



**Sussex Montessori School
Board of Directors
February 20, 2024, 6:30 p.m.**

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

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

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

Approval of Agenda

A Motion to approve the agenda 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 January 16, 2024, minutes with the removal of the “Legislative Issues” was made by Trish Hermance and seconded by Jessica Bradley. 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 January 31, 2024
 - January 31, 2024, represents (7/12) months actual or 58.33% of the current fiscal year.
 - We have received 90.6% of our State and Local budgeted revenues.
 - We have spent 53.7% of our State and Local Expenses.

A Motion to accept the January 31, 2024, financial report was made by Sean Steward and seconded by Jessica Bradley. The Motion passed unanimously with no objections and no abstentions.

A Motion to accept the FY24 final budget with the adjustment of the recommended contingency was made by Jessica Bradley and seconded by Sean Steward. The Motion passed unanimously with no objections and no abstentions.

Enrollment- Lisa Coldiron

- Lisa reviewed the enrollment numbers as of February 20, 2024.
 - K- 48 applications
 - 1- 10 applications
 - 2- 12 applications
 - 3- 7 applications
 - 4- 6 applications
 - 5- 9 applications
 - 6- 8 applications
- Lisa stated that the Re-Commitment forms for current students will be sent home in Mid-March

Facility Committee- Jessica Bradley

Jessica reviewed the current projects that are in the works:

- 2nd floor of the Carriage House
- Sign in front of the campus
- Barn Project
- Landscaping
- Extra Lot (Follow-up)
- USDA requirements
- Funding

Development- Linda Zankowsky

Linda discussed the details of the meeting that occurred on January 18, 2024, with Longwood. In the meeting, it was determined that the Board would revisit the USDA grant in the Fall of 2024, with the goals of:

- Adding new Board members
- Additional data on achievements
- Enrollment at a steady rate

Linda stated that the Laffey-McHugh grant has a submission date of April 1, 2024. If awarded the grant will fund Carriage House or Teacher training.

Retreat March 2, 2024- Linda Zankowsky

- Strategic planning and new Board members will be discussed at the retreat.

Head of School Report- Lisa Coldiron

- Lisa reviewed her Head of School report
 - Lisa reviewed the state test scores and the growth of the students since the opening of the school in 2020
 - 24/25 staffing projections
 - Interviewing candidates

Executive Session-

A Motion to move to Executive Session was made by Jessica Bradley and seconded by Trish Hermance at 7:55 p.m. and ended at 9:25 p.m.

The following topics were discussed:

- Personnel issues
- Property issues
- Policies regarding Health requirements

A Motion to adjourn the meeting was made by Trish Hermance and seconded by Jessica Bradley and passed unanimously at 9:26 p.m.