

**Sussex Academy**  
**Executive Board of Directors Meeting**  
**Minutes**  
**April 20, 2016**

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 3:35 p.m. by Jennifer Scott, Board President.

Board Members Present: Jennifer Scott, Denise Westbrook, Chis Benjamin, Steve Burke, Lauren Wisely, Susan Mitchell, Marty Cosgrove, Dustin Parker and Joe Schell (by phone).

Board Members Absent: Chris Moody, Jaime Nutter, Dean Swingle and Ilona Holland.

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

Visitor: Steve Dolmack

**APPROVAL OF MINUTES**

A motion was made by Marty Cosgrove to accept the minutes of the March 16, 2016 Executive Board meeting with changes stated. Lauren Wisely seconded; the motion carried. The motion passed unanimously (8-0).

**DIRECTORS' REPORTS**

Dr. Oliphant reported:

Dr. Oliphant gave a report on the implementation of adopting Go-Math for the 2016-17 school year. New books will be ordered for grades 6<sup>th</sup> and 8<sup>th</sup>. Grade 7 will complete the school year using the current Connected Math Program. The first phase will cost \$10,800.

Dr. Oliphant will be traveling with some board members and teachers to DC International in Washington, DC on May 23, 2016 to observe the Middle School Years IB Program.

Dr. Oliphant reported that 9 high school students would be taking an Intro to Programming at Delaware Tech during the summer of 2016.

Mr. Stafford reported on enrollment for the 2016-17 school year.

Dr. Oliphant stated she would like to have Sussex Academy host the Annual Charter School Meeting. A tentative date is July 28 or July 29.

**MONTHLY BOARD FINANCIAL REPORT**

A motion was made by Chris Benjamin to approve the March 31, 2016 Financial Report. Steve Burke seconded; the motion carried. The motion passed unanimously (8-0).

**SUSSEX ACADEMY FOUNDATION UPDATE**

Joe Schell gave a Foundation update.

**COMMITTEE REPORTS**

**Executive**

No report was presented.

**Finance**

Allen Stafford reported:

1. May 1 unit count.
2. The next finance committee meeting will be held May 17.
3. The finance committee made a decision not to increase the activity fee for the 2016-2017 school year.
4. Mr. Stafford reported on the cost of school lunches increasing. Chris Benjamin made a motion to increase the cost of middle and high school lunches to \$3.75 and staff lunches to \$4.25. Marty Cosgrove seconded; the motion carried. The motion passed unanimously (8-0).

### **Recognition**

No report was presented

### **Public Relations**

Written report presented.

### **Building and Grounds**

Joe Schell reported under Foundation Update.

### **Program Development**

Dr. Oliphant reported under Directors' Report.

### **Athletics**

Written report was presented.

### **Legislative**

No report was presented.

### **Policy**

No report was presented. Susan Mitchell will submit Policy 501 at the May meeting.

### **Library**

No report was presented.

### **OLD BUSINESS**

Marty Cosgrove made a motion to approve Draft #2 of the 2016-2017 school calendar which includes a fall break the week of November 7 – 11. Steve Burke seconded; the motion carried. The motion passed unanimously (8-0).

Dr. Oliphant stated that a high school committee will be planning graduation activities for the Class of 2017.

Jennifer Scott reported on board vacancies for 2016-17.

### **NEW BUSINESS**

Jennifer Scott reported on the Delaware Alliance for Nonprofit Advancement (DANA). Denise Westbrook made a motion to adopt DANA for board professional development. Chris Benjamin seconded; the motion passed unanimously (8-0).

### **PUBLIC COMMENTS**

There were no public comments.

### **EXECUTIVE SESSION**

A motion was made by Jennifer Scott at 5:05 p.m. to enter Executive Session. Denise Westbrook seconded; the motion carried (8-0). A motion was made by Denise Westbrook 6:18 p.m. to come out of Executive Session. Marty Cosgrove seconded; the motion passed unanimously (8-0).

**ADJOURNMENT**

Jennifer Scott, Board President adjourned the meeting at 6:20 p.m.

Respectfully submitted,

Andrea Rogers,  
Board Secretary