



**Sussex Montessori School
Board of Directors
June 15, 2021**

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

Others Present: Lisa Coldiron (Head of School), Michelle Hastie (Finance Director), Elaine Mulford (Administrative Assistant), Trey Butterworth (Lead Teacher), Samantha Thomas (Lead Teacher), Mason Falligant (Lead Teacher), Cierra Cox (Associate Teacher & Social Worker)

The meeting was called to order at 6:35 p.m.

Approval of Agenda

Motion to approve the agenda was made by Jessica Bradley and seconded by Chantel Janiszewski. The motion passed unanimously with no objections and no abstentions.

Public Comment – None

Opening Remarks

Linda Zankowsky discussed that we have made it through a full school year! Challenges such as the classroom modulars and implementing mask wearing with students are all a thing of the past! Sussex Montessori School would not be here without the dedication of the board members, staff, and volunteers.

Montessori Moment

Lead Teachers Samantha Thomas, Trey Butterworth, and Mason Falligant presented “A Look Back at SMS 2020-2021,” which included many pictures of the first day of school and how so much has changed since then! There has been incredible progress made overall despite many obstacles.

Cierra Cox discussed the Community Workspace in the barn; how it works, the objective and how the goal was met. The Lead Teachers expressed their appreciation to Cierra and all that she has done to help the students and staff.

Minutes

- Motion to approve the 5/18/21 Minutes was made by Jessica Bradley and seconded by Christine Gorowara. Trish Hermance had two changes 1. The acronym for the Teacher Evaluation System is DTGSS instead of DEEGS (under Head of School Report) and, 2. As we move forward, we should note the time we go in and out of Executive Session, as well as who made the motions.
The motion was approved unanimously with the adjustments, with no objections and no abstentions.

Committee Reports

Covid Task Force

- ***Opening Plan SY21-2022***
The Opening Plan had to be adapted from last year following the Governor’s adaptations of

Covid restrictions, and in order to apply for the ESSER III funds. Antigen testing was discussed as an optional mitigation strategy; we will make a recommendation to families to have their children tested – this is not a requirement.

Motion to accept the Opening Plan of Sussex Montessori School was made by Penny Short and seconded by Trish Hermance. The motion was approved unanimously with no objections and no abstentions.

Finance Committee

- Sean Steward reported on the 6/8/21 meeting of the Finance Committee and noted the following discussions:
 - We received 100% of the revenue for the fiscal year.
 - Discussed how we are over budget on transportation funds. Looking into the Burris foundation monies to assist students in getting to summer school, as this may be a growing need.
 - Title 1 funds – we need to be at 81% by September 30th.
 - Highmark grant – how we can use those funds.
 - Burris fund – we want to be able to show we are utilizing those funds to address different areas of need.
 - We are going to have an on-site maintenance person for next year; we may have to use ESSER III funds.
 - Discussed potential need for a facilities staff person to ensure the school is maintained properly.
 - Currently writing the WSFS grant to potentially help cover needs for a social worker part time and childhood programs.
- Michelle Hastie presented the financials to date through 5/31/21 including operating income/expenses and federal grants.
 - We received 101.13% of our state and local budgeted revenues.
 - We received 74.87% of our state and local expense budget.
 - We received 63.80% of our federal budgeted revenues.

Motion to accept the May 2021 Financial Report was made by Sean Steward and seconded by Jessica Bradley. The motion was approved unanimously with no objections and no abstentions.

- Michelle Hastie presented the FY22 preliminary draft budget; this is subject to change once unit count is over.

Motion to approve the FY22 preliminary budget was made by Sean Steward and seconded by Christine Gorowara. The motion was approved unanimously with no objections and no abstentions.

- Michelle Hastie presented the ESSER III funding (\$900,000).
 - At least 20% of the funds used must address learning loss through the implementation of evidence-based interventions.
 - A custodian is a qualified expense.
 - Do not need to buy American made.

Student Success Committee

- Chantel Janiszewski presented the continuation the report that was shared to the Board in March.
 - Measuring student engagement and behavior (performance goal #2) – attendance and the barn program

- Academic performance (performance goal #1) – Seesaw, Dibels, Acadience and Smarter Balanced

Facility Committee

- Jessica Crampton-Bradley presented the Phase II Financial Package – statement of sources and uses of funds as of May 31, 2021.
 - Total cash available \$1,376,793
 - Total loan funds available \$943,651
 - Total unrestricted cash available \$2,099,766
 - Total remaining Phase II budget total is \$1,708,485.
 - Continuing to maintain small projects, i.e., barn stabilization, outdoor environment, porch, carriage house doors and landscaping, etc.
- Classrooms scheduled for completion on 8/17/21.
- We will have enough classrooms to last from Fall 2021 to Fall 2023 by using the carriage house next year; this gives us time to raise \$2M for the last four classrooms to open in Fall 2023.

Executive Committee

- Christine Gorowara discussed the Essential Elements rubric. This is a joint project of several organizations including NCMPS and includes 26 items with outlines what is considered exemplary, satisfactory, and unsatisfactory. A survey will be sent out to staff which includes the 26 elements.

Head of School Report – Lisa Coldiron

- Hiring Report – the hiring for Lead Teachers is complete; we have one position to fill for an Associate Teacher. PE was filled and we are going to maintain our current contracts with music and art. We are currently interviewing for a Guidance Counselor. A reading specialist is being considered, depending on funding to support special education and our teachers.
- Enrollment Update – We have 337 enrolled students; we have room for 341. Enrollment is fluid and we have a strong waiting list.
- Summer school begins June 28 and has been filled with 33 students. There is a need for transportation for many of these students who would not otherwise be able to attend.
- Kindergarten screenings took place on June 10.
- UMDTR MOU for 6 teachers has been signed.

A motion was made by Christine Gorowara and seconded by Trish Hermance to move to Executive Session at 9:04 p.m. A personnel issue and state assessments were discussed. All board members came out of Executive Session at 9:44 p.m.

A motion to adjourn was made by Trish Hermance, seconded by Jessica Bradley, and passed unanimously at 9:46 p.m.