



**Sussex Montessori School
Board of Directors
September 19, 2023, 2023, 6:30 p.m.**

Board of Directors Present: Linda Zankowsky, Sean Steward, Mason Falligant, Jessica Bradley, Trish Hermance and Penny Short
Absent: Irving Taylor, Lauren Connelly and Mike Nally

Others Present: Lisa Coldiron (Head of School), Debra Smullin (Administrative Assistant) Michelle Hastie (Finance Manager), Precious Benson (Director of Operations)

The meeting was called to order at 6:41p.m.

Approval of Agenda

A Motion to approve the agenda with the addition of an update on the Strategic Plan and salary discussion of the head of school was made by Jessica Bradley and seconded by Penny Short. The Motion passed unanimously with no objections and no abstentions.

Public Comment – No public comment

Consent Agenda-

Minutes

A Motion to approve the May 2023 minutes was made by Penny Short and seconded by Trish Hermance. The motion was approved unanimously with no objections and with no abstentions.

A Motion to approve the June 2023 minutes was made by Jessica Bradley and seconded by Penny Short. The motion was approved unanimously with no objections and with no abstentions.

A Motion to approve the July 2023 minutes was made by Mason Falligant and seconded by Sean Steward. The motion was approved unanimously with no objections and with no abstentions.

A Motion to approve the August 2023 minutes was made by Sean Steward and seconded by Jessica Bradley. The motion was approved unanimously with no objections and with no abstentions.

Committee Reports-

Finance Committee – Sean Steward & Michelle Hastie

- Sean presented the financials to date through August 31, 2023
 - August 31, 2023, represents (1/12) months actual or 16.7% of the current fiscal year.
 - We have received 74.33% of our State and Local budgeted revenues.
 - We have spent 16.73% of our State and Local Expenses.

A Motion to accept the August 31, 2023, financial report was made by Sean Steward and seconded by Jessica Bradley. The Motion passed unanimously with no objections and no abstentions.

Enrollment- Lisa Coldiron-

- Lisa reviewed the enrollment number as of 9.19.23 which is 439
- We are hoping for a total of 455

Facility Committee- Jessica Bradley

- Jessica stated that the inspectors are coming on Tuesday, September 20th. We are hoping for approval that day.

Development- Irving Taylor

- Irving stated that he and Mike Nally have been meeting and they have around 14 prospects to reach out to regarding donations to Sussex Montessori School.

Reauthorization- Lisa Coldiron and Trish Hermance

- Trish explained that everyone is working very hard to get the proper documentation together, to submit on October 2, 2023. The initial CSAC meeting is scheduled for October 30, 2023, and the first public hearing is scheduled for November 9, 2023.

Strategic Plan-

- Linda reviewed the Strategic Plan Committee document with the Board. It shows each committee, who is assigned to each committee and the timeline to meet back to the Board.
- Linda also stated that the focus of the Strategic Planning Committee is the Re-Authorization.

A Motion was made to approve the Head of School salary increase as per the conversation in Executive Session by Trish Hermance and was seconded by Irving Taylor. The Motion passed unanimously with no objections and no abstentions.

Executive Session-

- A motion to enter Executive Session was made by Jessica Bradley and was seconded by Irving Taylor. The Motion passes unanimously with no objections and no abstentions. The Board entered Executive Session at 7:36 p.m.
 - Withdrawal notices and Personnel matters were discussed in the Executive Session.
- A Motion to accept the withdrawal requests as discussed in Executive Session due to an out of state relocation and irreconcilable family scheduling issues was made by Trish Hermance and was seconded by Sean Steward. The Motion passed unanimously with no objections and no abstentions.

A Motion to adjourn the meeting was made by Sean Steward and seconded by Jessica Bradley and passed unanimously at 8:12 p.m.