



Monthly Board Meeting Agenda  
December 16, 2025; 6:30 PM (ZOOM)

1. Call to Order (6:30)
  - a. Roll Call
  - b. Approval of the Agenda
2. Public Comment \*(3 minutes each)
3. Consent Agenda
  - a. Minutes – November 18, 2025 (vote); October 21, 2025 (vote)
4. Montessori Moment (6:35-6:45)
5. Committee Reports (6:45-7:45)
  - a. Community Engagement/Enrollment (6:45-6:50)
6. Finance Committee (6:50-7:05)
  - a. Financials Minutes – November 18, 2025 (vote); October 21, 2025 (vote)
7. Development (7:05 – 7:10)
8. Student Success Committee (7:10 – 7:15)
9. Facility Committee (7:15 – 7:20)
10. Executive Committee (7:20-7:25)
  - a. Governance Training Scheduling
11. Monthly HOS report (7:25-7:35)
12. Close of Meeting
13. Public Notice

**\*Public Comment** – People desiring to make public comments should inform the school 24 hours in advance of the board meeting by contacting the school at [info@sussexms.k12.de.us](mailto:info@sussexms.k12.de.us). All members of the public attending a Zoom meeting must sign in listing their name in the identification for their screen or in the chat. Attendees who do not sign in will leave the meeting. Attendees attending an in-person meeting will be asked to sign into the meeting.

**Regular Board Meetings FY 2026 Third Tuesday of each month (6:30 -8:00) –**

**Zoom Meetings** - August 19, 2025; September 16, 2025; November 18, 2025; December 16, 2025; February 17, 2026; March 17, 2026; May 19, 2026; June 16, 2026.

**In Person Meetings – Retreat/Work Session – 4:00 – 6:00/ Business Session 6:30 PM – 8:00 PM**

July 15, 2025; October 21, 2025, Annual Meeting 6:30 -7:00; January 20, 2026; April 21, 2026

**Zoom Meeting Participant Details**

**Zoom Meetings** - Pursuant to legislation, SB 94 signed by the Governor on 6/30/21, Sussex Montessori School will hold board meetings over Zoom. In addition, there will be an anchor site at the school for those who wish to attend the meeting in person. This will permit all members of the School Board and all interested members of the Public to be able to speak to and hear one another and be able to view materials presented at the meeting. Board members will receive an email with the access instructions. Access information for the Public is listed below.

To participate via audio and/or video, please use the below dial in information:

Topic: Sussex Montessori School- Board Meeting

Time: 06:30 AM Eastern Time (US and Canada)

Date: Every month on the Third Tue, until Jun 16, 2026, 13 occurrence(s); Special Meetings of the Board may be scheduled in accordance with proper notice regulations

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: [https://us06web.zoom.us/meeting/tZlIf-gorDkoE9WTSD84crLb6cYjWf2R0C1c/ics?icsToken=DCKveHUBU-myPTINagAALAAAAB857Beo-LjMewCwu7OpcDiKQSkS\\_3WXclRmePKAGh63fS8\\_8zTWbVfMpKV59AgaonjD6vf\\_x5mxP7TEIjAwMDAwMQ&meetingMasterEventId=qqm955TOTq-CzrzHLlaEBQ](https://us06web.zoom.us/meeting/tZlIf-gorDkoE9WTSD84crLb6cYjWf2R0C1c/ics?icsToken=DCKveHUBU-myPTINagAALAAAAB857Beo-LjMewCwu7OpcDiKQSkS_3WXclRmePKAGh63fS8_8zTWbVfMpKV59AgaonjD6vf_x5mxP7TEIjAwMDAwMQ&meetingMasterEventId=qqm955TOTq-CzrzHLlaEBQ)

<https://us06web.zoom.us/j/86883022291>

Join Zoom Meeting

<https://us06web.zoom.us/j/86883022291>

Meeting ID: 868 8302 2291

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One tap mobile

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+13017158592,,86883022291# US (Washington DC)

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Dial by your location

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- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 931 3860 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US

Meeting ID: 868 8302 2291

Find your local number: <https://us06web.zoom.us/u/k1FLeoiq>

If you are using a cellphone, connectivity will work for online access only by an internet-capable cellphone. If using a cell phone, when entering, you will be asked whether to connect via video or audio –choose video. Should you have any challenges with the video connection, attempt to cancel and re-enter choosing

the audio option – leading to an audio only mode of access.

**Be sure to add your name when you are joining the meeting, otherwise (especially if you are dialing in) meeting participants won't know you are there. Anonymous participants will not be allowed entry to the meeting.**

### **INSTALLING ZOOM:**

If you do not have the Zoom app installed on the device you wish to use (computer or internet-capable phone), you should install Zoom prior to the day and time of the meeting.

1. Navigate to the Zoom website (<https://zoom.us/>) and follow the prompts to install Zoom on your device. You can also install Zoom on your phone through Google Play or Apple App Store.
2. Once Zoom is on your device, on the day and near the time of the meeting, use the meeting link and follow the directions above and you will be entered into the meeting immediately.
3. When you are setting up Zoom on your device, allow (give permission for) video and audio when prompted.

Should challenges arise in taking the steps needed to be able to access the meeting through Zoom, please call the school seeking assistance prior to the day of the meeting. On the day of the meeting please email: [trish.hermance@sussexms.k12.de.us](mailto:trish.hermance@sussexms.k12.de.us)