



**SUSSEX
MONTESSORI
PUBLIC CHARTER SCHOOL**

**Sussex Montessori School
Board of Directors
August 16, 2022**

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

Absent: Penny Short

Others Present: Lisa Coldiron (Head of School), Michelle Hastie (Finance Director)

The meeting was called to order at 6:50 p.m.

Approval of Agenda

A Motion to approve the agenda with the change to add a discussion about the USDA grant and adding Executive Session before the end of the meeting 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 July 19, 2022, Motion 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

Family Handbook- Lisa Coldiron

- Lisa reviewed the changes made to Family handbook. A copy is available to review in Boardable. The changes made are highlighted in Red.

A motion to approve the changes made to the Family Handbook as presented today, August 16, 2022, was made by Trish Hermance and seconded by Christine Jessica Bradley. The motion passed unanimously with no objections.

The decision was made to table the Discipline Handbook for a special board meeting on August 30th at 6:30 PM.

Committee Reports-

Finance Committee – Sean Steward & Michelle Hastie

- Sean Steward reviewed the main topics of the Finance meeting held on August 9, 2022.
 - Unit Count
 - Grants
 - Professional Development
 - Teacher re-payment for Montessori training (5-teachers)
 - Insurance Claim for July storm damage
 - After School Activities
- Michelle Hastie presented the financials to date through July 31, 2022
 - July 31, 2022, represents ten (1/12) months actual or 8.33% of the current fiscal year.
 - We have received 68.32% of our State and Local budgeted revenues.
 - Received in July
 - \$10,153.00- Cafeteria revenue
 - \$56,750.00- other revenue * \$50,000- Capital donation
 - \$3,035,129.00- State Appropriations
 - We have spent 6.41% of our State and Local Expenses.
 - We have spent 15.78% in Federal Grants of our annual budget.

A Motion to accept the July 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 405. That includes 94 new students and 1 pending invitation.

Facility Committee- Barn Renovation Plans- Jessica Bradley

- Jessica Bradley reviewed July 2022 the Statement of Financials. She stated that we have 1 million cash on hand. We are still hoping to meet our timeline.
- Jessica stated that we will be applying for 2- USDA Community Grants.
 - Outdoor Learning Project- \$82,000.00
 - School Expansion Project- FFE- \$82,000.00

A resolution of the Board of Directors of Sussex Montessori School is agreeing to apply for financial assistance with the United States Department of Agriculture, Rural Development to finance the School Outdoor Learning Project. Be it further resolved that the Board of Directors of Sussex Montessori School authorizes the Board Chair and/or Board Co-Vice Chairs to sign all documents relating to the USDA Rural Development loan and/or grant. The applicant point of contact shall be Linda S. Zankowsky, Board Chair. The resolution was made by Mike Nally and seconded by Sean Steward. The resolution was approved unanimously with no objections and no abstentions.

A resolution of the Board of Directors of Sussex Montessori School is agreeing to apply for financial assistance with the United States Department of Agriculture, Rural Development to finance the school expansion project FFE. Be it further resolved that the Board of Directors of Sussex Montessori School authorizes the Board Chair and/or Board Co-Vice Chairs to sign all documents relating to the USDA Rural Development loan and/or grant. The applicant point of contact shall be Linda S. Zankowsky, Board Chair. The resolution was made by Mike Nally and seconded by Sean Steward. The resolution was approved unanimously with no objections and no abstentions.

County ARPA Funding Update- Linda Zankowsky

- Linda Zankowsky stated that she is waiting to hear back from the county about completing the paperwork. Once the paperwork is complete, we will hear back from the county in 6-8 weeks.

Development Committee- Linda Zankowsky

- Linda Zankowsky stated that she has a meeting with the Welfare Foundation, this Friday, August 19, 2022. We will be applying for \$200,000. Linda also met with the Crystal Foundation. We will be applying for \$500,000.
- Linda announced that an Event will be held on September 29, 2022, at the school from 5:30-7:00. This event is being held for our Key and Founding donors, to see the completed Barn project.

Strategic Goals- Mike Nally

- Mike Nally explained that the groups are working towards presenting at the Board retreat on September 24th

Head of School Report- Lisa Coldiron

- Lisa discussed the different events happening at the school this month.
 - Coffee & Conversation
 - Family BBQ
- Lisa reviewed other things happening at the school
 - Operations Crew (Data bases, maintenance systems, etc.)
 - Spec Ed
 - Specials (Art, PE, Yoga, Chess, 4H, Music, Gardening)

Executive Session-

A Motion was made by Jessica Bradley and seconded by Trish Hermance to move to Executive Session at 8:10 p.m.

- Personnel issues were discussed
- All Board members came out of Executive Session at 8:25 p.m.

A motion to adjourn was made by Jessica Bradley and seconded by Sean Steward and passed unanimously at 8:30 p.m.

