



**SUSSEX
MONTESSORI**
PUBLIC CHARTER SCHOOL

**Sussex Montessori School
Board of Directors
February 15, 2022**

Board of Directors Present: Linda Zankowsky, Sean Steward, Christine Gorowara, Lauren Connelly, Jessica Bradley, Penny Short, Mike Nally
Absent: Trish Hermance, Chantel Janiszewski

Others Present: Lisa Coldiron (Head of School), Michelle Hastie (Finance Director), Debra Smullin (Administrative Assistant)

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

Approval of Agenda

- A Motion to approve the agenda was made by Christine Gorowara and seconded by Sean Steward. The Motion passed unanimously with no objections and no abstentions.

Montessori Moment- None

Public Comment – None

Consent Agenda-

Minutes

- A Motion to approve the January 18, 2022, Minutes was made by Sean Steward and seconded by Jessica Bradley. The motion was approved unanimously with no objections and no abstentions.

- A Motion to accept the February 3, 2022, Special Board meeting minutes was made by Penny Short and seconded by Jessica Bradley. The motion was approved unanimously with no objections and no abstentions.

New Business- Lisa Coldiron

Covid Leave Extension-

- Lisa explained that the time frame to use the covid sick days has been extended into 2022 but there are no additional days added to the original 10 days.
- Jessica Bennett (HR Rep) is drafting letters to those who are close or out of covid leave along with their leave balances.
- A Motion to approve the Covid Leave Extension as presented was made by Penny Short and seconded by Jessica Bradley. The motion was approved unanimously with no objections and no abstentions.

2022-2023 SY Calendar-

- Lisa stated that she and Peter are working on the calendar. They will also be getting input from the staff. The calendar will be added to Boardable in March.
- Lisa is Considering ways to create time for teacher professional planning and development.

Linda Zankowsky introduced our new Board Member, Mike Nally to all board members. We are happy to have Mike join as a Board member.

Committee Reports-

Finance Committee – Sean Steward and Michelle Hastie

Sean Steward-

- Sean reported on the February 8, 2022, meeting of the Finance Committee.

- The finance and facility committee will be meeting with the USDA and PNC bank regarding the school's financing agreements.
- Discussion was held regarding strategies to fund the barn renovation.

Michelle Hastie-

- Michelle presented the financials to date through 1/31/2022 including State and Local Revenues/Expenses and federal grants.
 - We received 96.30% of our state and local budgeted revenues.
 - We are at 55.90% of our state and local expense budget.
 - We have used 55.59% of our Federal Grants.
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- A Motion to accept the January 2022 financial report as presented was made by Sean Steward and seconded by Jessica Bradley. The motion was approved unanimously with no objections and no abstentions.

Facility Committee- Barn Renovation Plans- Jessica Bradley

- Mike Nally reviewed (due to Jessica Bradley being absent from the Facility Committee meeting) the updates for the Barn Renovation. We are still waiting for the proposals. They are due at the end of February. Once the proposals are received, a vote will be held at the Special Board meeting in March to determine the General Contractor.

Development Committee – Linda Zankowsky

- Linda indicated the total Capital funds raised as of January 31, 2022, is \$4,275,455.00. The total for Operating Donations is \$227,000.00.
- Grants in progress- Longwood Foundation Grant (asking for \$1,000,000.00), CAPTRUST Community Foundation- (\$25,000.00-\$100,000.00). Both Grants are due March 1, 2022. Crystal Foundation (\$1,000,000.00)
- The PTO will be having an Online Auction in March. They are looking for donations.

Covid Task Force – Lisa Coldiron

- Lisa indicated that the Covid Task Force will meet to determine steps for when the mask mandate is lifted at the end of March. Our cases have gone down tremendously, as well as our absences for staff and students.

Executive Committee- Linda Zankowsky

Board Retreat -

- Linda indicated the main topic that will be discussed at the retreat will be Projections on our financials, Student Success Committee and planning 3-4 years ahead for the school.

Governor's Budget Recommendations-

- Linda explained that the Charter Network is concerned about legislation that may restrict our flexibility as a Charter School. Linda asked the board to be aware of the various bills proposed this spring and how they might impact the school.

Head of School Report- Lisa Coldiron

- Lisa also reviewed her board report highlighting progress towards HOS goals.
- Jonathan Wolff will be visiting on Thursday, February 17, 2022, to observe and will be meeting with the staff on Friday.
- Lisa shared that the Site Based Decision Making Team and Student Support Team are actively engaged in plans to meet the December goals as established by the board.

Executive Session- None

A motion to adjourn was made by Sean Steward and seconded by Jessica Bradley and passed unanimously at 7:59 p.m.

