



**SUSSEX  
MONTESSORI**  
PUBLIC CHARTER SCHOOL

**Sussex Montessori School  
Board of Directors  
November 16, 2021**

**Board of Directors Present:** Linda Zankowsky, Sean Steward, Christine Gorowara, Jessica Crampton-Bradley, Trish Hermance, Chantel Janiszewski, Rebecca Thomas

**Others Present:** Lisa Coldiron (Head of School), Michelle Hastie (Finance Director), Debra Smullin (Administrative Assistant), Jonathan Moll (Director, Accounting and Auditing- Belfint, Lyons & Shuman), Michael Mast (Manager of Accounting & Auditing- Belfint, Lyons & Shuman)

The meeting was called to order at 6:39 p.m.

**Approval of Agenda-**

- Motion to approve the agenda was made by Jessica Crampton-Bradley and seconded by Sean Steward.
- The agenda was amended to remove the Vote on the Revised Preliminary Budget. This will be discussed further with Lisa and her envisions for the school. Additionally, the Student Success Committee will be moved to December's meeting in order to have a more viable report. The Motion passed unanimously with no objections and no abstentions.

**Montessori Moment-** None

**Public Comment** – None

**Consent Agenda-**

## *Minutes*

- Motion to approve the 10/19/21 Minutes was made by Jessica Crampton-Bradley and seconded by Sean Steward. The motion was approved unanimously with no objections and no abstentions.
- Motion to approve the 11/3/2021 Minutes from the Board Retreat was made by Sean Steward and seconded by Chantel Janiszewski. The motion was approved unanimously with the adjustments, no objections and with the abstention of Trish Hermance, due to absence.

## **Committee Reports-**

### *Finance Committee – Sean Steward, Michelle Hastie & Jonathan Mull*

- Jonathan Mull stated this was the first year that SMS has had a Financial Audit. He stated that this Audit had a Government Financial report and Non-for-Profit Financial reports and explained the difference between the two. He discussed the contents of the audit and the 3 main reports issued in the audit report.
  1. Independent Audit Report
  2. Single Audit
  3. Compliance of each major program
- Jonathan reviewed each report and stated that we are in compliance with all 3 reports.
- A motion to accept the FY 21 Audit as presented was made by Sean Steward and seconded by Jessica Crampton-Bradley. The motion was approved unanimously with no objections and no abstentions.

Linda Zankowsky- Thanked Michelle Hastie for all her hard work.

### **Sean Steward-**

- Sean Steward reported on the 11/9/2021 meeting of the Finance Committee.
- Start-Up Grant- 1 more year
- Stipend to employees Christmas- \$13,500
- A Motion to approve the Stipend for \$13,500 to be paid out in December to staff members was made by Sean Steward and seconded by Trish Hermance. The motion was approved unanimously with no objections and with the abstention of Rebecca Thomas (Board & Staff member)

### **Michelle Hastie-**

- Michelle Hastie presented the financials to date through 10/31/2021 including operating income/expenses and federal grants.
- 79% of the Budgeted revenues
- Projected Extra Revenue due to Sept 30 Unit Count- \$260,000
- Received all 35% tuition payments from the local districts

Motion to accept the financial report as presented was made by Sean Steward and seconded by Jessica Crampton-Bradley. The motion was approved unanimously with no objections and no abstentions.

### **Lisa Coldiron-**

- Lisa presented a Student Support Services plan on how we envision supporting our students. At that time, the board members asked Lisa questions and voiced concerns that they had. Lisa will review the concerns and address them at our December meeting.

### ***Facility Committee – Jessica Crampton-Bradley***

- Jessica Crampton-Bradley reported that we are wrapping up Phase II.

- The total remaining Phase II budget equals \$394,000
- Total Cash flow- \$1,073,000
- Total available of unrestricted funds is \$790,000- this can be used for the Barn project

### ***Development Committee – Linda Zankowsky***

- Linda Zankowsky reported that we have raised a total of \$114,500 from 2 events.
- Sherry & Jeffery Fried (Hosted 1<sup>st</sup> event) have offered and are working with Mike Rawl to develop a “Friends of Sussex Montessori School” Fundraising Committee. The committee would hold small events and help with funding we are working towards
- Giving Tuesday- Kaneisha Savage will be launching a campaign on our website and on Facebook. She will also be sending out information to help with reaching out to people who would be willing to help the school
- ARA Grant is drafted and posted to Boardable. Linda asked Board members to review the Grant

### ***Covid Task Force – Penny Short***

- Penny and Lisa discussed the option for our students to receive the Covid 19 vaccine. Currently, we are not going to move forward with offering the vaccine to be administered at the school

### ***Head of School Report – Lisa Coldiron***

- School of Choice- we have 171 applications for next school year with 65 slots available
- Lisa reported upcoming events happening at the school. (Fall fest, PTO- Ornament fundraiser, Pictures)

*Linda Zankowsky-*

- Linda stated that there will be a Special Board meeting on 11/30/2021 to approve the State Annual Charter Report.
- Board Retreat- 3/12/22 & 7/16/2022

*Executive Session- None*

A motion to adjourn was made by Jessica Crampton-Bradley and seconded by Chantel Janiszewski and passed unanimously at 8:40 p.m.