

Sussex Academy

Executive Board of Directors Virtual Meeting Minutes

March 25, 2020

CALL TO ORDER AND ROLL CALL

Martin Cosgrove, Board President, called the meeting to order at 4:01 p.m.

Board Members Present: Martin Cosgrove, Lauren Wisely, Heather Applegate (joined at 4:13pm), Uday Jani, Lance Manlove, Sara Messina, Chris Moody, Darlene O'Neill, Chris Schell, Jen Scott

Board Members Absent: Precious Benson, Steve Burke, Denise Wells

Staff Present: Eric M. Anderson, Head of School, Tom Peet, Dean of STEM, Janet Owens, Dean of Humanities, Franny Silcott, Director of Human Resources, Duncan Smith, Chief Operating Officer, Gina Derrickson, Director of Development

Visitors: Marilou Conlin (school nurse), Jennifer Couch (faculty), Maria Edgerton (staff), Mindy Hete (faculty), Catherine Hutton (faculty), Stephanie Sherman (faculty)

Martin Cosgrove offered congratulations to Eric M. Anderson and all staff that assisted with the major charter modification.

APPROVAL OF MINUTES

A motion was made by Lauren Wisely to accept the minutes of the February 19, 2020 Executive Board meeting. Darlene O'Neill seconded; the motion carried. The motion passed unanimously (9-0).

PUBLIC COMMENTS: None

EXECUTIVE DIRECTORS' REPORT

Eric Anderson reported:

- The last few weeks have been different but the SA faculty, staff and community are adjusting to the changes.
- February 28-SGA hosted Family Feud game night
- March 6 & 7-Middle School production of *Willy Wonka Jr*
- March 4-High school students took the PSAT/SAT tests
- March 19-Major modification request to add an elementary school was approved by the DE Department of Education
- Many events have been cancelled including the World Language Showcase, Italian exchange trip to Italy, and the Moving Pastels Project.
- The April 4 Prom at Baywood has been cancelled and SA is looking into new dates/locations.
- The April 30, May 1-2 High School Production of *Chicago* has been cancelled and SA is discussing a possible summer production.
- SBAC testing for middle school and Pierson testing for high school has been cancelled.
- March 25-Eric Anderson, Sara Messina and Heather Moore held a Town Hall Zoom meeting with the seniors. The seniors are hopeful for a face-to-face commencement.

MONTHLY BOARD FINANCIAL REPORT

Duncan Smith reported:

A motion was made by Jen Scott to approve the February 29, 2020 Financial Reports as presented. Uday Jani seconded; the motion carried. The motion passed unanimously (10-0).

SUSSEX ACADEMY FOUNDATION UPDATE

No update presented.

COMMITTEE REPORTS

Executive/Nominating/Succession

No report was presented.

Finance

No report was presented.

Outreach

Written report was presented.

Building & Grounds

Report on Solar Panels was presented in Old Business

Governance (Policy & Legislative)

No report was presented

Ad Hoc Grant Research

No report was presented.

Ad Hoc Director Evaluation Committee

No report presented.

Ad Hoc Student Welfare Committee

No report was presented.

OLD BUSINESS

K – 12 Charter Modification

Eric Anderson reported that on March 19, 2020 the Delaware Department of Education approved the major charter modification, with no conditions, to open an elementary school (K-5) at the current Jefferson School location for fall 2020. The application period opened on March 20 and will close on April 9.

Duncan Smith reported that the Lottery will be held on April 20 and that email notifications will be sent on that date.

Families will have until April 28 to enroll in Sussex Academy. The modification approval is for 1080 students. Once the number of middle school and high school students has been determined, the confirmed plan for the elementary school can be completed.

Solar Panel Update

Lance Manlove reported that Constellation completed the tie-in with Delaware Cooperative and the system is producing electricity. Additional seeding and grading site work will be completed this spring.

Special Preference Update

Jen Scott that special preference interviews will need to be held for 7th, 8th and 9th grade. After much discussion, it was decided that a Board working group would meet and make a decision on the special preference procedure for these grades. This cannot be done until the number of elementary school students is complete, as special preference will be granted for siblings.

NEW BUSINESS

COVID 19

Eric Anderson reported that the One to One capabilities of the Chrome books allowed for Sussex Academy to start online teaching the first week of the school closing. Sussex Academy will continue to offer online teaching, Zoom instruction and Zoom meetings until April 9. Spring break will be held from April 9-April 19. Online teaching will continue upon return from spring break.

Upcoming Board Vacancy Update

Eric Anderson reported that there are several board vacancies this year. Martin Cosgrove and Jen Scott agreed to head up a committee to recruit additional Board members and requested that Board members email Martin Cosgrove with potential Board member names. This will be discussed further in the April 2020 Sussex Academy Executive Board meeting.

Tuition Reimbursement Policy

Eric Anderson reported that last year the Sussex Academy Executive Board approved tuition reimbursement for faculty at 100% for 3 credits at the University of Delaware rate and 50% of the University of Delaware rate for an additional 3 credits. Reimbursement request can be made after a class has been complete and a grade has been received.

Duncan Smith will review the budget and this topic will be further discussed at the April Sussex Academy Executive Board meeting.

Board Senior Scholarship

Uday Jani made a motion to provide a \$2,500.00 senior scholarship for a Class of 2020 graduating senior. Martin Cosgrove seconded; the motion carried. The motion passed unanimously (10-0). Those with concerns are asked to email Martin Cosgrove.

EXECUTIVE SESSION

At 4:59 p.m. Martin Cosgrove announced that the Executive Board would be going into Executive Session and would not return to the public session.

ADJOURNMENT

Martin Cosgrove made a motion at 4:59 p.m. to adjourn the meeting. Uday Jani seconded; the motion carried. The motion passed unanimously (10-0).

Respectfully submitted,

Gina Derrickson, Director of Development