



**Sussex Montessori School
Board of Directors
January 16, 2024, 6:30 p.m.**

Board of Directors Present: Linda Zankowsky, Mason Falligant, Jessica Bradley, Trish Hermance (Late)

Absent: Lauren Connelly, Sean Steward and Penny Short

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

The meeting was called to order at 7:09 p.m.

Approval of Agenda

A Motion to approve the agenda with the addition of “Reviewing the Calendar” and “Executive Session” was made by Jessica Bradley and seconded by Penny Short. The Motion was approved unanimously with no objections and no abstentions.

Public Comment – No public comment

Consent Agenda-

Minutes

A motion to approve the November/December 2023 minutes was made by Penny Short and seconded by Sean Steward. The Motion was approved unanimously with no objections and with no abstentions.

Committee Reports-

Finance Committee – Michelle Hastie

- Michelle presented the financials to date through December 31, 2023
 - December 31, 2023, represents (6/12) months actual or 50% of the current fiscal year.
 - We have received 85.95% of our State and Local budgeted revenues.
 - We have spent 45.9% of our State and Local Expenses.

A Motion to accept the December 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

- Total enrollment is at 98. A lottery will be held for these applicants.
 - K- 48 applications
 - 1- 10 applications
 - 2- 12 applications
 - 3- 7 applications
 - 4- 6 applications
 - 5- 9 applications
 - 6- 8 applications

Facility Committee- Jessica Bradley

- Cash balance \$221k with additional \$150k in rainy day fund
- Water remediation project is started- Michelle has earmarked money in operating budget
- Barn project
 - Total Budget will be \$2mm (\$950k ARPA allocation)
 - Kick off meeting Thursday with Michael Looney, Matt Volk, Alan
 - Meeting with Longwood for possible funding on Friday
- Fencing-would like to include the fencing project with Longwood
- Maintenance program-meeting with Conor Nally Thursday, me, Linda Alan

- Safety issues-fire inspections are up to date a. Traffic Safety b. Active shooter training
- Landscaping-can Mark Chura advise?
- Sign for entrance-Lauren help with design

Development- Linda Zankowsky

- Linda stated that she will be meeting with Mike Looney and Maria Stecker to discuss moving forward with the Longwood Grant
- Lisa and Linda have reached out to potential donors via letters
- Linda is looking to start campaigning again, after 2 years

Strategic Committee- Linda Zankowsky

- Linda reviewed the upcoming meeting dates for Board Retreat and Monthly meetings. Discussion on the Strategic Committees will be done at the Board Retreat on March 2, 2024

Head of School Report- Lisa Coldiron

- Lisa reviewed her Head of School report
 - Enrollment
 - Montessori Fidelity and Efficacy
 - Site based decision making
 - Coaching
 - Mentoring
 - Team meetings
 - Transparent classroom
 - Parent Education- Understanding Montessori
 - Parent Camp
 - Family Visiting Days
 - Watch Me Work
 - Codifying Montessori Procedures & Policies
 - Meetings- commonly held agreements
 - AMS required materials
 - Inventory- materials

A Motion to move to Executive Session was made by Jessica Bradley and seconded by Mason Falligant at 8:16 p.m. and ended at 8:40 p.m.

A Motion to adjourn the meeting was made by Jessica Bradley and seconded by Sean Steward and passed unanimously at 8:41p.m.