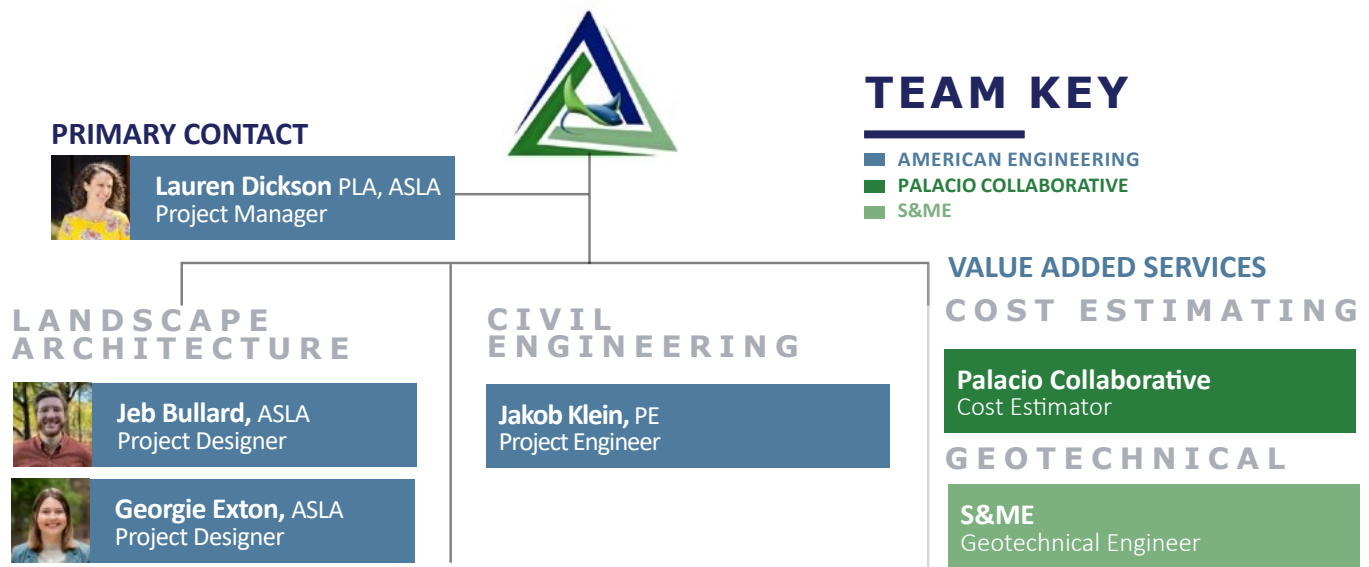
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ACORD 25 (2016/03)

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02 EXPERIENCE & QUALIFICATIONS



PROJECT TEAM

LAUREN DICKSON, PLA, ASLA

Lauren will serve as the Project Manager and main point of contact for SMACS. She will ensure that the design vision, goals, and schedule are met. Her management style is one of open communication where she believes in exploring various solutions and designs to ensure project goals are met.

See Lauren's detailed resume on the following page and additional detailed project experience in the Appendix.

JEB BULLARD, ASLA

JEB has an extensive background in horticulture, using his knowledge of native plants to create welcoming and diverse spaces. He enjoys using different types of plants to elicit sensory responses beyond just sight and smell. JEB also has experience designing and building playgrounds as an intern with the Town of Cary. JEB's main passion lies in sustainable stormwater management. He loves designing systems that site users interact with, creating education opportunities for users.

JEB will serve as a project designer and work with the team to create concepts, construction documents, and provide support during construction for each space identified.

GEORGIE EXTON, ASLA

Georgie has a background in environmental science and is working towards a landscape architecture license. She is passionate about creating spaces that foster environmental stewardship and community connection, through sustainable and inclusive design principles. She believes in the importance of accessible spaces that provide opportunities for the exploration of our natural world. Georgie will serve as a project designer and work with the team to create concepts and construction drawing.

JAKOB KLEIN, PE

Jakob is a licensed Civil Engineer in our Raleigh office and will provide civil support for stormwater design, erosion control design, and permitting as needed for each project area identified.



PROJECT MANAGER

LAUREN DICKSON, PLA, ASLA

PROJECT MANAGER | MAIN CLIENT CONTACT

Lauren has over 18 years of experience in design, project management, and administration of multiple projects from initial concept to construction. She has experience on various types of projects including park master plans, feasibility studies, greenways, streetscapes, libraries, and public facilities. Her field of expertise and passion lies with public spaces.

Lauren is a creative leader who is always looking for new and streamlined ways to approach challenges. She is approachable and a skilled listener who values feedback and open communication.



EDUCATION

Bachelor of Landscape Architecture, Virginia Tech 2007



REGISTRATION

Registered Landscape Architect,
NC (1816); SC (1606);
VA (02323)



CONTACT

c: 919.573.9933
ldickson@american-ea.com
4020 Westchase Boulevard,
Suite 450
Raleigh, NC 27607

RELEVANT EXPERIENCE

Town of Morrisville - Church Street Park*
Town of Morrisville - Shiloh Greenway*
Town of Morrisville - Crabtree Creek Nature Park*
Town of Morrisville - Morrisville Community Park*
Haywood Community College Natural Playground*
New Hanover County - Library Story Park*
Cape Fear Museum Park *
City of Raleigh - Mary Belle Pate Park*
City of Raleigh - Leesville Community Park & Library*
Town of Garner - White Deer Park*
Town of Morrisville - Cedar Fork Ballfields Planning*

See appendix for detailed project experience

*Lauren worked on these projects while employed at a another firm.



