



**Sussex Montessori School  
Board of Directors  
June 18, 2024, 6:30 p.m.**

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

**Others Present:** Lisa Coldiron (Head of School), Precious Benson (Director of Operations), Debra Smullin (Administrative Assistant)

The meeting was called to order at 6:34 p.m.

**Approval of Agenda**

A Motion to approve the agenda with the addition of viewing the Teacher Recruitment video was made by Jessica Bradley and seconded by Sean Steward. The Motion was approved unanimously with no objections and no abstentions.

**Public Comment** – No public comment

**Consent Agenda-**

***Minutes***

A motion to approve the May 21, 2024, minutes was made by Trish Hermance and seconded by Sean Steward. The Motion was approved unanimously with no objections and no abstentions.

## **Executive Session-**

A motion to move into Executive Session was made by Trish Hermance and seconded by Sean Steward at 6:45 p.m. The Motion was approved unanimously with no objections and no abstentions. Executive Session concluded at 7:10 p.m.

## **Committee Reports-**

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

- Michelle presented the financials to date through May 31, 2024
  - May 31, 2024, represents (11/12) months actual or 91.67 % of the current fiscal year.
  - We have received 100.4% of our State and Local budgeted revenues.
  - We have received 69.7% of our federal revenues.
  - We have spent 86.3% of our Total operating budget.

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

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

Lisa reviewed the current Enrollment number as of June 15, 2024

- Invited
  - K= 70
  - 1= 15
  - 2= 16
  - 3= 12
  - 4= 11
  - 5= 12
  - 6= 7

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

- Jessica reviewed the settlement for the front lot purchase. She asked the board to allocate up to \$295,000.00, to pay for the property in contract. (3.16 acres) Settlement is set for July 10, 2024.

- Jessica stated that an extension has been filed to extend the AARPA deadline until September 15, 2024, to spend those funds.

***Development Committee- Linda Zankowsky***

- Longwood Grant due on 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:

- Graduation was wonderful
- Title 1 was held virtually
- Summer support grant
- Parent Book Club
- Welcome Sessions

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