

**Sussex Academy**  
**Executive Board of Directors Minutes**  
**June 21, 2023**

**CALL TO ORDER AND ROLL CALL**

Patches Hill, Board President, called the meeting to order at 4:05 p.m.

*Board Members Present:* Patches Hill, Jennifer Donahue, Chris Moody (via ZOOM), Brittany Burslem (via ZOOM), Lance Manlove, Shante Hastings, Sara Messina, Ed Hale, Erin Perchiniak, Uday Jani, Jennifer Scott, Justina Thomas (via ZOOM), Amy Goodhue, and Joe Schell, Board Member Emeritus (via ZOOM)

*Board Members Absent:* None

*Staff Present:* Eric M. Anderson, Head of School, Sherry MacBury, Dean of Secondary Campus, Tom Peet, Director of Student Services (via ZOOM), Connie Hendricks, Dean of Elementary School, Michelle Haiste, Business Manager, and Andrea Rogers, Board Secretary

*Staff Absent:* None

*Visitors:* Susan Elder, parent (via ZOOM) and Todd Lawson, parent (via ZOOM)

**APPROVAL OF MINUTES**

A motion was made by Jennifer Donahue to approve the minutes of the May 17, 2023 Executive Board meeting. Shante Hastings seconded; the motion carried. The motion passed unanimously (13-0).

**AGENDA CHANGE**

A motion was made by Erin Perchinak to move the Head of School Plan and SY23-24 Preliminary Budget under New Business to after Execution Session. Ed Hale seconded; the motion carried. The motion passed unanimously (13-0).

**PUBLIC COMMENTS**

Patches Hill read a public comment from Dr. Lori Brittingham. No comments were made.

**HEAD OF SCHOOL REPORT**

*Eric Anderson reported:*

May 19 & 20 – Middle School musical performance of Aladdin, Jr.

End of Year Activities:

- Senior awards ceremony
- Sports banquet
- Graduation
- Underclassman awards ceremony
- Rewards Day grade 6/7
- 8<sup>th</sup> grade Moving Up luncheon/dance

June 12 – 14 – Jostens Senior portraits

June 21 – Strengthen & Conditioning workout is being held this evening

There is a new regulation that the Charter School Network has been advocating against regarding the new certification of charter leaders. As of right now, there is no legislative support and it looks the new regulation will pass for all charter schools.

## **MONTHLY BOARD FINANCIAL REPORT**

*Brittany Burslem reported:*

A motion was made by Ed Hale to approve the May 31, 2023 Financial Report as presented. Jennifer Donahue seconded; the motion carried. The motion passed unanimously (13-0).

## **FOUNDATION REPORT**

*Joe Schell reported:*

There is a balance of \$1.7M in the SA Foundation account. There were 2 scholarships awarded to SY23 graduating seniors totaling \$2,500.

## **COMMITTEE REPORTS**

### **Executive/Nominating/Succession**

Moved to after Executive Session.

### **Finance**

Presented under Finance.

### **Outreach**

No report presented.

### **Building & Grounds**

Lance Manlove proposes parents raise funds for baseball field to be placed on the Sussex Academy campus.

### **Governance (Policy & Legislative)**

Jennifer Donahue reported the committee met June 6 and they are finalizing the activity fee policy.

### **School Performance Committee**

No report presented.

## **OLD BUSINESS**

### **Voting New Board Members & Leaving/Returning Board Members\***

Moved to after Executive Session.

### **Policy Review**

A motion was made by Jennifer Scott to approve revised Policy 204 – Code of Ethics as presented. Shante Hastings seconded; the motion carried. The motion passed unanimously (13-0).

A motion was made by Jennifer Scott to approve revised Policy 801- Head of School as presented. Shante Hastings seconded; the motion carried. The motion passed unanimously (13-0).

## **NEW BUSINESS**

### **Head of School Plan**

Moved to after Executive Session.

### **SY23-24 Preliminary Budget\***

*Michelle Haiste reported:*

A decision was made to table the SY23-24 Preliminary budget vote before the end of June at a mutually agreed upon date.

### **IDEA Annual Determination Letter Review**

*Tom Peet reported:*

Mr. Peet reported on the FY20-21 IDEA non-compliant review. Mr. Peet explained that there were two areas that Sussex Academy were found to be non-compliant, which meant an improvement plan had to be created. We had two juniors that elected not to participate in the SAT testing (which there is no excusal), along with zero percent high school proficiency created by those two students, and the participation rate for ELA/Math created the non-compliance letter. A plan was submitted to the Department of Education.

### **EXECUTIVE SESSION**

A motion was made by Shante Hastings at 5:58 p.m. to enter into Executive Session. Jennifer Scott seconded; the motion carried. The motion passed unanimously (13-0). Jennifer Scott made a motion to return back into general session at 8:42 p.m. Lance Manlove seconded; the motion passed unanimously (13-0).

### **Voting New Board Members & Leaving/Returning Board Members\***

Chris Moody will be rolling off the executive board after 8 years of service.

Uday Jani made a motion to accept Jennifer Scott's resignation effective June 30, 2023. Jennifer Donahue seconded; the motion passed unanimously (13-0).

Jennifer Scott made a motion that Chris Moody return as Board Member Emeritus. Uday Jani seconded; the motion passed unanimously (12-0-1).

Jennifer Scott made a motion that Joe Schell return as Board Member Emeritus for a 3-year term. Uday Jani seconded; the motion passed unanimously (13-0).

Jennifer Scott made a motion that Uday Jani, Lance Manlove, Patches Hill and Sara Messina return for a 1-year term. Jennifer Donahue seconded; the motion passed unanimously (13-0).

**There were 2 open vacancies for SY23-24 SA Board of Directors. The board voted on each candidate.**

Jennifer Donahue 2 & 4

Jennifer Scott 3 & 4

Lance Manlove 2 & 4

Ed Hale 2 & 4

Amy Goodhue 2 & 4

Erin Perchiniak 2 & 4

Sara Messina 2 & 4

Chris Moody 2 & 4

Justina Sapna 2 & 4

Shante Hastings 3 & 4

Brittany Burslem 2 & 3

Patches Hill 2 & 3

Patches Hill will send a letter on behalf of the executive board extending invitations to candidates 2 & 4.

Jennifer Scott made a motion to nominate Jennifer Donahue as Board President. Uday Jani seconded; the motion passed unanimously (13-0).

Jennifer Donahue made a motion to nominate Ed Hale as Board Vice President. Lance Manlove seconded; the motion passed unanimously (13-0).

**ADJOURNMENT**

Lance Manlove made a motion at 8:59 p.m. to adjourn the meeting. Ed Hale seconded; the motion carried. The motion passed unanimously. (13-0)

Respectfully submitted,

Andrea Rogers, Board Secretary