White Deer Park - Garner, NC*



Library Story Park- Wilmington, NC*

03 PROJECT APPROACH



Cape Fear Museum Park- Wilmington, NC*

PROJECT APPROACH

At American Engineering, we view outdoor learning environments as a unique opportunity to showcase our creativity, technical expertise, and commitment to inspiring future generations. Unlike traditional architectural settings dominated by buildings, these spaces allow us to elevate the landscape itself—creating immersive, nature-connected environments that foster learning, curiosity, and well-being.

We are excited to apply our collaborative design approach to the Outdoor Learning Environment at Sterling Montessori Academy and Charter School (SMACS). We will maximize the educational potential of these spaces while remaining mindful of budget considerations and local permitting requirements. Through thoughtful site analysis and strategic planning, we will incorporate low-impact development techniques and sustainable design principles to create resilient, engaging, and inspiring spaces for students and educators alike.

Our interdisciplinary team of landscape architects, designers, and engineers brings comprehensive experience and a shared passion for environmental stewardship. We take pride in designing with, not against, the natural landscape—ensuring that every element serves educational goals.



PRE-DESIGN

To initiate the project, American Engineering will facilitate a comprehensive on-site kickoff meeting. This session will include a review of the existing master plan, project goals, and a thorough site investigation. This meeting will provide an opportunity for open dialogue about scope, priorities, and desired features, laying a strong foundation for the design phase.

Key discussion points will include communication protocols, critical check-in milestones, and presentation expectations. Our team will also collect and analyze all relevant background data to identify permitting requirements early in the process, ensuring that our designs are intentional, and fully compliant from the outset.

Deliverables:

- *Meeting Minutes from Kickoff meeting*
- *Draft project schedule*
- *Permit outline*
- *Infiltration test results (if desired)*



Mary Belle Pate Park- Raleigh, NC*

SCHEMATIC DESIGN

During Schematic Design, we will develop a detailed plan for each of the areas identified within the Proposal. These plans are informed by the existing master plan, insights from the Pre-Design Phase, permit requirements and observations from on-site assessments. This phase is where we will further detail each area and garner feedback from SMACS prior to progressing into construction documents.

PART I - PLAYGROUND

The plans for the area between Buildings B and C will prioritize minimal disruption to existing infrastructure. We will look to landscape enhancements, updating playground structures, and existing garden enhancements to breathe new life into this space. Our design will emphasize the use of native plantings, natural materials, and flexible spaces that seamlessly integrate outdoor learning experiences with indoor classrooms.



Depending on the scope for this space, permits from the Town of Morrisville may or may not be required. Our fee proposal includes permitting.

PART II - BASKETBALL COURT

The basketball court will be designed in a way to minimize disruption to existing infrastructure and stormwater control measures. We have included a fee in our estimate to consult with S&ME for an infiltration test which will be required for permitting a permeable pavement system. Further detail about this testing can be found in the appendix.

PART III - LARGER FIELD SPACE

The Larger Field Space will be designed to meet Town of Morrisville zoning standards while meeting the design goals of the master plan. We will collaborate closely with SMACS staff to review the design concept and gather feedback before proceeding into the Schematic Design phase.

Once the concept design has been refined and reviewed, the design team will further develop and detail the schematic design plans. We recommend a preliminary opinion of probable cost for the outdoor learning environment be prepared based on the schematic designs. This cost estimate will help to provide a foundation for decisions on material selections, playground equipment budgets, landscaping costs, and other key elements. A fee for this scope has been included if desired.



Library Story Park- Wilmington, NC*

Deliverables:

- *Concept Plan for each Part*
- *Meeting minutes*
- *Schematic plan for each Part*
- *Preliminary Opinion of Probable Cost (if desired)*

CONSTRUCTION DOCUMENTS | PERMITTING

Building further upon the previous tasks, this task will result in a complete set of Construction Drawings and supporting documents to be used for permitting and bidding the project.

Regulatory agencies may issue review comments for the submitted drawings which will require plan revisions, written responses to comments, and re-submittal of revised plans. This review and re-submittal cycle will continue until approvals are obtained. The resulting revised set of plans that are approved as a part of this Permitting process will be the 100% Construction Plans that will be utilized to bid the project.

Deliverables:

- *Construction Documents for each Phase*
- *Specifications for each Phase (if needed)*
- *Estimate of Probable Cost for each Phase (if desired)*
- *Pre-Bid Agenda*
- *Bid Tabulation*



Library Story Park- Wilmington, NC*

- *Permit Submittals to the Town of Morrisville*
- *Stormwater SCM design with permeable pavers for Phase 2*
- *Stormwater SCM design for Phase 3*
- *Stormwater Impact Analysis Report for Phase 2 & 3*

BIDDING | CONSTRUCTION ADMINISTRATION

Our team will work with SMACS staff to bid the playground installation to a list of invited contractors. The bid process will be based on the public bidding process as requested within the RFP. We will lead a pre-bid conference if desired, respond to any RFI's received during the bidding phase, produce an addenda (if necessary), and provide SMACS with a bid tabulation once bids are opened.

