

Sussex Academy
Executive Board of Directors Meeting Minutes
April 26, 2017

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:37 p.m. by Denise Westbrook, Board President

Board Members Present: Denise Westbrook, Susie Mitchell (arrived 3:39), Chris Moody, Marty Cosgrove, Jennifer Scott, Chris Benjamin, Ana Vargas, Lauren Wisely, and Chanta Wilkinson (arrived 3:42).

Board Members Absent: Debbie Fees, Joe Schell, and Steve Burke

Staff Present: Patricia Oliphant, Director of Curriculum and Instruction, Allen Stafford, Director of Finance and Operations and Andrea Rogers, Board Secretary

Visitors: Julia Martiner and Brian Dayton

APPROVAL OF MINUTES

A motion was made by Jennifer Scott to accept the minutes of the March 15, 2017 Executive Board meeting. Chris Moody seconded; the motion carried. The motion passed unanimously (7-0).

DIRECTORS' REPORTS

Student Council

Julia Martiner, 2016-17 Student Government President, gave an over view of upcoming events:

- IB exams are scheduled from April 28 through May 17
- May 2nd is Senior Destination Day and College Shirt Day
- HS production of Beauty and the Beast will be presented May 12th (7:00 p.m.) and 13th (1:00 p.m. and 7:00 p.m.)
- Prom at Baywood – May 25th
- Senior Dinner – May 31st
- Graduation – June 2nd
- 8th Grade Moving Up Day – June 9th at 9:00 a.m.

Calendar Items

Dr. Oliphant reported on the important dates that are coming up now through the end of the school year and the Charter School renewal process meeting that was held on Tuesday, April 25th.

Enrollment

Allen Stafford reported on pre-registration enrollment for the May 1, 2017 Unit Count Funding.

MONTHLY BOARD FINANCIAL REPORT

A motion was made by Chris Benjamin to approve the March 31, 2017 Financial Reports. Jennifer Scott seconded; the motion carried. The motion passed unanimously (9-0).

SUSSEX ACADEMY FOUNDATION UPDATE

Denise Westbrook reported the foundation would meet again on May 16th at 8:30 a.m.

COMMITTEE REPORTS

Executive

No report was presented.

Finance

Allen Stafford reported that the finance committee met on April 25th. Mr. Stafford made a request from the Sports Boosters to assist in paying for an ice machine that would be kept in the NEST for sporting events.

Mr. Stafford reported that the Aquatics Center is currently using Square to process credit card payments but due to restrictions on State held accounts we have not been able to link Square to our aquatics appropriation. Moving forward we plan on using a payment system called Glover Go to accept payments. Denise Westbrook made a motion to authorize the name change of the PNC Account to "Cash Receivables" pending a conversation with the auditor's office on Friday, April 28, 2017. Susie Mitchell seconded; the motion carried. The motion passed unanimously (9-0).

Denise Westbrook made a motion to use the Cash Receivables (Petty Cash) account to link with Square so that we can get funds deposited there from March and April credit cards payments pending a conversation with the auditor's office on Friday, April 28, 2017. Jennifer Scott seconded; the motion carried. The motion passed unanimously (9-0).

Recognition

No report was presented.

Outreach

Written report was presented.

Building and Grounds

No report was presented.

Program Development

No report was presented.

Athletics

Written report was presented.

Legislative

No report was presented.

Governance

A written report was presented.

Succession Planning

No report was presented.

OLD BUSINESS

Board Applications

Sussex Academy is currently accepting applications for new board members. An application is posted on the school's web site.

NEW BUSINESS

School Schedule

Denise Westbrook made a motion to approve a change in the 2017-18 regular student day from 7:55 a.m. until 2:55 p.m. to 8:10 a.m. until 2:55 p.m. Marty Cosgrove seconded; the motion carried. The motion passed unanimously. (9-0).

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE SESSION

A motion was made by Jennifer Scott to enter into Executive Session at 5:25 p.m. Marty Cosgrove seconded; the motion carried. The motion passed unanimously. (9-0).

ADJOURNMENT

A motion was made by Denise Westbrook to come out of Executive Session at 6:00 p.m. Susie Mitchell seconded; the motion carried. The motion passed unanimously. (9-0). The meeting was adjourned at 6:11 p.m.

Respectfully submitted,

Andrea Rogers,
Board Secretary