



**Sussex Montessori School**  
**24960 Dairy Lane**  
**Seaford, DE 19973**

**Public Board – Special Meeting Minutes**  
August 18, 2020

**Meeting Start Time:** 6:36 pm (Meeting held via Zoom Conference Call)

**Meeting Adjourned:** 10:24 p.m.

**Meeting Location:** Zoom Meeting

**Board of Directors in Attendance:** Linda Zankowsky, Jessica Bradley, Lauren Connelly, Christine Gorowara, Chantel Janiszewski, Sean Steward, Penny Short, E. McCrae Harrison

**Others in Attendance:** Lisa Coldiron (Head of School), Peter McClure (Director of Teaching & Learning), Michelle Hastie (Finance Director), Elaine Mulford (Administrative Assistant)  
Lead Teachers – Samantha Thomas, Trey Butterworth, Gabrielle DiBonaventure, Leslie Handy, Koecee Blount, Kim Oswinkle, Rebecca Thomas, Jon Otto, Mason Falligant

**Public Attendance:** Ashley Lackey

**Regrets:** Trish Hermance, Toby Hurley

**A Message from the Board Chair**

Board chair identified changes to the agenda – 1) to table the Family Handbook for the next Board meeting September 15, 2020; 2) adding in a vote on the insurance policy; Motion was made by E. M. Harrison; Second by C. Gorowara to accept the agenda with changes. No comments and no objections. Motion was made by J. Bradley; Second by C. Gorowara to add the school calendar to the agenda. No comments and no objections.

**Montessori Moment - Introduction of Teachers:** All lead teachers introduced themselves to the Board and guests and gave a short bio. All the teachers are excited for the upcoming school year and for being a part of Sussex Montessori School!

**Public Comment:** No Public Comment

**Consent Agenda**

**Minutes** – July 21, 2020 / August 10, 2020

Motion to approve July 21, 2020 Board Minutes was made by E. M. Harrison; Second by J. Bradley. No comments and no objections.

Motion to approve August 10, 2020 Board Minutes made by S. Steward; Second by L. Connelly. No comments and no objections.

**Family Handbook**

Tabled until September 15, 2020 Board meeting.

The mission of the Sussex Montessori School (SMS) is to nurture the development of empathetic, collaborative, persistent and innovative global and community citizens in accordance with the time-tested philosophy of Maria Montessori.

## **Attendance Policy**

C. Gorowara presented the Attendance Policy highlighting changes required to follow state policies currently in place under Delaware Code. Motion to approve the submitted Attendance Policy with the addition of reference to Delaware Code marked as 2020-08-18 by C. Gorowara; Second by E. M. Harrison. No comments and no objections.

## **Committee Reports**

### **Finance Committee**

- Approval of FY21 Budget

Motion to approve made by S. Steward; Second by C. Janiszewski. No comments and no objections.

M. Hastie presented the FY 2021-year end financial summary.

Motion to approve the financials as presented by S. Steward; Second by P. Short. No comments and no objections.

- **Expenses related to COVID-19**

L. Coldiron shared expected expenses related to Covid-19 –i.e. deep cleaning, modulars, substitutes, Seesaw, Zoom, PPE, tents for outdoor learning, etc. Board Chair asked L. Coldiron to take this breakdown of expenses to the Covid task force on Thursday, August 27, 2020 and then the task force will bring to the Committee meeting on September 8, 2020 for final approval at the next Board meeting.

In the interim, approval is needed for the purchase of 180 chrome books, carts and licenses – total \$46,278 – based on the survey results on families needing them for education purposes. Motion to approve the purchase of up to 180 chrome books, charging carts and licenses was made by S. Steward; Second by J. Bradley. No comments and no objections.

- **Policy Approvals – Second Reading**

- **Cash in School Buildings**

M. Hastie presented this policy;

Discussion followed regarding the monetary amount left in the school. It was determined that the last sentence in the 6<sup>th</sup> paragraph be removed to avoid confusion. Motion to approve the Cash in School Buildings with changes was made by S. Steward; Second by L. Connelly. No objections.

- **Accounts Payable & Accounts Receivable Policy**

M. Hastie presented this policy.

Motion to approve the A/P & A/R policy made by S. Steward; Second by E. M. Harrison. No objections.

- **Payroll Internal Control Policy**

M. Hastie presented this policy.

Motion to approve the Payroll Internal Control Policy made by S. Steward; Second by P. Short. No comments and objections.

- **Capitalization Policy**

M. Hastie presented this policy.

the Capitalization Policy made by S. Steward; Second by C. Janiszewski. No comments and objections.