American Engineering will provide Construction Administration services during the construction process to ensure the project runs smoothly. We will communicate clearly and often with the contractor and act as the client's representative throughout construction.



Library Story Park- Wilmington, NC*

We will perform the following services in support of the Client during construction:

- Conduct a pre-bid meeting
- Provide responses to RFI's during bidding in the form of an addenda
- Provide a bid tabulation
- Conduct (1) pre-construction conference at the project site
- Attend bi-weekly construction progress meetings on site during construction period (projected max. 3-4 month construction timeline depending on final

design)

- Review RFI's and provide clarification/response
- Review shop drawings
- Review Contractor Pay applications
- Prepare bi-weekly construction progress reports
- Perform (1) final walk-through inspection, (1) final punch list inspection, and (1) project closeout site inspection

Deliverables:

- *Pre-Bid Agenda*
- *Bid Tabulation*
- *Construction Progress Documentation*
- *Compiling warranties and manufacturer materials from contractor for each phase*
- *Record drawings based on Contractor provided markups for each Phase*
- *Bi-weekly progress reports*
- *Pre Construction Conference Agenda*
- *Substantial Completion Punch list for each Phase*
- *Final Inspection for each Phase*



Church Street Park- Morrisville, NC*

04 FEE STRUCTURE



Photo Source: <https://www.homes.com/school/morrisville-nc/sterling-montessori-academy-school/1zwtlvxmfb7h/>

FEE PROPOSAL ASSUMPTIONS

Our scope of work does not include installation of any elements outlined within the RFP. We will provide civil engineering and landscape architectural services to create construction documents of the requested 3 parts/areas on the SMACS campus. Our fee found below assumes:

- Fee proposal does not include construction. Further design and detailing is necessary before a contractor is able to bid these projects
- Fee proposals are written as if all three Parts will happen concurrently, fee proposal will have to be revised if projects are to happen independently
- Fee proposal includes time within the Schematic Design phase for input from SMACS prior to progressing to Construction Documents
- No utility work will need to be completed as a part of the scope of work for any of the three project parts identified within the RFP
- No architectural services are needed/desired
- The space between Building B & C will be designed in such a way that no new Stormwater Control Measure (SCM) will be required
- The basketball court will be designed utilizing permeable pavers as the primary SCM
- The upper field design will require a stormwater permit and a new SCM
- The master plan prepared by the Natural Learning Initiative will serve as a guideline for the detailed design process but changes may be made in response to code requirements, constructibility, and / or budget
- Areas outside those highlighted with the RFP are not included within the fee listed below
- Survey is not included as a part of the scope of services and fee
- All permits will be issued by the Town of Morrisville

American Engineering is pleased to submit this proposal to provide professional consulting services for the Sterling Montessori School Outdoor Learning Environment. Below, you will find a comprehensive breakdown of the pricing for the three parts identified by the RFP. Additional information regarding these services can be found in the appendix.

ITEM	ESTIMATED COST
PART I - AREA BETWEEN BUILDINGS B & C	
Pre-Design	\$1,200
Schematic Design	\$5,600
Construction Documents & Permitting	\$18,000
Bidding & Construction Administration	\$4,500
PART I - TOTAL	\$29,300
PART II - BASKETBALL COURT	
Pre-Design	\$800
Schematic Design	\$2,800
Construction Documents & Permitting	\$15,500
Bidding & Construction Administration	\$2,900
PART II - TOTAL	\$22,000
PART III - LARGER FIELD SPACE	
Pre-Design	\$2,800
Schematic Design	\$7,200
Construction Documents & Permitting	\$31,000
Bidding & Construction Administration	\$6,000
PART III - TOTAL	\$47,000
ADDITIONAL SERVICES IF DESIRED	
Required Soil Testing for Permeable Pavers (S&ME)*	\$3,500
Cost Estimation (Palacio Collaborative)*	\$7,350

*See detailed estimates and scope of work in the Appendix for the Additional Services

05 Appendix



MORRISVILLE EXPERIENCE

LAUREN DICKSON, PLA, ASLA

CHURCH STREET PARK - MORRISVILLE, NC*

ROLE: PROJECT MANAGER

Lauren was the project manager and led the master plan for this almost 23 acre park. This park balanced the Town's need for active recreation while also preserving almost half the property in a natural state. The Cricket field is one of only 3-4 championship sized cricket fields on the East Coast and has hosted the World Cup Qualifiers for Cricket.



SHILOH GREENWAY - MORRISVILLE, NC*

ROLE: PROJECT MANAGER

This 3/4 of mile greenway was designed in conjunction with Church Street Park. It provided key connections from neighborhoods and schools to the Park. The greenway was designed to the Town of Morrisville and NCDOT standards.



CRABTREE CREEK NATURE PARK - MORRISVILLE, NC*

ROLE: PROJECT MANAGER

Lauren led the community engagement, master planning, and production of construction documents, and required permitting for the design of the first Nature Based park for the Town of Morrisville. The main design vision for this park was to create passive recreation spaces that provide access to nature in an inclusive fashion. The playground was designed to be the Town's first, all inclusive playground and the Picnic shelter/restroom facility mirrored the inclusive design vision.

Town funding has shifted and the project is permitted and awaiting funding for bidding.



