



**Sussex Montessori School
Board of Directors
January 18, 2022**

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

Others Present: Lisa Coldiron (Head of School), Michelle Hastie (Finance Director), Peter McClure (Director of Teaching and Learning), Debra Smullin (Administrative Assistant) & Mason Falligant (Lead Teacher)

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

Approval of Agenda

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

Montessori Moment- Mason Falligant (Lead Teacher-K-1)

- Mason demonstrated The Roman Arch materials and gave a model of the Arch.

Public Comment – None

Consent Agenda-

Minutes

A Motion to approve the 12/21/2021 Minutes was made by Christine Gorowara and seconded by Chantel Janiszewski. The motion was approved unanimously with no objections and no abstentions.

Special Report- Pilot State Appraisal Program- Peter McClure

- Peter reviewed the Delaware Teacher Growth Support System (DTGSS) which is the teacher evaluation system that Sussex Montessori School uses. DTGSS includes classroom observations, immediate feedback to teachers and end of the year conferences with feedback. The system is working well for our teachers.

Committee Reports-

Finance Committee – Sean Steward and Michelle Hastie

- Sean Steward reported on the January 11, 2022, meeting of the Finance Committee.

A Motion to accept the December 2021 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.

- Michelle Hastie presented the financials to date through 12/31/2021 including transportation expenses, operating expenses, income and federal grants

A Motion to approve the revised Final FY22 Budget 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

- Jessica reviewed the options for the 4 classrooms needed for Fall 2022 and explained the pros and cons of each option. The committee is still waiting for the proposal for the Barn Renovation.

Development Committee – Linda Zankowsky

- Linda reviewed the process of Funds being received from Donors including a spreadsheet that was created by Emilia Mackey. The spreadsheet tracks all funds received for capital and operating funds.
- Linda explained that Kaneisha will be reaching out to our Donors annually to create a structured fundraising campaign.
- Linda and Mike Rawl are working on the Longwood Foundation Grant for the Spring.

Covid Task Force – Lisa Coldiron (Penny Short- Absent)

- Lisa stated that the numbers for COVID cases is still very high with students and staff.
- Support for Nurse Jen was applied for through the State of Delaware. There will be a Nurse coming in a few days a week to help in the Nurse's office.

Executive Committee-

Board Members- Christine Gorowara

- Christine indicated that we have a new Board Member to discuss in Executive Session. She also announced that Chantel Janiszewski Will be resigning from the Board on June 30, 2022, and Rebecca Thomas will be resigning on January 21, 2022. The Board will now need to fill the Techer Position.

Staff Meeting- Trish Hermance

- Trish discussed the Staff meeting that was held on January 11, 2022. Trish, Linda Zankowsky and Sean Steward reviewed the plans moving forward with the concerns from the staff.

Board Calendar- Linda Zankowsky

- Linda reminded the Board of the Special Board Meeting coming up in a few weeks to approve a contract and the Board Retreat will be on March 12, 2022.

Head of School Report – Lisa Coldiron

- Lisa reviewed the School of Choice- we have 274 applications for next school year with 65 slots available. The Lottery for Enrollment will be held on January 24, 2022
- Lisa indicated that we have a new Long-term Substitute for the 4th grade classrooms, Adams Bruns.
- Lisa also reviewed the goals for Literacy and Executive Functioning.
- PTO
 - Texas Roadhouse Fundraiser- January 18, 2022
 - SMS Apparel- Starting February 1, 2022
 - Online Auction- March 2022
 - Book Fair- May 2022

Executive Session-

A Motion to move to Executive Session was made by Jessica Bradley and seconded by Trish Hermance.

- Executive Session was held.

A Motion to invite the board applicant discussed in executive session to join the board was made by Christine Gorowara and seconded by Lauren Connelly. The motion was approved unanimously with no objections and no abstentions.

A motion to adjourn was made by Trish Hermance and seconded by Christine Gorowara and passed unanimously at 8:48 p.m.