- **Purchasing Policy**

M. Hastie presented this policy. the synopsis is that all items purchased with a unit cost over \$10,000 will be submitted to the Board for approval. It was discussed that we should change from unit cost to a total cost of \$10,000.

Motion to approve the Purchasing Policy with changes made by S. Steward; Second by E. M. Harrison. No objections.

- **Insurance Policy**

Recommendation that we use Philadelphia Insurance Company – they specialize in academic education. The cost for whole package is \$13,174 which includes a \$3 million umbrella policy.

Motion to approve the Insurance Policy (with \$3 million umbrella) made by S. Steward; Second by E. M. Harrison. No objections.

- **Contracts – Cleaning**

L. Coldiron recommended awarding the cleaning contract to Crystal Blue Cleaning Service.

Motion to approve the cleaning contract made by S. Steward; Second by P. Short. No objections.

- **Policy Approvals** – First Reading of the policies took place at the August Board meeting. Final approval and vote will take place at the September Board meeting.

- **Travel Policy**

M. Hastie presented this policy; the synopsis is the parameters for travel by Board and staff members – what we will pay for and what will not be covered.

- **Agency Funds (DID) Policy**

M. Hastie presented this policy; the synopsis is how the school acts as an agent and custodian of funds placed in its care; i.e. student activity funds, etc.

- **DIB Inventory Policy**

M. Hastie presented this policy; the synopsis is the school must maintain a system of inventory of all electronic, furniture or mechanical systems costing over \$150 (except for equipment permanently fixed in a building).

- **Federal Grants – Time and Effort Policy**

M. Hastie presented this policy; the synopsis is DDOE requires an employee whose salary is supported with any federal funds to document the time spent working on the federal program. Currently no employee is supported with federal funds.

- **Allowability of Costs – Federal Grants**

M. Hastie presented this policy; the synopsis is what costs are allowed to be charged to a federal grant.

### **Facility Committee**

- Focus is on getting school open in the modular units on 9/14/2020. The classrooms are scheduled to be completed the first week of October. The first week of November will be moving week and focusing on Phase 2 in October. The Head of School is planning on hiring for assembling furniture and moving.

### **Student Success Committee**

- E. M. Harrison presented the final school calendar as put together by L. Coldiron. Motion to approve the calendar made by E. M. Harrison; Second by P. Short. No comments and no objections.
- **Policy Approval**  
Technology Acceptable Use outlines the responsibility of the school and families with regard to the use of technology, specifically the Chrome books that will be loaned to students.  
Motion to approve made by Janiszewski; Second by E. M. Harrison. No objections.

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### **Covid-19 Task Force**

- Survey Data  
C. Janiszewski presented the data based on 224 responses; 65% are choosing hybrid learning and 35% chose remote only. Eighty-five percent have access to high speed internet; 15% do not have access. Kaneisha Trott is working with DOE and giving them addresses that do not have access. The percentage of children that have the ability to log onto a computer and attend live classes is split – 52% - yes; 23% - no; 25% - sometimes. Sixty-seven percent will need a loaner chrome book. Transportation option is split as well, with 33% utilizing bus transportation and 33% will be driven to school; the remaining 33% will be remote.
- Covid-19 staff testing – DEMA is making testing widely available to all staff educators and expanding school testing sites statewide to accommodate testing of all staff that will be in contact with students. C. Janiszewski made a motion to require all staff be tested for Covid-19 within one week prior to the start of school; Second by J. Bradley. No objections.

### **Head of School Report**

#### ***Plan for fall marketing***

L. Coldiron discussed that enrollment is fluid and families are making decisions. We are working on the related arts (music and arts); a decision was made for cost-saving measures, that P.E. will be done with current staff. We are in good shape with transportation and nutrition.

Motion to move to Executive Session was made by E. M. Harrison; Second by J. Bradley. No comments and no objections.

### **Executive Session**

#### ***Just Cause Appeals***

Motion made to accept withdrawal requests for 13 students pending a request of records of the receiving school or proof of home school. Motion was made by C. Gorowara; Second by S. Steward. No comments and no objections.

### **Close of Meeting**

Motion to adjourn by E. M. Harrison; Second by J. Bradley. Passed unanimously. Meeting adjourned at 10:24 p.m.

### **Next Meetings**

Regular Board Meetings FY 21 Third Tuesday of each month (6:30 -8:00), September 15, October 20, November 17, December 15, January 19, February 16, March 16, April 20, May 18, June 15.