



**Sussex Montessori School
Board of Directors
December 17, 2024, 6:30 p.m.**

Board of Directors Present: Linda Zankowsky, Jessica Bradley, Trish Hermance, Sean Steward, Mason Falligant, Taquil Foster-Lewis
Absent: Penny Short & Bob Wheatley
Guests: Jonathan Moll, Michael Mast, & Kyle Morgan

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

The meeting was called to order at 6:35 p.m.

Approval of Agenda

A Motion to approve the agenda was made by Trish Hermance 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 November 19, 2024, minutes, was made by Sean Steward and seconded by Trish Hermance. The Motion was approved unanimously with no objections.

Audit Review-

Jon Moll reviewed the audit for SYE June 30, 2022. He answered all the questions the Board had.

Committee Reports-

Building Community/Enrollment- Jessica Bradley

- Current Applications- 40
- Call to daycare center (Beach Babies) Lewes/Rehoboth/Milford
- Church services (2). Lots of interest from attendees, estimated 200 families
- The parent camp discussed the future of the school and enrollment with attendees
- Holocaust trip-will collect pictures and video to create media to share
- Taquil has agreed to join the effort-coordinate some media projects
 - Inspired by Ron Clark School
 - Promote who we are...how we define success
- Lisa and Kaneisha met with parent supporters 12/16 to engage their assistance

Follow up:

- Set up a visit for daycare providers contacted Brandy is working on it
- Set up library staff visit day to tour school Bridgeville, laurel, Seaford
- Parent feedback from meeting-
 - Student newsletter created by student
 - Flagship event to encourage community to come to school
 - Site based team wants to promote a run event
- Create media material from Holocaust, interviews with students who moved to other schools to promote school-YouTube and Instagram
 - Need marketing assistance-who can help?
- Hispanic family event (Anna's mom) to be held at the school 12/19 40 families signed up

- Coaching from Kaneisha with teachers at monthly staff meetings beginning January to proactively address retention and help with parent comments/questions
- Ask active parent supporters to reach out to other families in their child's classroom to gauge retention concerns

Financials – Precious Benson

Precious presented the financials to date through November 30, 2024

- November 30, 2024, represents (5/12) months actual or 41.67% of the current fiscal year.
- We have received 79.3% of our State and Local revenues.
- We have received 59.5% of our federal revenues.
- We have spent 46.5% of our Total operating budget.

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

Development Committee- Linda Zankowsky

- Longwood- SMS to receive 375K
- Crystal- Will reach out- asking for 500K
- USDA- Waiting to meet

Facility Committee- Bob Wheatley

Barn

- Basement storage ongoing, inventory to be cataloged

- Phase 1 North and South Towers scopes were completed as scheduled.
- GGA has submitted its final invoice for this phase and has agreed to hold the overage of \$20,000 beyond the \$950,000 approved for this phase until the next phase begins.
- We will need to phase the remaining work based on the funds available. Mike Looney is addressing. Carriage House
- Exploring the construction of a small storage lean-to shed for tables and chairs, etc. on the north side Ongoing Maintenance
- Several bids for storage building were received. Expect “all-in” cost to be \$40-50,000 depending on extras
- Alan is assembling a list of lawn equipment for purchase consideration
- City of Seaford has offered to 50/50 split the cost of a blinking light at Stein Highway entrance—under consideration

HOS Report- Lisa Coldiron

- School Choice Applications 2025/2026
 - Total: 39 as of Sunday 12/15/24
 - KN- 13
 - 01- 2
 - 02- 1
 - 03- 3
 - 04- 1
 - 05- 0

Enrollment and Parent Engagement Updates:

All levels held Montessori Visiting Days – over 300 families visited in all

Weekly Open-House Dates scheduled

Outreach: B & G club, local childcare centers and two church session outreaches to bilingual families... more to come.

- Outreach through
- Community tax support team
- Nemours physicians
- Commercials (TV and Radio)
- Radio interview on “the Voice” with Anna Ornelas-Moore and Katherine Cardenas
- Short video reels are being made (from previous videos) to use for social media marketing <https://vimeo.com/1033635975>
- Parent Group forming – influencers! • Migrant Family Groups will be visiting 12/19 for their regular monthly and tours of our school (expecting 40 families)
- Parent Camps ongoing

School Updates:

- Consolidated Grant: This is our monitoring year
- Safety and Security Grant submitted
- Academics
- Site based Decision making Team

Executive Session-

A motion to enter Executive Session was made by Jessica Bradley and was seconded by Trish Hermance. The Motion passed unanimously with no objections and no abstentions. The Board entered Executive Session at 7:46 p.m. and ended at 7:59 p.m.

A motion to accept the Board application for Kyle Morgan. The Motion passed unanimously with no objections and no abstentions.

A Motion to adjourn the meeting was made by Trish Hermance and seconded by Jessica Bradley. The Motion passed unanimously at 8:02 p.m.