*Lauren worked on these projects while employed at a another firm.



MORRISVILLE COMMUNITY PARK EXPANSION - MORRISVILLE, NC*

ROLE: PROJECT MANAGER

The expansion of Morrisville Community Park was driven by the community's need for additional recreational facilities. Lauren and her team designed state-of-the-art tennis and pickleball courts, along with a thoughtfully designed trail network and shelter. To address the environmental impact of increased impervious surfaces, a bio-retention basin was incorporated to effectively manage stormwater runoff. The design also featured boardwalks along the trail system, providing seamless stream crossings and strengthening connections to surrounding neighborhoods. As the project manager, Lauren guided the entire process, from conceptual design to the production of construction documents and the management of permitting, ensuring the successful realization of this park expansion.



ADDITIONAL RELEVANT EXPERIENCE

HAYWOOD COMMUNITY COLLEGE NATURAL PLAYGROUND - CLYDE, NC*

ROLE: PROJECT MANAGER

The natural learning environment was designed for Haywood Community College's Regional Center for the Advancement of Children. The space within the college campus sits on approximately 1/4 acre and is adjacent to the campus daycare center. The environment was designed to be accessible to children of all ages and capabilities. The guiding vision for the project was to create a dynamic, nature-rich setting that inspires children's curiosity, fosters exploration, and supports developmental learning through direct interaction with the natural world.

In addition to providing unique opportunities for movement, physical activity, seating, quiet play, learning, experimentation and creativity, the plan also embraces the practices of sustainability including practical solutions to addressing storm water, the incorporation of native/drought resistant plantings as well as minimizing maintenance requirements.



*Lauren worked on these projects while employed at another firm.



ISABELLA CANNON PARK - RALEIGH, NC*

ROLE: PROJECT MANAGER

Isabella Cannon Park was the reinvention of an existing neighborhood park for the City of Raleigh. Building upon a previously created master plan, Lauren and her team worked with a community committee to refine the master plan and park design. The park was redesigned to provide more flexible open spaces and provide better connectivity to the surrounding community. This park was the first in the City of Raleigh to incorporate an outdoor climbing boulder as a part of the design and was driven by the community's desire to provide play activities for all age levels.



LIBRARY STORY PARK - WILMINGTON, NC*

ROLE: LANDSCAPE ARCHITECT

Library Story Park re-imagined an underutilized urban courtyard into a dynamic extension of the public library—designed specifically to support youth-focused programming, community events, and outdoor learning. What was once an underutilized space is now an active, multi-functional environment that brings indoor library programming outdoors.

The vision was developed in close collaboration with county and library staff, ensuring that core needs were thoughtfully integrated into the site. The result is a richly layered park that includes flexible event space, interactive music elements, an edible garden, a pollinator habitat, and a sustainable rain garden and permeable pavers that manage stormwater on-site while fostering environmental stewardship.

Library Story Park exemplifies how an underused urban space can be transformed into an engaging, inclusive, and educational space that supports literacy, play, and sustainability—while enhancing the public realm and strengthening community connections.

*Lauren worked on these projects while employed at a another firm.



CAPE FEAR MUSEUM OUTDOOR LEARNING ENVIRONMENT - WILMINGTON, NC*

ROLE: LANDSCAPE ARCHITECT

Once a conventional parking lot, this site was thoughtfully transformed into a dynamic outdoor learning environment. The park now serves as an extension of the museum, offering immersive educational experiences and exhibit opportunities that celebrate the rich natural and cultural heritage of the Cape Fear region. At the heart of the design is a commitment to sustainability and ecological stewardship. A rain garden manages stormwater runoff for the entire site while creating habitat for native species, showcasing the power of the landscape to restore and support local ecosystems.

Designed with the public in mind, the park incorporates elements that ensure both accessibility and safety, making it a welcoming space for all visitors.

This project was honored with the City of Wilmington's Outstanding Environmental Stewardship Award, recognizing its innovative approach to urban green space and its lasting contribution to environmental education.



MARY BELLE PATE PARK - RALEIGH, NC*

ROLE: PROJECT MANAGER

Lauren led a collaborative and community-driven process to transform approximately 2.5 acres in Southwest Raleigh into a vibrant park. Her leadership spanned community engagement, the development of a comprehensive master plan, construction documentation, and permitting—ensuring that the final park reflected the community's vision.

Shaped by local voices, the park features a thoughtfully designed playground that encourages imaginative play, a multi-purpose court, a looped walking trail, and open green space for flexible recreation.

A centrally located shelter includes restrooms and shaded seating, offering a welcoming spot for rest, conversation, and community events.

*Lauren worked on these projects while employed at a another firm.



PERMEABLE PAVEMENT TESTING SCOPE OF SERVICES



Task 1 - Stormwater Soil Evaluation Services

We will evaluate the soil conditions and estimate the SHWT at the two requested locations. Hand auger borings will extend to a depth of a maximum of Two foot below proposed permeable pavement subgrade depth, to auger refusal, or until SHWT conditions are encountered (whichever is first encountered) as determined by a Licensed Soil Scientist (LSS) and soil profile descriptions will be recorded. Profile descriptions will include soil morphological conditions such as: texture, color, structure, consistency, and estimated United States Department of Agriculture (USDA) permeability and estimated USDA saturated hydraulic conductivity for the different soil horizons found on-site.

