



**Sussex Montessori School  
Board of Directors  
December 5, 2023, 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), Debra Smullin (Administrative Assistant) Michelle Hastie (Finance Manager), Precious Benson (Director of Operations)

The meeting was called to order at 6:39 p.m.

**Approval of Agenda**

A Motion will not be made at this time due to only having 3 Board members.

**Public Comment** – No public comment

**Consent Agenda-**

***Minutes***

The October minutes will be reviewed in the January 16, 2024, Board meeting.

**Audit Review- Jon Moll**

Jon Moll reviewed the audit for SYE June 30, 2022. He answered any questions the Board had.

## **Committee Reports-**

### ***Finance Committee – Michelle Hastie***

- Michelle presented the financials to date through November 30, 2023
  - November 30, 2023, represents (5/12) months actual or 41.67% of the current fiscal year.
  - We have received 76.87% of our State and Local budgeted revenues.
  - We have spent 40.29% of our State and Local Expenses.

A Motion to accept the November 30, 2023, financial report was made by Jessica Bradley and seconded by Mason Falligant. The Motion passed unanimously with no objections and no abstentions.

### ***Facility Committee- Jessica Bradley***

- Jessica stated that she is waiting to hear back from the USDA in regard to the funding.
- Jessica has received a draft copy of the ARPA Barn contract.

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

- Linda reviewed the list of priorities for the Development committee including:
  - Water remediation at barn, farmhouse \$50K
  - Purchase of adjoining lot \$350K
  - Security requirements \$170K
  - Barn Renovation Phase 2 \$1.65M
  - Teacher Certification \$34K/yr

### ***Reauthorization- Lisa Coldiron and Trish Hermance***

- Lisa stated that the final meeting is now complete. The last step is the State Board Meeting. At this meeting, the state will give their recommendation to the Secretary of Education.

### ***Strategic Committee- Linda Zankowsky***

- Linda reminded Board members to have dates on the calendar for each group.
- She also added that each group should come to the January 2024 meeting with recommendations for the budget.

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

- Lisa reviewed our enrollment number as of today, December 5, 2023. She also went over the marketing plan to improve enrollment numbers.
- Lisa also reviewed the end of year goals and HOS goals.

A Motion to move to Executive Session was made by Jessica Bradley and Trish Hermance at 7:49 p.m. and ended at 8:06 p.m.

- Personnel Issues and Student Withdrawals were discussed in the Executive Session.

The Board accepts the withdrawal request of the 5 parents/guardians on behalf of 6 children who submitted letters by 12/2/23, based on moves out of state, transportation and personal reasons was made by Trish Hermance and seconded by Jessica Bradley. The Motion passed unanimously with no objections or abstentions.

A Motion to adjourn the meeting was made by Trish Hermance and seconded by Mason Falligant and passed unanimously at 8:10 p.m.