



Sussex Montessori School

Board of Directors

March 16, 2021

Board of Directors Present: Linda Zankowsky, Sean Steward, Lauren Connelly, Christine Gorowara, Rebecca Thomas, Jessica Crampton-Bradley, Chantel Janiszewski, Patricia Hernance

Others Present: Lisa Coldiron (Head of School), Michelle Hastie (Finance Director), Carolyn Fuhrman (to take notes), Becky Ball (Montessori Moment), Kenzie Palverento, Tony Crane, Amber Petrone, Aiden Y, Rachel Joseph, Dustin Yoder, Kari Thompson

The meeting was called to order at 6:36 p.m.

Approval of Agenda

Motion to approve the agenda was made by Patricia Hernance and seconded by Sean Steward. The motion passed unanimously with no objections and no abstentions.

Montessori Moment

Becky Ball presented Equivalency with Triangles

Public Comment

Public Comments were made regarding the following issues:

- 4 days vs 5 days in person classes for next year
- School schedule for next year
- Length of time of Wednesday specials

Linda Zankowsky noted the following that have to be taken into account before deciding next year's schedule:

- No guidance has yet been received from the Departments of Education and Health for next year
- No guidance has yet been received regarding the number of students to be allowed on buses
- Have not yet received days/dates for Montessori Training from UD

A motion to table the vote on the 2020-2021 calendar was made by Patricia Hernance and seconded by Jessica Crampton-Bradley. The motion passed unanimously with no objections and no abstentions.

Consent Agenda

Minutes

- Motion to approve the 2/16/21 Minutes was made by Sean Steward and seconded by Chantel Janiszewski. The motion was approved unanimously with no objections and no abstentions.
- Motion to approve the 2/16/21 Executive Session minutes was made by Jessica Crampton-Bradley and seconded by Lauren Connelly. The motion was approved unanimously with no objections and no abstentions.

Committee Reports

Finance Committee

- Sean Steward reported on the 3/9/21 meeting of the Finance Committee and noted the following discussions:
 - We have received 99% of budgeted revenue and spent 54% of budgeted expenses
 - Over budget on Instructional and Custodial supplies
 - How to finance new hires
 - 2021 Budget
- Lisa Coldiron noted that fraud was discovered on the Pcard. The card was cancelled and the money has been refunded.
- Michelle Hastie presented the financials to date through 2/28/21 including operating income/expenses and federal grants
- Motion to accept the Financial Report made by Sean Steward and seconded by Jessica Crampton-Bradley. The motion passed unanimously with no objections and no abstentions.
- A motion was made by Jessica Crampton Bradley and seconded by Patricia Hernance to move the discussion of the Preliminary FY22 Personnel Budget to Executive Session. The motion was approved unanimously with no objections and not abstentions.

Facility Committee

- Jessica Crampton-Bradley presented the planned next phases of construction
 - Phase IIA – 4 classrooms plus the flagpole – budgeted at \$1,932,000
 - Phase IIB – safety & security concerns – Admin Building porch and carriage doors budgeted at \$25,000
 - Phase III – making Barn usable space – projected at \$487,000
 - Phase IVA – 3 acres if we want to pursue
 - Phase IVB – next 4 classrooms
- \$2,134,000 available for Phases IIA&B, but this does not include \$452,000 anticipated to be received.
- Discussion of grading issues – Jessica noted this was the contractors responsibility

Student Success Committee – Chantel Janiszewski

- Presented what was promised in our charter application
- Presented the performance goals that were set
- Noted issues caused by the pandemic and starting a Charter School in a pandemic
 - Attendance
 - Connectivity
 - Computer Equipment

- Dibels assessment (measures literacy) shows 43% of students are at risk
- As this is first year, no trend data and no state assessment data
- Plan to provide another report in June with more data
- Lisa Coldiron noted some of the plans to address the literacy issues

Development Committee – Linda Zankowsky

- Enumerated grant applications in process
- Spoke about the error in the fundraising mailing and noted it will be redone at no expense to the school

Executive Committee – Linda Zankowsky

- Met with Lisa Coldiron to review progress towards goals that were set
- Finalizing Head of School evaluation process
- Board Members were asked to provide comments to Linda by April 15th.
- Noted the possibility of the need to create a Personnel policy regarding vaccines.

Head of School Report – Lisa Coldiron

- Enrollment – 60 of 69 commitments received as of today
- 171 reenrollments received so far
- Currently have 35 remote families remaining
- Working on staffing configurations
- Started hiring process for next year
- Covid update – numbers have dropped off significantly
- Specials are a big hit
- Started PTO
- Started Montessori Monday Zoom meetings with parents
- Noted various professional development classes taken by various staff members
- Playworks will come for 2 sessions in April – play and conflict resolution

At this point a motion was made by Jessica Crampton-Bradley and seconded by Chantel Janiszewski to move to Executive Session.

Executive Board Actions

- Discussed several personnel issues related to certification
- The following motion was made by Christine Gorowara and seconded by Jessica Crampton-Bradley in relation to Just Cause issues: Due to the exceptional circumstances of this academic year, the Board accepts the withdrawal request of the 2 families, on behalf of 3 students, who submitted a letter by 03/16/2021, pending a records request from the receiving school or proof of homeschool or private school enrollment. The motion passed unanimously with no objections and no abstentions.
- Hiring for next year was also discussed. The following motion was made by Sean Steward and seconded by Rebecca Thomas: The Board approves the hiring of four full time classroom teachers, one full time PE teacher, and 12 Associate teachers (2 of which are full time). The motion passed unanimously with no objections and no abstentions.

A motion to adjourn was made by Jessica Crampton-Bradley, seconded by Patricia Hermance and passed unanimously at approximately 9:15 p.m.