As mentioned above, the SHWT will be estimated by advancing hand auger borings and evaluating the soil for evidence of SHWT influence. This evaluation involves examining the actual moisture content in the soil and observing the matrix and mottle colors. Depending on the soil texture, the soil color will indicate processes that are driven by SHWT fluctuations, such as iron reduction and oxidation and organic matter staining. Please note that these SHWT estimations by soil indicators are based on secondary evidence and not on direct groundwater level measurements. The apparent (observed) water table and depth to auger refusal will also be recorded if encountered.

Task 2 – In-situ Saturated Hydraulic Conductivity (Ksat) Testing Services

In-situ Ksat measurements will be conducted at the two requested locations and depths.

The constant-head well permeameter technique (also known as shallow well pump-in technique and bore hole permeameter method) will be used. This procedure is described in Methods of Soil Analysis, Part 1., Chapter 29 – Hydraulic Conductivity of Saturated Soils: Field Methods, 29 – 3.2 Shallow Well Pump In Method, pp. 758-763 and in the Soil Science Society of America Journal, Vol. 53, no. 5, Sept. – Oct. 1989, “A Constant-head Permeameter for Measuring Saturated Hydraulic Conductivity of the Vadose Zone” and “Comparison of the Glover Solution with the Simultaneous – Equations Approach for Measuring Hydraulic Conductivity.” In brief, this method involves allowing a measured volume of water to percolate through the soil until a steady rate of flow is achieved. This final rate is used to calculate the saturated hydraulic conductivity of the subsoil horizon by the Glover equation.

The results of our soil evaluation and Ksat testing services will be presented in a letter report and map.

Schedule and Compensation

The Stormwater Soil Evaluation (Task 1) and Ksat Testing (Task 2) services outlined above can be completed within three weeks of authorization to proceed. Based on our present understanding of the proposed project we can perform the scope of services outlined above for a Lump Sum Fee of \$3,500.

5/7/2025

Lauren Dickson, PLA, ASLA
Director, Landscape Architecture
American Engineering
4020 Westchase Boulevard, Suite 450
Raleigh, NC 27607
ldickson@american-ea.com

Re: Sterling Montessori Academy and Charter School – Morrisville, NC

Dear Lauren,

Thank you for the opportunity to provide Cost Management Services for the Sterling Montessori Academy and Charter School project. We have provided a fee proposal below based on a landscape & hardscape improvement project.

Schematic Design Estimate (Assumes 50% - 75% submittal)	\$ 2,850
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Includes estimate production, pre/post review, estimate revisions, modest allowance for alternates pricing, and budget/scope alignment.

Design Development Estimate (Assumes 50% - 75% submittal)	\$ 4,500
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Same scope of work as schematic design

TOTAL COST MANAGEMENT FEE	\$ 7,350
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Notes

- The fee above includes up to two (2) revisions per estimate phase submittal. Additional services may apply if more follow-up revisions are requested.
- The estimate delivery timeline will be confirmed prior to start of work. Generally, anticipate between two (2) weeks and three (3) weeks to deliver a draft estimate for client review. Please refer to Draft Estimate Delivery Schedule attached at the end of this document for details.
- Estimate production schedule will not start until all necessary documents are received. Receiving updated documents during estimate production may result in at least a three (3) day addition to the delivery schedule
- Please discuss the schedule for estimate post-production modifications with the project's lead estimator as it may take up to a week given the complexity of the updating exercise and current workload
- Skipping over a proposed design phase will result in a fee adjustment that equates to the higher figure between:
 - Fee of estimated phase + 35% of skipped phase
 - Fee of skipped phase + 35% of estimated phase
- Providing a +/-90% update estimate (in addition to the design phase estimate produced as part of the base fee above) will result in a 20% additional fee against that specific design phase estimate or \$1,500, whichever is greater.

Elementary and Middle School Director

Reports to: Executive Director

Supervises: None

Contract: 12-month Director

Hours: Monday-Friday

FLSA Status: Exempt

Position Overview

The Elementary and Middle School Director at Sterling Montessori supports both the instructional and operational functions of the school, serving as a key member of the leadership team. This position bridges academic leadership and daily operations, ensuring that school systems function smoothly while upholding the Montessori philosophy and charter school standards.

Key Responsibilities

Instructional Coach Collaboration

- Partner with Instructional Coaches to support teaching quality, professional development, and instructional alignment across classrooms.
- Coordinate with Team Lead Teachers to support academic consistency, classroom man

Teacher Supervision & Evaluations

- Supervise and evaluate Middle School, Upper Elementary Lead Teachers, Lower Elementary Associates, Assistants, and Floaters with collaborative input from instructional coach.
- Address and resolve conduct issues within the team, ensuring that school policies and procedures are followed.
- Oversee and manage employee discipline matters, including conducting investigations and issuing disciplinary performance plans as necessary.
- Provide guidance and support to employees in relation to behavioral expectations and professional conduct.
- Lead weekly meetings to support team collaboration and growth.

Educational Program & Curriculum Development

- Oversee the instructional coach who will lead efforts to ensure the curriculum aligns with Montessori philosophy and NC state standards.
- Manage the educational materials requests and purchasing process, ensuring budget alignment and resource availability.
- Maintain classroom supply inventories.
- Coordinate field trip approvals and ensure proper documentation and staffing.

