



**SUSSEX  
MONTESSORI**  
PUBLIC CHARTER SCHOOL

**Sussex Montessori School  
Board of Directors  
September 20, 2022**

**Board of Directors Present:** Linda Zankowsky, Sean Steward, Mike Nally, Trish Hermance, Christine Gorowara, Mason Falligant, Penny Short (Left early)  
**Absent:** Lauren Connelly and Jessica Bradley

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

The meeting was called to order at 6:38 p.m.

with no objections and no abstentions.

**Public Comment** – None

**Consent Agenda-**

***Minutes***

A Motion to approve the August 16, 2022, minutes was made by Trish Hermance and seconded by Mason Falligant. The motion was approved unanimously with no objections and with no abstentions.

**Montessori Moment-**

Linda Zankowsky stated that she would like each Board member to visit the school at least once this school year to see and observe the school and classrooms. Once the Board member has completed their visit, they are to report back to the Board their observations.

**Committee Reports-**

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

- Sean Steward reviewed the main topics of the Finance meeting held on September 13, 2022.
  - Reading Intervention Grant
  - Student Count- 396
  - Teacher commitments for Montessori Training
  - Grant supports for after school activities
  - Policy/Procedures for renting the Barn to outside vendors
  - Relocation policies
  -
- Michelle Hastie presented the financials to date through August 31, 2022
  - August 31, 2022, represents two (2/12) months actual or 16.67% of the current fiscal year.
  - We have received 72.32% of our State and Local budgeted revenues.
  - Received in July
    - \$6,750.00- Tuition repayment
    - \$85,006.00- Reading Intervention Grant
    - \$35,748.00- Education Opportunity Grant
  - We have spent 19.60% of our State and Local Expenses.
  - We have spent 24.48% in Federal Grants.

A Motion to accept the August 2022 financial report as presented was made by Sean Steward and seconded by Mike Nally. 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 403. That includes 2 pending invitations.

### ***Facility Committee- Barn Renovation Plans- Mike Nally***

- Mike Nally stated that the construction side of the Barn project is complete. He shared pictures of some of the completed rooms.

### ***Development Committee- Linda Zankowsky***

### ***USDA Grants- Linda Zankowsky***

- Linda Zankowsky reviewed the USDA Funding
  - FFE- \$82,550.00- Approved
  - Outdoor Environments - \$82,550.00 – Approved
  - Invited to increase our grant request for each grant to \$200,000.00 (School match of \$163,640.00 USDA has not officially approved this increase to date.
  - Outdoor
    - Barn Deck and Railing
    - 2 Pavilions
    - Equipment for Maintenance
    - Completion of Outdoor play areas
  - FFE/Interior Project
    - Carriage House- 2<sup>nd</sup> Floor
    - Flagpole plaza
    - Landscape plan
    - 2 new classrooms
    - Montessori Materials

#### ***ARPA County Funding-***

- Montessori Works received \$950,000.00 from the county on behalf of Sussex Montessori School.

#### ***Grant Submissions for the last four classrooms***

- Welfare Grant is due October 15, 2022- \$200,000.00
- Crystal Grant has been submitted- \$500,000.00

#### ***Funder Event- September 29, 2022-***

- A Funder Event will be held on September 29, 2022, at the school from 5:30-7:00.

#### ***Staff Meeting-***

- Linda Zankowsky met with the staff to present the school's funding streams including capital projects, grants, and operating funds.

#### ***Strategic Planning Retreat- Mike Nally/Linda Zankowsky-***

- Mike Nally explained that the teams will be presenting their ideas and plans. The whole group will then meet to review and delegate.
  - 4 Main Topics to discuss
    - How much will it cost
    - How long will it take
    - How difficult will it be to make it happen
    - What will the impact be on the school and community

### **Head of School Report- Lisa Coldiron**

- Lisa reviewed the Head of School report
  - Montessori Fidelity and Efficacy
    - Mentoring
    - Coaching
    - Team Level Meetings
    - PLC
    - NCMPS
  - Parent Education
    - Parent Camp- October 13, 2022
    - “Watch me Work” Days
    - Family Cookouts
  - Codifying Montessori Procedures & Policies
    - Classroom Materials
    - Responsive Classroom
    - Classroom Meetings
- Important Updates
  - The Consolidated Grant is completed and has been approved
  - The Rural Grant is completed
  - The two new classrooms in the barn have been opened
  - Enrollment is steady
  - We are looking forward to movement on the playground

### **Executive Session-**

A Motion was made by Trish Hermance and seconded by Christine Gorwara to move to Executive Session at 8:08 p.m.

- Personnel issues were discussed
- All Board members came out of Executive Session at 8:17 p.m.

A motion to adjourn was made by Christine Gorwara and seconded by Trish Hermance and passed unanimously at 8:18 p.m.