



**Sussex Montessori School
Board of Directors
August 17, 2021**

Board of Directors Present: Linda Zankowsky, Sean Steward, Lauren Connelly, Christine Gorowara, Jessica Crampton-Bradley, Penny Short

Others Present: Lisa Coldiron (Head of School), Michelle Hastie (Finance Director), Elaine Mulford (Administrative Assistant); Dustin Yoder (parent)

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

Approval of Agenda

Motion to approve the agenda was made by Jessica Bradley and seconded by Christine Gorowara. The agenda was amended to add the deletion of the Montessori Moment and the addition of the extra pay for extra responsibility (EPER) under the Finance Committee. The motion passed unanimously with no objections and no abstentions.

Opening Remarks

Linda Zankowsky stated that we are starting our second year and expressed gratitude to all staff!

Public Comment – None

Minutes

- Motion to approve the 7/20/21 Minutes was made by Christine Gorowara and seconded by Lauren Connelly.
The motion was approved unanimously with the adjustments, with no objections and no abstentions.

Committee Reports

Covid Task Force – Chantel Janiszewski

- Lisa Coldiron (in Chantel’s absence) discussed the Governor’s mask mandate that was made on August 10, 2021, and the Covid Task Force recommends that the opening plan remain as is. The mask requirement is for indoor spaces and buses only; every effort will be made to use the outdoor learning environment as much as possible.
- Going forward, Penny Short will be taking over the leadership of the Covid Task Force, as Chantel Janiszewski will concentrate on the Student Success Committee.

Finance Committee – Sean Steward & Michelle Hastie

- Sean Steward reported on the 8/6/21 meeting of the Finance Committee.
- Michelle Hastie presented the financials to date through 7/31/21 including operating income/expenses and federal grants.
- Michelle Hastie discussed EPER (extra pay extra responsibility) payments for teachers. Each year the state has a compensation schedule; teachers and other staff are paid for extra pay. This year the rate is \$35/hour for teachers, and we currently have an approved budget of \$10,000.

Motion to approve that the Head of School can offer stipends or hourly rates for EPER and to follow the state scale for hourly rates was made by Sean Steward and seconded by Penny Short. The motion

was approved unanimously with no objections and no abstentions.

Student Success Committee – Chantel Janiszewski

- Linda Zankowsky (in Chantel’s absence) presented the committee report that outlines how the structure of the committee is being developed. This committee will track the academic and social progress and success of all students.

Facility Committee – Jessica Crampton-Bradley

- Jessica Crampton-Bradley presented the Phase II Financial Package – statement of sources and uses of funds as of July 31, 2021.
 - The focus is on the deadline to get the classrooms open – scheduled completion is July 20, 2021
 - Total cash available \$1,108,392.50
 - Total loan funds available \$463,073.28 (barn, FF&E, memorial for Brett)
 - Total unrestricted cash available \$1,351,937
 - Total remaining Phase II budget total \$781,751.00
 - Continuing to work on small projects – porch, garden, door/entrance and gate/security issues, technology.

Development Committee – Linda Zankowsky

- Linda Zankowsky indicated the total capital funds raised as of August 17, 2021, is \$3.8 million.
- Grants received - Sussex County Council (\$4,000); WSFS (\$50,000 - \$25,000 received this summer and \$25,000 to be received next summer. WSFS is earmarked for next August for orientation for K/1’s as well as including activities for siblings at the school (3 and 4-year-olds) to familiarize them with the school.
- Grants in process - Technology e-rate grant was submitted for future technology needs (101 chrome books); Highmark (\$250,000 for outdoor environment); Perdue Foundation (\$75,000 for barn); Crystal Trust (for next year, \$1M); Draper Charitable Trust (\$20,000).
- CAPTRUST Community Foundation donated \$10,000 to the school.

Executive Committee – Lauren Connelly & Christine Gorowara

- Board development – committee developed a guide and application for board member applicants. Board chair is looking forward to recommendations from the board for potential board members.
- Board chair is working on a board calendar – it will highlight what we do monthly/yearly.

Head of School Report – Lisa Coldiron

- Enrollment Update – We have 341 enrolled students. Enrollment remains fluid and we have a strong waiting list.
- Most positions have been filled except for a para and a reading specialist.
- We will continue to focus on our school-wide goals.
- Staff and students will wear masks while inside.
- A family zoom meeting will be scheduled before school starts to discuss any questions/concerns the parents may have.

A motion to adjourn was made by Jessica Bradley, seconded by Sean Steward, and passed unanimously at 8:23 p.m.