Student Support & Discipline

- Implement and oversee student behavior expectations using a Montessori-aligned restorative approach.
- Observe students upon teacher's and instructional coach's request and support behavioral, academic, and social-emotional interventions.
- Lead parent and student meetings regarding escalated behavior concerns.
- Collaborate with the EC Director and the Director of Student Affairs on discipline procedures, incident reporting, interventions, student placement, and support plans.

Operational Oversight

- Serve as the liaison between the school and outsourced service providers, including:
 - Human Resources (HR)
 - Information Technology (IT)
 - Data Management & Reporting
- Collaborate with the Operations Team to ensure alignment between instructional needs and logistical support.
- Manage schoolwide substitute coordination, including scheduling, communication, and onboarding of substitute teachers.

Administrative Duties

- Support school wide communication, scheduling, compliance tracking, and implementation of policies.
- Participate in recruitment, hiring, and onboarding processes in collaboration with HR and the ED.
- Assist in upholding a positive school culture, managing student behavior concerns when necessary, and supporting staff with conflict resolution or classroom issues.
- Represent school leadership in meetings and events as assigned by the ED.

This position's responsibilities may be adjusted, expanded, or reassigned as needed to meet the evolving needs of the school at the discretion of the Executive Director.

Substitute Coordinator

- Maintain an up-to-date list of approved substitute teachers, including contact information, availability, and required documentation.
- Communicate with substitutes regarding assignment details, arrival times, and classroom expectations.
- Coordinate with lead teachers and program directors to ensure accurate sub plans and classroom materials are available.
- Track substitute hours and submit required documentation for payroll or billing purposes.
- Support onboarding and scheduling for new substitute teachers, in collaboration with HR or outsourced services.
- Serve as the primary point of contact for substitutes during the school day to address any needs or changes to their assignments.

Instructional Coach

Reports to: Elementary and Middle School Director

Supervises: None

Contract: 10-month Director

Hours: Monday-Friday

FLSA Status: Exempt

Position Overview:

The Montessori Instructional Coach will provide professional development, support, and coaching to Montessori educators in order to enhance teaching practices and student outcomes. This role involves working closely with teachers to improve their Montessori methodology, curriculum implementation, classroom management, and student engagement, ensuring that the principles of Montessori education are effectively integrated into daily learning environments.

Key Responsibilities:

Educational Program & Curriculum Development

- Ensure the curriculum aligns with Montessori philosophy and NC state standards.
 - Assist in the effective implementation of Montessori curriculum and materials.
 - Guide teachers in adapting lessons and activities to meet the diverse learning needs of students.
 - Collaborate with teachers to ensure alignment of Montessori principles with state or local standards, if applicable.
- Collaborate with the leadership team on curriculum review, development, and implementation.
- Coordinate with teaching teams for annual class placements and transitions.

Coaching and Mentoring:

- Offer individualized and group coaching sessions to support Montessori teachers in refining their instructional strategies.
- Provide constructive feedback through classroom observations, modeling best practices, and facilitating reflective discussions.
- Support teachers in creating personalized goals for professional growth and work toward achieving those goals.

Professional Development:

- Design and lead ongoing professional development workshops, seminars, and training sessions focused on Montessori education and pedagogy.
- Stay up-to-date with the latest research and best practices in Montessori education and share this knowledge with teachers.
- Create a community of learners among teachers, fostering collaboration and sharing of resources.

Student-Centered Focus:

- Assist teachers in observing and assessing student progress and development according to Montessori principles.
- Help implement strategies that promote independent learning, critical thinking, and social-emotional growth in students.
- Support the development of an inclusive, culturally responsive, and nurturing classroom environment.

Collaboration and Team Building:

- Foster a collaborative, positive, and growth-oriented culture within the Montessori community.
- Work closely with school leadership to align instructional coaching with school-wide goals and initiatives.
- Support school leadership in assessing the effectiveness of teaching practices and identifying areas for continuous improvement.

Director of Enrichment

Reports to: Executive Director

Supervises: None

Contract: 12-month Director

Hours: Monday-Friday

FLSA Status: Exempt

Director of Enrichment

Position Overview:

The Director of Enrichment is responsible for overseeing and directing the enrichment programs at Sterling Montessori, including aftercare programs, summer camps, clubs, and specialty enrichment classes such as Music, Art, Spanish, and Physical Education (PE). This role involves creating, organizing, and managing a dynamic and engaging array of programs that support the Montessori philosophy while meeting the varied needs of students and families. The Director will work closely with enrichment teachers, school leadership, and parents to ensure the success and sustainability of these programs.

