



**Sussex Montessori School  
Board of Directors  
May 21, 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 was made by Jessica Bradley and seconded by Trish Hermance. The Motion was approved unanimously with no objections and no abstentions.

**Public Comment** – No public comment

**Consent Agenda-**

***Minutes***

A motion to approve the April 16, 2024, minutes was made by Jessica Bradley and seconded by Trish Hermance. The Motion was approved unanimously with no objections and no abstentions.

**Committee Reports-**

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

- Michelle presented the financials to date through April 30, 2024
  - April 30, 2024, represents (10/12) months actual or 75.00% of the current fiscal year.
  - We have received 100.3 % of our State and Local budgeted revenues.
  - We have received 60.16 % of our Federal revenues.
  - We have spent 78.94 % of our State and Local Expenses.
  - We have received 60.2% of our Federal revenues.

A Motion to accept the April 30, 2024, financial report was made by Jessica Bradley and seconded by Mason Falligant. The Motion passed unanimously with no objections and no abstentions.

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

Lisa reviewed the current Enrollment number as of 5/15/2024

- May 1<sup>st</sup> unit count= 426
- Current Enrollment= 408
- Pre-Registered= 58
- Invited
  - K= 70
  - 1= 15
  - 2= 16
  - 3= 10
  - 4= 8
  - 5= 12
  - 6= 12

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

Jessica discussed the ongoing items, listed on the report in Boardable

- Second Floor- Barn
- Training
- Heat Trace for modulars
- Water Clean-up= Barn Basement

- Maintenance inventory schedule
- Staff lounge- Review with Staff
- Extra Lot

***Development Committee- Linda Zankowsky***

- Donation received for 125K- Property Purchase
- Meeting with new Director of the Crystal Trust Fund in July
- Longwood Foundation- Grant due September 1, 2024

***HOS Report- Lisa Coldiron***

Lisa reviewed staffing projection for 24-25 SY

- Projected Staffing: 24/25- 17 Classes 442 Students

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

- Welcome Sessions for new families
- Field Day
- Portfolio days
- Special Population meeting
- Book Fair and Family Night
- Parent Camp
- Our First 6<sup>th</sup> Grade Graduation
- Summer School and summer activities

A Motion to adjourn the meeting was made by Jessica Bradley and seconded Trish Hermance and passed unanimously at 8:38 p.m.