



**Sussex Montessori School
Board of Directors
October 15, 2024, 6:30 p.m.**

Board of Directors Present: Linda Zankowsky, Jessica Bradley, Trish Hermance, Sean Steward, Bob Wheatley, Mason Falligant
Absent: Penny Short & Taquil Foster

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

The meeting was called to order at 6:53 p.m.

Approval of Agenda

A Motion to approve the agenda with the addition of voting on the August 2024 financials, Title IX review presentation by Lisa during the Head of School report, and a brief Executive session to discuss personnel at the end of the meeting 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 October 15, 2024, minutes was made by Sean Steward and seconded by Mason Falligant. The Motion was approved unanimously with no objections and no abstentions

Committee Reports-

Finance Committee- Sean Steward

Sean discussed the finance meeting from October 8, 2024

- As of October 15, 2024, total enrollment for the 24/25 school year is 383. Budget is based off of 28.77 (unit count) current unit count is 28.4
- Created an organized spreadsheet to track grants throughout the year and monitor expenditures against received grants
- Successfully made necessary cuts to align with the board's approved budget
- Proposal to halt hiring for full-time positions unless approved by the board. This would allow flexibility for short-term or substitute hires without Board intervention

A Motion to freeze all full-time positions unless approved by the Board was made by Sean Steward and seconded by Bob Wheatley. The Motion passed unanimously with no objections and no abstentions.

Financials – Precious Benson

Precious presented the financials to date through September 30, 2024

- September 30, 2024, represents (3/12) months actual or 25% of the current fiscal year.
- We have received 76.93 % of our State and Local revenues.
- We have received 57.4 % of our federal revenues.
- We have spent 35.3 % of our Total operating budget.

A Motion to accept the September 30, 2024, financial report was made by Bob Wheatley and seconded by Sean Steward. The Motion passed unanimously with no objections and no abstentions.

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

Facility Committee- Bob Wheatley

- Barn Project- Completion target date: End of November 2024
- Carriage House- Teacher's area- completed, Ongoing plans to expand storage with a lean-to structure
- Playground- Collaborate with Ed Lewandowski- University of Delaware- Up to \$50K available in funding
- Ongoing Maintenance- Plan to purchase own lawn care equipment to ensure quality maintenance, City of Seaford has offered to 50/50 split the cost of a blinking light at Stein Hwy entrance (under consideration)

Development Committee- Linda Zankowsky

- Longwood-
 - Report of questions is due by Noon on Thursday, October 17, 2024

HOS Report- Lisa Coldiron

- Upcoming Events
 - Book Fair- Includes food truck and activities for students and families
 - Wax Museum- Upper Elementary students are presenting to families
 - Montessori Visiting Days
- Grants
 - Opportunity Fund Grant- \$ 242,000- funds allocated for MML program and Read Assist
 - Consolidated Grant- Awaiting final approval- funds allocated for associate teachers and special education
- Professional Learning Communities (PLCs)
 - Focus Areas
 - Data-driven instruction

- Collaborate reviews of student support
 - Planning field trips and extracurricular activities
- Gun-Free Schools Act-
 - Consequence- Automatic expulsion for a year if a student brings or possesses a firearm
 - Policy Alignment- Needs to align with state definitions and operational guidelines for firearms
- Title IX Updates
 - Legislative updates and collective decisions by the charter network to be reviewed by the Board and voted on. Policy needs to be posted on the school website

Executive Session-

A motion to enter Executive Session was made by Sean Steward and was seconded by Jessica Bradley. The Motion passes unanimously with no objections and no abstentions. The Board entered Executive Session at 7:41 p.m. and ended at 8:00 p.m.

A Motion to adjourn the meeting was made by Bob Wheatley and seconded by Jessica Bradley. The Motion passed unanimously at 8:05 p.m.