



**SUSSEX
MONTESSORI
PUBLIC CHARTER SCHOOL**

**Sussex Montessori School
Board of Directors
July 19, 2022**

Board of Directors Present: Linda Zankowsky, Jessica Bradley, Mason Falligant, Lauren Connelly, Sean Steward, Mike Nally, Trish Hermance (Late), Christine Gorowara

Absent: Penny Short

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 with the change to add a discussion about the Strategic goals was made by Jessica Bradley and seconded by Christine Gorowara. The Motion passed unanimously with no objections and no abstentions.

Public Comment – None

Consent Agenda-

Minutes

A Motion to approve the June 23, 2022, Minutes was made by Jessica Bradley and seconded by Mike Nally. The motion was approved unanimously with no objections and with no abstentions.

Old Business- Policy Changes for FY23

Personnel & Attendance Handbook- Lisa Coldiron

- Lisa reviewed the changes made to the Personnel Handbook
 - Commonly Held Agreements
 - Inclement Weather Policy
 - Jeans on Fridays
 - Vacation Chart
 - Religious Observance
 - Mandatory Attendance (First 2 weeks/Last 2 weeks)
 - Name Badge

A motion to approve the changes made to the Personnel Handbook was made by Jessica Bradley and seconded by Christine Gorowara. The motion passed unanimously with no objections. Trish Hermance abstained due to arriving late.

- Lisa discussed the changes made to the Attendance Handbook
 - Punctuality
 - Tardiness
 - Early Dismissals
 - Written Documentation
 - Truancy Chart

A motion to approve the changes made to the Attendance Handbook was made by Trish Hermance and seconded by Mason Falligant. The motion passed unanimously with no objections and no abstentions.

Committee Reports-

Finance Committee – Sean Steward & Michelle Hastie

- Sean Steward and Michelle Hastie presented the financials to date through June 30, 2022.
 - June 30, 2022, represents ten (12/12) months actual or 100% of the current fiscal year.
 - We have received 101.11% of our State and Local budgeted revenues. (Received other revenue in June)
 - We have spent 92.23% of our State and Local Expenses.
 - We have spent 76.65 % in Federal Grants of our annual budget.

A Motion to accept the June 2022 financial report as presented was made by Sean Steward and seconded by Lauren Connelly. The motion was approved unanimously with no objections and no abstentions.

Enrollment Report-

- Lisa Coldiron stated that our current enrollment for the 22/23 SY is 396. That includes 83 new students and 9 pending invitations.

Facility Committee- Barn Renovation Plans- Jessica Bradley

- Jessica Bradley reviewed June 2022 the Statement of Financials. She stated that we have 1.5 million cash on hand with another 1 million (pledged). Total contract with GGA is at 2.12 million. We have spent 644,000.00 with 1.3 million left. The timeline with GGA is going well.

USDA Financing Update – Linda Zankowsky

- Linda Zankowsky reported that we have closed on our USDA loan at 2.5%. Linda also thanked Jessica Bradley for all her time and energy working on closing the loan in June.

County ARPA Funding Update- Linda Zankowsky

- Linda Zankowsky stated that Montessori Works received notification that the county approved the barn project allocating \$950,000.00 of ARPA Funding from Sussex County, Delaware. This funding will come through Montessori Works on behalf of the school. Once the proper paperwork is completed, we will hear back from the county in 6-8 weeks.

Strategic Goals- Mike Nally

- Mike Nally discussed the goals created for possibilities at SMS.
 - Successfully reauthorize without conditions
 - Top rated Delaware Montessori School- Model for future Montessori Schools
 - Provide Governance and financial policies that ensure the long-term sustainability of the school
 - DEI – Diversity, equity, inclusion – demographics continue to reflect the community....equity – allowing/ensuring every student can

participate in the Montessori experience, inclusions – that we maintain an inclusive attitude towards all SMS community members.

- Facility and Program Growth
- Work groups were created to address each of these areas in preparation for the September 24th board retreat.

Head of School Report- Lisa Coldiron

- Lisa discussed the summer activities on campus including Summer School (Reading Support), Kinder Camp & ESY
- Lisa is meeting with teachers as they are getting ready for the new year.
- Lisa discussed New Legislation impacting the school
 - HB 301- Mental Health Education
 - HB 302- Reading Competency
 - HB 388- Safety

Executive Session-

A Motion was made by Jessica Bradley and seconded by Sean Steward to move to Executive Session at 7:50 p.m.

- Personnel issues were discussed
- All Board members came out of Executive Session at 8:03 p.m.

A motion to approve the salary increase for the Head of School, Lisa Coldiron, effective July 1, 2022, was made by Sean Steward and seconded by Christine Gorowara. The motion passed unanimously with no objections and no abstentions.

A motion to adjourn was made by Jessica Bradley and seconded by Christine Gorowara and passed unanimously at 8:06 p.m.