

**Sussex Montessori School**

**Board of Directors**

**May 19, 2022**

**Board of Directors Present:** Linda Zankowsky, **Jessica Bradley, Mike Nally, Trish Hermance, Mason Falligant, Lauren Connelly, Sean Steward, Penny Short, Chantel Janiszewski**

**Absent: Christine Gorowara**

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

The meeting was called to order at 6:34 p.m.

**Approval of Agenda**

* A Motion to approve the agenda with the adjustment of adding the Montessori Moment was made by Jessica Bradley and seconded by Trish Hermance. The Motion passed unanimously with no objections and no abstentions.

**Montessori Moment-**

* Linda Zankowsky informed us of an article about Sussex Montessori School was published in their daily newspaper called “News Out”. The article spoke about Lisa and Jon Otto and all that they have done here at SMS with Cooperative Extension and the garden beds.

**Public Comment –** None

**Consent Agenda*-***

***Minutes***

* A Motion to approve the April 21, 2022, Minutes was made by Jessica Bradley and seconded by Chantel Janiszewski. The motion was approved unanimously with no objections and with no abstentions.

**Executive Session-**

* A Motion was made by Jessica Bradley and seconded by Mason Falligant to move to Executive Session at 6:43p.m.
	+ Personnel issues and financing were discussed
* All Board members came out of Executive Session at 7:09p.m.

 **Committee Reports-**

***Finance Committee – Sean Steward & Michelle Hastie***

* Sean Steward and Michelle Hastie presented the financials to date through April 30, 2022, including income/expenses and Federal Grants.
	+ April 30, 2022, represents ten (10/12) months actual or 83.33% of the current fiscal year.
	+ We have received 100.59% of our State and Local budgeted revenues.
	+ We have spent 77.58% of our State and Local Expenses.
	+ We have spent 69.73% in Federal Grants of our annual budget.
* Michelle Hastie reviewed the Preliminary Budget for FY 2023
	+ Revenues
	+ State, Local, and Federal Revenue
	+ Salary Increases
	+ Additional Personnel
	+ Expenses
	+ Financial Key Performance Indicators
	+ ARP/ESSER III Grant
* A Motion to accept the April 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.
* A Motion to approve the Preliminary Budget for FY23 as presented with the bottom line carry over number be at least $100,000.00 was made by Sean Steward and seconded by Mike Rawl. The motion was approved unanimously with no objections and no abstentions.

***Enrollment Report*-**

* Lisa Coldiron stated that out current enrollment for the 22/23 SY is currently at 410.

***Facility Committee- Barn Renovation Plans- Jessica Bradley***

* Jessica Bradley reported that the Barn Renovations are getting prepped and ready will begin next week (5/23-5/27)
* The April 2022 Financial report has been uploaded to Boardable.
* The playground, funded by the Highmark Grant will start soon.

***Financing Resolutions- Mike Nally***

* Mike Nally reviewed the Resolutions below
	+ A motion to approve a 7,650,000.00 USDA loan for our permanent financing was made by Mike Nally and seconded by Jessica Bradley. The motion was approved unanimously with no objections and no abstentions.
	+ A Motion to approve the security agreement for the USDA loan with the change to a signature block on the agreement was made by Mike Nally and seconded by Sean Steward. The motion was approved unanimously with objections and no abstentions.
	+ A Motion to Authorize the Chair of the Board, Co-Vice Chairs, and the Treasure of the Corporation to execute and deliver loan agreements and other loan documents also known as Supplemental Resolution was made by Mike Nally and seconded by Jessica Bradley. The motion was approved unanimously with no objections and no abstentions.

***Executive Committee-***

 Head of School Appraisal Process Update-

* A meeting will be held next week to review the report. We will have an update at the June 2022 Board meeting.

***HR Task Force-***

* The committee has reviewed the offer letters and re-commitment letters. They will have an update in a few months.

***Development Committee – Linda Zankowsky***

* Linda Zankowsky reported that we are waiting to hear from The Longwood Foundation. We should hear from the by the end of May. We should hear back about the County ARPA Grant in June/July. The Highmark Grant is in progress. The first $33,000.00 from the Meoli Fund has been received.

***Covid Task Force – Penny Short***

* Penny Short reported that cases have been on the rise. Sussex County, DE has gone from being Level Green to Level Yellow.

**Head of School Report- Lisa Coldiron**

* We received a Grant for $86,000.00 for our Summer Reading Program
* KinderCamp will be held this summer to help the Kindergarteners become familiar with the classroom and the daily activities they will do each day
* Welcome Sessions for new students will be held on May 26th and June 15th
* Family Visit Day was a huge success. All the students, teachers and parents were thrilled to finally see the classroom and the daily routine.
* Preferred Meals will no longer be providing our meals for students. We will be reaching out to the local school and placing an ad in the local newspaper.

A motion to adjourn was made by Jessica Bradley and seconded by Trish Hermance and passed unanimously at 8:35 p.m.