



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

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

**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 6:35 p.m.

**Approval of Agenda**

A Motion to approve the agenda with the addition of voting on the new Board member as discussed was made by Sean Steward and seconded by Jessica Bradley. The Motion was approved unanimously with no objections and no abstentions.

**Public Comment** – No public comment

**Consent Agenda-**

***Minutes***

A motion to approve the March 19, 2024, minutes was made by Trish Hermance and seconded by Jessica Bradley. The Motion was approved unanimously with no objections and no abstentions.

A motion to approve the new Board member as discussed was made by Sean Steward and seconded by Jessica Bradley. The Motion was approved unanimously with no objections and no abstentions.

## **Committee Reports-**

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

- Michelle presented the financials to date through March 31, 2024
  - March 31, 2024, represents (9/12) months actual or 75.00% of the current fiscal year.
  - We have received 95.0% of our State and Local budgeted revenues.
  - We have spent 69.4% of our State and Local Expenses.

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

### ***Enrollment update- Lisa Coldiron***

Lisa reviewed the current School Choice Applications as of 4/16/24:

- KN: 60
- 01: 13
- 02: 15
- 03: 8
- 04: 8
- 05: 11
- 06: 7

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

- Completing documents for purchase of new lot
- Farmhouse still having water issues
- Looking into updating the 2<sup>nd</sup> floor of the Carriage House
- Working on new digital sign for front of school

***Development Committee- Linda Zankowsky***

- Laffey-McHugh Foundation Grant for 25K has been submitted
- Meeting with new Director of the Crystal Trust Fund in July
- Revisit Longwood Foundation Welfare in the Fall

***HOS Report- Lisa Coldiron***

Lisa reviewed staffing projection for 24-25 SY

- K-1 classes: 6
- 2-3 classes: 6
- 4-5-6 classes: 6 (Mason- 3, 4, 5 & 6)

Lisa also reviewed marketing plans for family recruitment, school updates and upcoming events

- Pep Rally
- Family Visit Days
- Book Fair and Family Night
- Parent Camp
- Our First 6<sup>th</sup> Grade Graduation
- Charter Office Visit
- DOE Curriculum Visit
- Woodbridge School District- Class Visiting

A Motion to adjourn the meeting was made by Trish Hermance and seconded by Sean Steward and passed unanimously at 7:20 p.m.