



Sussex Montessori School

Board of Directors

April 20, 2021

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

Others Present: Lisa Coldiron (Head of School), Michelle Hastie (Finance Director), Carolyn Fuhrman (to take notes)

The meeting was called to order at 6:37 p.m.

Approval of Agenda

Motion to approve the agenda was made by Jessica Crampton-Bradley and seconded by Patricia Hermance. The agenda was amended to delete the Montessori Moment and to add a facilities contract approval vote. The motion as amended passed unanimously with no objections and no abstentions.

Opening Remarks

Linda shared the Board's sympathies and concerns to Lisa on the loss of her son. Lisa thanked the Board for their support.

Consent Agenda

Minutes

- Motion to approve the 3/16/21 Minutes was made by Jessica Crampton-Bradley and seconded by Patricia Hermance. The motion was approved unanimously with no objections and no abstentions.
- Motion to approve the 3/16/21 Executive Session minutes was made by Patricia Hermance and seconded by Jessica Crampton-Bradley. The motion was approved unanimously with no objections and no abstentions.

Committee Reports

Finance Committee

- Sean Steward reported on the 4/13/21 meeting of the Finance Committee and noted the following discussions:
 - Discussed possible increase to transportation costs
 - Discussed ways to fund other wrap around services

- Michelle presented finances through March 31, 2020 noting that 75% of the year has passed
- Noted that state and local revenues are at 100.25% of budget
- State and local expenditures are at 60.65% of budget
- Reviewed Federal Grant revenues and expenses
- Reviewed other grants – Burris Family, Highmark, clothing closet
- An RFP has been issued for audit services
- Reviewed Covid related revenue and expenses
- A motion to approve the Financial Report as presented was made by Sean Steward and seconded by Lauren Connelly. The motion passed unanimously with no objections and no abstentions.

Facility Committee

- Jessica Crampton-Bradley presented the Phase II funding estimate
 - Cash balances, Accounts Receivable, and Accounts Payable were presented
 - Total unrestricted cash and loan funds available is \$2,528,833.38
- Cost estimates for the various phases were presented.

Development Committee – Linda Zankowsky

- Highlighted aspects of the report from Mike Rawl at Horizon
- Discussed targets for raising funds for the Barn renovation and Phase IV classrooms
- Shared that a Discover Grant and personal donations totaling \$200K were received for the barn
- Planning a Coastal Event for Fall 2021 and a New Castle County event for Spring 2022
- Applying to WSFS Foundation for the wrap around services

Executive Committee – Linda Zankowsky

- Presented the HOS Appraisal Instrument which is based on the Montessori Assessment Playbook by the National Center for Montessori in the Public Sector
- The school will submit this as an alternate HOS appraisal process for DDOE
- Described the annual timeline for the process
- Presented the HOS Goals worksheet
- The HOS Appraisal Instrument will be sent to Board members tomorrow
- Linda emphasized the need to advocate for legislation that will impact the school. She will send out a list of pending legislation in DE

Head of School Report – Lisa Coldiron

- Discussed the calendar for next school year
 - A motion to approve the presented calendar was made by Sean Steward and seconded by Jessica Crampton-Bradley. The motion was approved unanimously with no objections and no abstentions
- Hiring update – 12 outstanding candidates
- Enrollment is 328 as of 4/20/21 with a waiting list of 146

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

Executive Board Actions

- There was a discussion of personnel issues
- After a discussion on Just Cause situations, the following motion was made by Christine Gorowara and seconded by Jessica Crampton-Bradley: The Board accepts the withdrawal request for just cause of the 2 families, on behalf of 4 students, who submitted a letter by 04/20/2021. The motion passed unanimously with no objections and no abstentions
- A motion was made by Jessica Crampton-Bradley and seconded by Sean Steward for the Board to approve a change order to the Bancroft Construction contract in the amount of \$106,550, primarily due to the increase in lumber prices and a small amount to insulation and cabinetry increases in cost. 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 8:30 p.m.