

Sussex Academy
Executive Board of Directors Minutes
March 27, 2024

CALL TO ORDER AND ROLL CALL

Jennifer Donahue, Board President, called the meeting to order at 4:06 p.m.

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

Board Members Absent: None

Staff Present: Janet Owens, Interim Head of School, Connie Hendricks, Director of Elementary School, Tom Peet, Director of Student Services, Franny Silcott, Director of Human Resources, Michelle Haiste, Business Manager (via ZOOM), Andi Davis, Finance Manager, Sade' Truitt, Director of Communications, and Andrea Rogers, Board Secretary.

Staff Members Absent: Sherry MacBury, Director of Student Services

Visitors: None

APPROVAL OF MINUTES

A motion was made by Ed Hale to approve the minutes of the February 28, 2024 Executive Board meeting. Amy Goodhue seconded; the motion carried. The motion passed unanimously (13-0).

PUBLIC COMMENT

None.

INTERIM HEAD OF SCHOOL REPORT

Janet Owens reported:

- Mrs. Owens would like to see an increase in connections between the Secondary campus and Elementary campus through activities like World Language Honor Society Culture day, Easter Egg hunt, Green Team/Earth Day, and opening up additional internships for our high school students to be aides at the elementary school.
- Our safety team is working on improving protocols and procedures at both campuses, adding security film to windows, using feedback from staff and DEMA trainings to improve, adding AI phones to some entrances and replacing interior doors at Secondary campus, and a grant from Verizon to improve internet access
- Course scheduling wrapping up for grades 8 -11
- HS preparing for their upcoming performance of Lightning Thief for MS and public shows
- Blood Drive was held at Secondary campus 3/15
- Onboarding will be starting soon with 120 new families for next year's SY24-25

FOUNDATION REPORT

Joe Schell reported there is \$1.6M in the foundation account. Current available funds will be used towards new track and baseball fields; a fundraiser will be organized in the summer to raise more funds

MONTHLY BOARD FINANCIAL REPORT

Brittany Burslem reported:

A motion was made by Shante Hastings to approve the February 29, 2024 Financial Report as presented. Uday Jani seconded; the motion carried. The motion passed unanimously (13-0).

COMMITTEE REPORTS

Executive/Nominating/Succession

No report was presented. Some board members are reaching end of terms.

Finance

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

Outreach

Sade' Truiett reported:

Salted Vines will host a social event with a live band, food, and entertainment. The goal is to raise \$15K. Sade' will be attending the National Partnership Committee conference the week of April 8.

Building & Grounds

Lane Manlove reported:

- Black top sealing of parking lot will occur in June
- Roof update: Most building leaks have been fixed
- Security updates: film on glass, AI cameras, misc. maintenance repairs of campus
- Track update: gathering data for permits, onsite meeting in April, and hopes for a proposal for May meeting

Governance (Policy & Legislative)

A motion was made by Ed Hale to approve the changes to Policy 501A as presented. Jill Green seconded; the motion carried. The motion passed unanimously (13-0).

A motion was made by Ed Hale to approve the changes to Policy 611A as presented. Jill Green seconded; the motion carried. The motion passed unanimously (13-0).

Policy 611B will be tabled until the May meeting.

School Performance Committee

Justina Thomas reported:

- Committee is adhering to reported timeline
- Dr. Fitzgerald from DASL to discuss applications and next steps with committee
- Feedback requested by stakeholders via Google Form will be received in selection process
- 20 total applications received; approximately 10 completed
- Position will remain open until filled

OLD BUSINESS

Admissions Policy 501*

Approved under Committee report.

Procurement Policy 611A & 611B

Approved under Committee report.

Head of School Hiring Update

Discussed under School Performance Committee

NEW BUSINESS

SY24-25 Drafted Calendar

A motion was made by Brittany Burslem to approve SY24-25 calendar as presented with an additional board meeting to be added on August 21, 2024. Shante Hastings seconded; the motion carried. The motion passed unanimously (13-0).

SA Executive Board Scholarship Update

SA Executive Board Scholarship application was sent to all qualifying students by Mrs. McLaughlin. Deadline is April 1, 2024. Scholarship will be awarded at the May awards ceremony.

Executive Session

A motion was made by Shante Hastings at 5:06 p.m. to enter into Executive Session. Amy Goodhue seconded; the motion carried. We will not be returning to open session. The motion passed unanimously (13-0).

Respectfully submitted,

Andrea Rogers, Board Secretary