Key Responsibilities:

- **Program Development and Management:**
 - Design, organize, and oversee the aftercare program to ensure it aligns with the Montessori approach and fosters a safe, enriching, and fun environment for students.
 - Plan, coordinate, and implement summer camp programs that reflect the Montessori principles of hands-on learning, independence, and exploration.
 - Develop and manage a diverse range of clubs and enrichment activities, including but not limited to music, art, Spanish, and physical education, that engage students beyond the traditional curriculum.
 - Establish clear objectives and learning outcomes for each enrichment program and ensure that they are consistently met.
- **Staff Supervision and Development:**
 - Hire, train, and supervise enrichment teachers and aftercare staff, ensuring that all personnel are well-prepared, knowledgeable, and aligned with the school's mission and values.
 - Provide ongoing support, guidance, and professional development opportunities for enrichment staff to enhance their teaching practices and engagement with students.
 - Conduct regular performance evaluations and feedback sessions for enrichment staff to support their growth and ensure the quality of programming.
- **Curriculum and Instruction:**
 - Collaborate with enrichment teachers (Music, Art, Spanish, PE) to ensure that their programs are aligned with Montessori principles and the school's educational goals.
 - Support enrichment teachers in the development of curriculum, lesson plans, and assessments that foster creativity, collaboration, and critical thinking.
 - Ensure that enrichment activities are student-centered, promoting hands-on learning, exploration, and self-expression.
- **Scheduling and Logistics:**
 - Create and manage the schedule for aftercare programs, summer camps, clubs, and enrichment classes to maximize student participation and accommodate family needs.
 - Coordinate with school leadership to ensure that resources, space, and materials are available for enrichment programs.
 - Organize special events, performances, and exhibitions that showcase the talents and learning of students involved in enrichment activities.
- **Communication and Family Engagement:**
 - Serve as the primary point of contact for parents regarding aftercare, summer camps, clubs, and enrichment programs.
 - Regularly communicate with families about program updates, schedules, and events via email, newsletters, or parent meetings.

- Foster positive relationships with parents, encouraging feedback and ensuring that enrichment programs meet the needs of both students and families.
- **Budget and Financial Management:**
 - Develop and manage the budget for all enrichment programs, ensuring that resources are allocated efficiently and effectively.
 - Track enrollment numbers and work to maintain strong participation across all programs.
 - Explore and implement strategies for fundraising or generating additional revenue for enrichment programs as needed.
- **School Community and Culture:**
 - Promote the value of enrichment activities within the broader school community, emphasizing their role in supporting the whole child.
 - Work closely with school leadership to align enrichment offerings with the school's overall educational philosophy and mission.
 - Create a positive, inclusive, and supportive environment that encourages students to explore their interests and passions.

§ 115C-218.45. Admission requirements.

(a) Any child who is qualified under the laws of this State for admission to a public school is qualified for admission to a charter school.

(b) No local board of education shall require any student enrolled in the local school administrative unit to attend a charter school.

(c) Admission to a charter school shall not be determined according to the school attendance area in which a student resides, except that any local school administrative unit in which a public school converts to a charter school shall give admission preference to students who reside within the former attendance area of that school.

(d) Admission to a charter school shall not be determined according to the local school administrative unit in which a student resides.

(d1) A student who is not a domiciliary of the State shall be permitted to register to enroll in a charter school or participate in a lottery for admission to a charter school within the State by remote means, including electronic means, prior to commencement of the student's residency in the State if all of the following apply:

- (1) A parent or legal guardian is on active military duty and is transferred or pending transfer pursuant to an official military order to a military installation or reservation in the State.
- (2) Upon request by the charter school where the student seeks to register to enroll or participate in a lottery for admission, a parent or legal guardian provides a copy of the official military order transferring to a military installation or reservation located in the State.
- (3) A parent or legal guardian completes and submits the charter school's required enrollment forms and documentation, except that proof of residency and documentation related to disciplinary actions pursuant to subsection (i) of this section shall not be required until the student transfers into the State, at which time they shall be required prior to commencing attendance.

A charter school shall make available to a student who registers to enroll or who participates in a lottery pursuant to this subsection the same opportunities available to a student enrolled or participating in a lottery contemporaneously with domicilia in the State, such as registering for courses and applying for programs that require additional request or application. A student enrolled pursuant to this subsection may not attend the charter school until proof of residency is provided in accordance with the requirements of the charter school. Nothing in this subsection shall be construed to curtail a charter school's authority pursuant to subsection (i) of this section.

(e) Except as otherwise provided by law or the mission of the school as set out in the charter, the school shall not limit admission to students on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, or disability. A charter school shall not limit admission to students on the basis of race, creed, national origin, religion, or ancestry. A charter school whose mission is single-sex education may limit admission on the basis of sex. Within one year after the charter school begins operation, the charter school shall make efforts for the population of the school to reasonably reflect the racial and ethnic composition of the general population residing within the local school administrative unit in which the school is located or the racial and ethnic composition of the special population that the school seeks to serve residing within the local school administrative unit in which the school is located. The school shall be subject to any court-ordered desegregation plan in effect for the local school administrative unit.

(f) The charter school may give enrollment priority to any of the following:

- (1) Siblings of currently enrolled students who were admitted to the charter school in a previous year.
For the purposes of this section, the term "siblings" includes any of the following who reside in the same household: half siblings, stepsiblings, and children residing in a family foster home.
- (1a) Siblings who apply to the charter school for admission beginning in the same school year, such as when a sibling was not initially admitted due to grade level capacity.
- (2) Siblings of students who have completed the highest grade level offered by that school and who were enrolled in at least four grade levels offered by the charter school or, if less than four grades are offered, in the maximum number of grades offered by the charter school.
- (2a) A student who was enrolled in a preschool program operated by the charter school in the prior year.
- (2b) Limited to no more than ten percent (10%) of the school's total enrollment, a student who was enrolled for at least 75 consecutive days in the prior semester in a preschool program operated by an entity other than the charter school and the charter school has a written enrollment

articulation agreement with the program operator to give the program's students enrollment priority.

