



Sussex Montessori School
24960 Dairy Lane
Seaford, DE 19973

Public Board Meeting Minutes
December 15, 2020

Meeting Start Time: 6:33 pm (Meeting held via Zoom Conference Call)

Meeting Adjourned: 8:56 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 Connelly

Others in Attendance: Lisa Coldiron (Head of School), Michelle Hastie (Finance Director), Elaine Mulford (Administrative Assistant); Kimberly Oswinkle (Lead Teacher); Jon Moll (Director, Accounting and Auditing - Belfint, Lyons & Shuman)

Public Attendance: None in attendance

Regrets: Toby Hurley & Penny Short

A Message from the Board Chair

Two additions were made to the agenda – 1) Under Consent Agenda – changed Minutes from October to November; 2) Add Minutes from December 7, 2020 Special Board Meeting

Motion to approve the agenda with the two additions - made by C. Gorowara; Second by L. Connelly.

Vote: No objections. No abstentions.

Montessori Moment

Lead Teacher Kimberly Oswinkle demonstrated the “stamp game” which teaches children the units of 10’s, 100’s and 1000’s.

Public Comment: No Public Comment

Consent Agenda

Minutes

Motion to approve November 17, 2020 Board Minutes was made by C. Gorowara; Second by S. Steward.
Vote: No objections. No abstentions.

Motion to approve the December 7, 2020 Special Board meeting was made by C. Gorowara; 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 December 8, 2020; they discussed the audit review and finalizing the numbers for Phase I to

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make informed decisions for Phase II. The first meeting of the CBOC will be held in January 2021.

- Jon Moll discussed the compliance audit reporting and financial statements for the school; there were no internal deficiencies with compliance. Next year a full audit for the school will be done.
 - Form 990: Motion to approve this draft Form 990 was made by S. Steward; Second by J. Bradley. Vote: No objections. No abstentions
 - Program Specific Audit: Motion to approve this audit was made by S. Steward; Second by L. Connelly. Vote: No objections. No abstentions
 - Financial Statement Review: Motion to approve this was made by S. Steward; Second by J. Bradley. Vote: No objections. No abstentions

- **November 2020 Financial Report**

M. Hastie presented the November 2020 report.
Motion to approve the November 2020 financial report as presented was made by S. Steward; Second by C. Janiszewski. Vote: No objections. No abstentions.

 - Expenses related to COVID-19
M. Hastie discussed the expenses of Covid-19 – the main expenses were the walkie talkies and Crystal Blu Cleaning.

- **Enrollment Update**

L. Coldiron indicated that we currently have 74 kindergarten enrollees and 110 on the waiting list, with a mixture of other grades. We have a robust marketing plan with Facebook ads, print ads, an upcoming television ad, zooms and in-person contact. We will be sending a formal letter to all parents/guardians between March and May, asking for re-enrollment of current students. The lottery will take place in February for incoming students.

- **CBOC Committee**

L. Connelly indicated that the committee members were selected for the committee and the first quarterly meeting will take place January 2021.

Facility Committee

J. Bradley presented comprehensive financials; we have approximately \$1.9 million left that has been allocated for Phase I, II & III. If the funds from the USDA are spent for four classrooms that are needed for Phase II, we will need to raise funds or reduce debt. The expectation is that there is enough money from the USDA loan and other potential raised funds to do this. The committee would like to maintain continuity with Bancroft.

Development Committee

L. Zankowsky indicated approximately \$10,000 was raised from Giving Tuesday. Appreciation was expressed to all who have donated to the school. The main focus is having a live event in June that will be held at King's Creek Country Club in Lewes; the chair for this event is Jeff Reed and his wife. The hope is that this event will raise a significant amount of money for the school.

Student Success Committee

C. Janiszewski outlined the requirements from DDOE for academic performance standards for students in K-3 as performance goals in the charter. The school will track students' growth and proficiency in ELA, mathematics, science and social studies. The first meeting of this committee will be held in January 2021.

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Head of School Report

L. Coldiron presented the November report. Planning for Fall 2021, current enrollment numbers from Data Service Center, and hiring three more teachers were discussed. It was discussed about having a two-week program and/or screening for future incoming kindergarten students - to have them assessed as well as to help them become more comfortable before school starts.

Executive Session

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

- ***Personnel***

Discussion was held regarding the Delaware certifications of lead teachers. L. Coldiron gave an update to the board members.

Close of Meeting

Motion to adjourn by J. Bradley; Second by C. Gorowara. Passed unanimously. Meeting adjourned at 8:56 p.m.

Next Meetings

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