

Sussex Academy
Executive Board of Directors Minutes
February 28, 2024

CALL TO ORDER AND ROLL CALL

Jennifer Donahue, Board President, called the meeting to order at 4:05 p.m.

Board Members Present: Jennifer Donahue, Ed Hale, Patches Hill, Chris Moody, Board Member Emeritus, Brittany Burslem, Erin Perchiniak, Justina Thomas, Jill Green, Amy Goodhue, Uday Jani (via ZOOM), Megan Reed, ES Teacher Rep., Lauren Hvorecny, SC Teacher Rep., and Joe Schell, Board Member Emeritus (via ZOOM) @5:08pm

Board Members Absent: Shante Hastings and Lance Manlove

Staff Present: Janet Owens, Interim Head of School, Sherry MacBury, Director of Student Services, Franny Silcott, Director of Human Resources (via ZOOM), Michelle Haiste, Business Manager, Andi Davis, Finance Manager, and Andrea Rogers, Board Secretary.

Staff Members Absent: Connie Hendricks, Head of Elementary School and Sade Truiett, Director of Communications

Faculty Present: Dawnyel Furlong, School Nurse

Visitors: Jay Diaz, Coach and Tim Bamforth

APPROVAL OF MINUTES

A motion was made by Amy Goodhue to approve the minutes of the February 28, 2024 Executive Board meeting. Erin Perchiniak seconded; the motion carried. The motion passed unanimously (9-0).

MODIFY AGENDA

A motion was made by Patches Hill to move swearing in of new faculty representatives to the beginning of the meeting. Jill Green seconded; the motion carried. The motion passed unanimously (9-0).

Lauren Hvorecny and Megan Reed took the Oath of Office.

PUBLIC COMMENT

None.

INTERIM HEAD OF SCHOOL REPORT

Janet Owens reported:

- 2/7 – National Read Aloud Day
- 2/14 – Public Hearing for Public Legislators - Elem school students made valentines for legislators
- 3/1 – End of Trimester 2
- 2/29 & 3/1- High School Exams
- 3/6 – Trimester 3 starts
- Successful winter sports season- Sussex Academy hosted the Capital Classic

- 2/26 – Spring sports tryouts started
- Baseball Teams headed to FL for training
- Middle school sat in on a high school lead performance of Anne of Green Gables
- 3/8 & 3/9 – Middle School will perform Mary Poppins, Jr.
- Intent to Return for SY24-25 is due 3/15

MODIFY AGENDA

A motion was made by Brittany Burslem to move up the Annual Report from under New Business IX-letter E. Justina Thomas seconded; the motion carried. The motion passed unanimously (11-0).

Annual Report

Janet Owens reported:

A motion was made by Erin Perchiniak to approve to send the Annual Report to the Dept of Education for publication. Ed Hale seconded; the motion carried. The motion passed unanimously (11-0).

MODIFY AGENDA

A motion was made by Ed Hale to move up the Track Presentation from under New Business IX-letter A. Amy Goodhue seconded; the motion carried. The motion passed unanimously (11-0).

Track Presentation

Jay Diaz reported:

New track and turf field proposal by Mr. Diaz.

A motion was made by Ed Hale to allow Coach Diaz, Sussex Academy Foundation, the Athletic Director and the Board Chair of the Building & Grounds Committee to move forward with the development of an 8-lane track with review and continued discussion of placement in coordination with the potential development of a baseball field and necessary water storage structures. I would ask that you work with our Financial committee-Specifically Brittany, to outline how fees recuperated through invitational events be set aside for annual turf replenishment, and decadal resurfacing for our athletic fields. Patches Hill seconded; the motion carried. The motion passed unanimously (11-0).

MONTHLY BOARD FINANCIAL REPORT

Brittany Burslem reported:

A motion was made by Patches Hill to approve the January 31, 2024 Financial Report as presented. Ed Hale seconded; the motion carried. The motion passed unanimously (11-0).

FOUNDATION REPORT

Joe Schell reported there is \$1.8M earmarked for athletic fields.

COMMITTEE REPORTS

Executive/Nominating/Succession

No report was presented. Reviewing term limits for board members.

Finance

Presented under Monthly Board Financial Report. Next CBOC meeting is May 7, 2024.

Outreach

No report presented.

Building & Grounds

No report presented.

Governance (Policy & Legislative)

Presented under New Business

School Performance Committee

Presented under New Business

OLD BUSINESS**Swear In New Faculty Members**

Moved to the beginning of the meeting.

NEW BUSINESS**Track Presentation**

Moved to the top of the meeting.

Review Procurement Policy - 611A & 611B

Procurement Policy needs to be review by the school's attorney. Policy tabled until the March meeting.

Review Admissions Policy – 501

Admissions and enrollment polices need to be reviewed by the school's attorney. Policy tabled until the March meeting.

Hiring Committee Progress Report

Applications for the new Head of School go directly to DASL for screening. See below the time frame:

- Application time frame February 20 – March 20.
- Initial screenings and reference checks - March 20 -April 10
- Interview Prep – March/April
- Interviews with Stakeholders – End of April/May 1
- Selection of final candidates – May 15
- Decide on new hire based on a successful candidate – May 30
- Salary rage \$125K - \$160K

Annual Report*

Moved to the top of the meeting.

Executive Session

A motion was made by Jill Green at 5:43 p.m. to adjourn the meeting. Amy Goodhue seconded; the motion carried. The motion passed unanimously (11-0).

Respectfully submitted,

Andrea Rogers, Board Secretary