- (3) Limited to no more than fifteen percent (15%) of the school's total enrollment, unless granted a waiver by the Review Board, the following:
 - a. Children or grandchildren of persons (i) employed full time by the charter school or (ii) working full time in the daily operation of the charter school, including children of persons employed by an education management organization or charter management organization for the charter school.
 - b. Children or grandchildren of the charter school's board of directors.
- (4) A student who was enrolled in the charter school within the two previous school years but left the school (i) to participate in an academic study abroad program or a competitive admission residential program or (ii) because of the vocational opportunities of the student's parent.
- (5) A student who was enrolled in another charter school in the State in the previous school year that does not offer the student's next grade level.
- (6) A student who was enrolled in another charter school in the State in the previous school year that does not offer the student's next grade level and both of the charter schools have an enrollment articulation agreement to accept students or are governed by the same board of directors.
- (7) A student who was enrolled in another charter school in the State in the previous school year.
- (8) A student whose parent or legal guardian is on active military duty.

(g) Lottery procedures for siblings:

- (1) If siblings apply for admission to a charter school and a lottery is needed under subsection (h) of this section, the charter school may enter one surname into the lottery to represent all of the siblings applying at the same time. If that surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity.
- (2) If multiple birth siblings apply for admission to a charter school and a lottery is needed under subsection (h) of this section, the charter school shall enter one surname into the lottery to represent all of the multiple birth siblings applying at the same time. If that surname of the multiple birth siblings is selected, then all of the multiple birth siblings shall be admitted.

(g1) If a procedure for a weighted lottery reflecting the mission of the school has been approved by the Review Board as part of the charter, and a lottery is needed under subsection (h) of this section, the lottery shall be conducted according to the procedure in the charter.

(h) During each period of enrollment, the charter school shall enroll an eligible student who submits a timely application, unless the number of applications exceeds the capacity of a program, class, grade level, or building. In this case, students shall be accepted by lot. Once enrolled, students are not required to reapply in subsequent enrollment periods.

(h1) Any charter school that is unable to fill its current enrollment with students qualified under the laws of this State for admission to a public school may enroll out-of-state students who are domiciliaries of other states. The charter school shall charge the out-of-state students a tuition amount of at least fifty percent (50%) of the total of the per pupil allocation of the local appropriation for the county in which the charter school is located and the per pupil State appropriation for that school year but no more than one hundred percent (100%) of the total of the per pupil allocation of the local appropriation for the county in which the charter school is located and the per pupil State appropriation for that school year. The number of out-of-state students who are domiciliaries of other states who are enrolled in a charter school may not exceed ten percent (10%) of the total number of students enrolled in the charter school.

(h2) For the purposes of this subsection, a foreign exchange student is a student who is domiciled in a foreign country and has come to the United States on a valid student or exchange visa pursuant to the Immigration and Nationality Act, 8 U.S.C. § 1101, et seq. A charter school may enroll foreign exchange students as follows:

- (1) No more than two foreign exchange students per high school grades nine through 12 shall be enrolled in any given school year at the charter school.
- (2) The charter school may charge the foreign exchange students a tuition amount of at least fifty percent (50%) of the total of the per pupil allocation of the local appropriation for the county

in which the charter school is located and the per pupil State appropriation for that school year but no more than one hundred percent (100%) of the total of the per pupil allocation of the local appropriation for the county in which the charter school is located and the per pupil State appropriation for that school year.

- (3) Foreign exchange students shall not count toward the enrollment capacity or cap for any program, class, building, or grade levels for grades nine through 12 and shall not be subject to any lottery process used by the charter school for enrollment.

(i) Notwithstanding any law to the contrary, a charter school may refuse admission to any student who has been expelled or suspended from a public school under G.S. 115C-390.5 through G.S. 115C-390.11 until the period of suspension or expulsion has expired. (1995 (Reg. Sess., 1996), c. 731, s. 2; 1997-430, s. 5; 1997-443, s. 8.19; 1997-456, s. 55.4; 1998-212, s. 9.14A(a); 1999-243, s. 8; 2001-462, s. 1; 2004-118, s. 3; 2004-203, s. 45(b); 2006-69, s. 3(e); 2006-137, s. 2; 2007-59, s. 2; 2007-126, s. 2; 2007-323, s. 28.22A(o); 2007-345, s. 12; 2009-239, s. 1; 2009-563, s. 2; 2010-10, s. 2(a); 2011-93, s. 2(a); 2011-145, s. 7.29(b); 2011-164, s. 4; 2011-282, s. 9; 2012-142, ss. 7A.1(f), 7A.3(c), 7A.11(b); 2012-145, s. 2.5; 2012-179, s. 1(c); 2013-307, s. 1.1; 2013-355, s. 1(f); 2013-359, s. 1; 2013-360, ss. 8.43(a), 9.7(q); 2014-101, ss. 4, 4.5, 7; 2015-248, s. 3(b), (c); 2016-79, s. 1.5; 2017-173, ss. 4, 5(b); 2018-5, s. 7.18(a); 2020-78, s. 2.3(a); 2022-71, s. 2.3(a); 2023-107, ss. 3(a), 4; 2023-110, s. 1(m); 2023-134, s. 7.26(c).)