



**Sussex Montessori School
Board of Directors
October 19, 2021**

Board of Directors Present: Linda Zankowsky, Sean Steward, Lauren Connelly, 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); Jessica Bennett (HR Rep)

The meeting was called to order at 6:46 p.m.

Approval of Agenda

Motion to approve the agenda was made by Jessica Crampton-Bradley and seconded by Christine Gorowara. The motion passed unanimously with no objections and no abstentions.

Opening Remarks

Linda Zankowsky thanked Lisa Coldiron as well as additional staff members that have stepped in to help during a challenging start to the school year.

Public Comment – None

Minutes

- Motion to approve the 09/21/21 Minutes was made by Sean Steward and seconded by Jessica Crampton-Bradley. The motion was approved unanimously with no objections and no abstentions.

Committee Reports

Finance Committee – Sean Steward & Michelle Hastie

- Sean Steward reported on the 9/12/21 meeting of the Finance Committee.
- Michelle Hastie presented the financials to date through 09/30/21 including operating income/expenses and federal grants.
- Motion to accept the operating budget recommendations from the state allocations presented by the finance committee was made by Trish Hermance and seconded by Sean Steward. The motion was approved unanimously with no objections and no abstentions.
- Motion to approve the revisions to our ESSER budget for this year was made by Sean Steward and seconded by Chantel Janiszewski. The motion was approved unanimously with no objections and no abstentions.

Facility Committee – Jessica Crampton-Bradley

- Jessica Crampton-Bradley presented the Phase II Financial Package – statement of sources and uses of funds as of September 30, 2021.

Jessica Crampton-Bradley reported that we are wrapping up and there a few minor things remaining. Currently, we are waiting for the resident inspector approval and are a few steps closer in that regard. The total remaining Phase II budget equals \$420,000.

- Cash available as of 9/30/21 totals \$1,041,731.93
- Restricted funds of \$224,000 was amended to add \$65,000 in landscaping to meet the city of Seaford needs for security. Funds were allocated for landscaping and creating a border around the property in agreement with the City of Seaford. This is a combination of plants and fencing These restricted funds should be about \$290,000. That would change the total available of unrestricted funds to \$1,263,000.00.

Development Committee – Linda Zankowsky

- Linda Zankowsky reported that we received a generous donation from an individual donor from the event in Lewes of \$100,000.00. There were additional donations from this event in the amount of \$2,500.00.
- \$148,000.00 was also received from the Highmark foundation. We will receive these funds in two installments. After the first half of these funds are

received, a report must be presented on how the funds were spent and then the remaining funds will be distributed.

Covid Task Force – Penny Short

- Lisa Coldiron (In Penny’s absence) discussed the option for our families to participate in Antigen testing. Testing is performed on Wednesdays beginning at 7:30am. Currently there are about 65 students participating in testing. Of the tests performed, there have been five positive test results of which four were false positives.

Head of School Report – Lisa Coldiron

- Enrollment Update – We have 341 enrolled students. Enrollment remains fluid and we still have a strong waiting list.
- Lisa reported that Willie Mobley, one of our associate teachers, has decided to leave the educational field and work on his own side business. Fortunately, we had a substitute that was able to smoothly transition into this role. Debra Smullin has been a huge help with Administrative Secretary position as she has multiple years of school experience and has been able to assist during this time.
- Lisa stated that Children’s & Families First has been assisting our students with trauma and this is paid through a grant that Children & Families First has available.
- Lisa reported that the Highmark grant is in the amount of \$148,000 which we are thrilled to have. This grant did not support the two permanent pavilions/outdoor learning classrooms, but we will work to still get these pavilions for the students.
- Lisa stated that Becca Thomas has scheduled the first school field trip for grades K-1 to Fifer Orchards in Camden-Wyoming, DE.

Executive Session-

•Motion to approve enter Executive Session was made by Trish Hermance and seconded by Rebecca Thomas. The motion was approved unanimously with no objections and no abstentions. Executive Session was entered at 8:12 p.m. and concluded at 8:30 p.m.

A motion to adjourn was made by Trish Hermance, seconded by Sean Steward, and passed unanimously at 8:38 p.m.

