



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

**Public Board Meeting Minutes**  
November 17, 2020

**Meeting Start Time:** 6:31 pm (Meeting held via Zoom Conference Call)

**Meeting Adjourned:** 9:20 p.m.

**Meeting Location:** Zoom Meeting

**Board of Directors in Attendance:** Linda Zankowsky, Jessica Bradley, Christine Gorowara, Sean Steward, Penny Short, Trish Hermance, Chantel Janiszewski, Rebecca Thomas, Lauren Connolly

**Others in Attendance:** Lisa Coldiron (Head of School), Michelle Hastie (Finance Director), Elaine Mulford (Administrative Assistant); Samantha Thomas (Lead Teacher); Trey Butterworth (Lead Teacher)

**Public Attendance:** None in attendance

**Regrets:** Toby Hurley

**Montessori Moment**

Lead Teachers Samantha Thomas and Trey Butterworth (posing as a student) demonstrated the Waseca Montessori materials of the moveable alphabet.

**A Message from the Board Chair**

Two additions were made to the agenda – 1) Add Executive Session for just cause appeals and personnel issues; 2) Development Report.

Motion to approve the agenda with the two additions - made by J. Bradley; Second by C. Gorowara. No objections. No abstentions.

**Public Comment:** No Public Comment

**Consent Agenda**

**Minutes**

Motion to approve October 2020 Board Minutes was made by J. Bradley; Second by C. Gorowara. Vote: Abstentions: Hermance; no objections. Comments: J. Bradley noticed the Minutes had a typo in the Facility Committee report section – it read Seaford administers – and has been changed to administrators. Motion was made by L. Zankowsky to approve the amended October 2020 Board Minutes; Second by J. Bradley. Vote: No objections. No abstentions.

**Committee Reports**

**Finance Committee**

- S. Steward discussed the highlights of the Finance Committee meeting that was held on November 10, 2020 as well as the interest of potential CBOC Committee members, expenses, and banding of salaries.

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.

- **October 2020 Financial Report**  
M. Hastie presented the October 2020 report.  
Motion to approve the October 2020 financial report as presented was made by S. Steward;  
Second by J. Bradley. Vote: No objections. No abstentions.
- **Expenses related to COVID-19**  
M. Hastie discussed the expenses of the addition of robot cameras for the classrooms, walkie talkies, hand sanitizers, and moving furniture from the modulars to the quads.
- **Enrollment Update**  
L. Coldiron indicated that we ended our unit count on November 13 with 260 students. We are continuing to monitor the Data Service Center for 2021-2022 enrollment for K-4<sup>th</sup> grade and are very pleased with the numbers.
- **CBOC Committee**  
L. Connelly indicated that the guideline specifications of the 15-day public advertising were met. The hope is that the first meeting will take place in January 2021.

#### **Facility Committee**

J. Bradley indicated that they are pulling together comprehensive financials for Phase I as well as projections for Phase II. The financials will be shared at the next board meeting. Details about the ribbon cutting on November 18, 2020 were also discussed.

#### **Development Committee**

L. Zankowsky indicated there is approximately \$350,000 in grants out now. Mike Rawl has taken the lead on getting these out for the school. Two of the grants are written to provide wraparound services for families and children in the school. Wraparound services – we created a budget for a variety of services starting in January thru next year (18 months) which includes food, clothing, space for clothing, transportation, family workshop development, book clubs, translation services, professional development, medical support, and early literacy services.

#### **Executive Committee**

The Board needs to be thinking about a strategic plan and goals for the next 3-5 years.

L. Zankowsky reviewed the key principles of the Essential Elements Rubric for Montessori Schools developed by the National Center for Montessori in the Public Sector. She asked all board members to spend time reviewing this rubric as it is part of our annual review process for the school per the charter.

#### **Head of School Report**

L. Coldiron presented the October report. Unit count, new classrooms, Montessori curriculum, partnerships, the new garden and new enrollment applications for the 2021-2022 school year were discussed.

#### **Executive Session**

S. Steward motioned to move into Executive Session; second by T. Hermance. Vote: No objections. No abstentions.

- **Personnel**

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.

Discussion was held regarding the Delaware certifications of lead teachers. C. Gorowara motioned to have an update for the board members and vote at the December board meeting; second by S. Steward. Vote: No objections. No abstentions.

○ ***Just Cause Appeals***

Due to the exceptional circumstances of this academic year, the Board accepts the withdrawal request of the 4 families, on behalf of 4 students, who submitted a letter by 11/17/2020, pending a records request from the receiving school or proof of homeschool. Motion made by C. Gorowara, Second by T. Hermance. Vote: No objections. No abstentions.

**Close of Meeting**

Motion to adjourn by J. Bradley; Second by C. Gorowara. Passed unanimously. Meeting adjourned at 9:20 p.m.

**Next Meetings**

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