

Sussex Academy
Executive Board of Directors Meeting Minutes
March 15, 2017

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:33 p.m. by Denise Westbrook, Board President

Board Members Present: Denise Westbrook, Debbie Fees, Chanta Wilkinson, Joe Schell, Marty Cosgrove, Steve Burke, Chris Benjamin and Lauren Wisely (arrived at 3:45).

Board Members Absent: Susie Mitchell, Jennifer Scott, Ana Vargas, and Chris Moody

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

Visitors: Julia Martiner and Brian Dayton

APPROVAL OF MINUTES

A motion was made by Joe Schell to accept the minutes of the February 15, 2017 Executive Board meeting. Chris Benjamin seconded; the motion carried. The motion passed unanimously (7-0).

DIRECTORS' REPORTS

Student Council

Julia Martiner, 2016-17 Student Government President, gave an over view of upcoming events:

- Auditions and casting are currently taking place for HS production of Beauty and the Beast (May 13 & 14)
- LEO Club shoe donation fundraiser – Sole to Soul
- Prom Fundraiser – Wreath of gift cards-tickets are currently being sold. Raffle will take place in April
- CAS Project - Micaela Reyes (grade 12) currently has a Go Fund Me account set up to raise money for Habitat for Humanity
- Spring sports start the week of March 20th

Calendar Items

Dr. Oliphant reported on the important dates that are coming up now through the end of the school year.

Enrollment

Allen Stafford reported on pre-registration enrollment for the April 1, 2017 Unit Count.

MONTHLY BOARD FINANCIAL REPORT

A motion was made by Steve Burke to approve the February 28, 2017 Financial Reports. Marty Cosgrove seconded; the motion carried. The motion passed unanimously (8-0).

SUSSEX ACADEMY FOUNDATION UPDATE

Joe Schell reported there was no foundation meeting last month. The SAF board will be applying for the Longwood Foundation grant, which is due by September 2017. The foundation would like to give an award to each graduating senior who stayed with Sussex Academy from middle school.

COMMITTEE REPORTS

Executive

No report was presented.

Finance

Allen Stafford reviewed policies 609 and 610. A motion was made by Joe Schell to accept Policy 609 and 610. Steve Burke seconded; the motion carried. The motion passed unanimously (8-0).

Sussex Academy
Executive Board Meeting
March 15, 2016

Recognition

No report was presented.

Outreach

Written report was presented.

Building and Grounds

Joe Schell reported that the grandstands are 60 – 70% complete. The concrete pad to the Nest should be poured on 3/17/17 weather permitted. Allen Stafford reported that locker rooms are being reconfigured for pool member access.

Program Development

No report was presented.

Athletics

Written report was presented. Marty Cosgrove stated he would like to see a lacrosse wall be constructed with the school's branding in the near future. Costs to construct are being reviewed.

Legislative

No report was presented.

Governance

No report was presented.

Succession Planning

Denise Westbrook stated that current board members need to start thinking about future growth of the school and how the growth will affect teachers and administration.

OLD BUSINESS

SY18 Calendar

A motion was made by Joe Schell to accept the 2017-18 school year calendar that has August 28, 2017 as the first day for all students. Steve Burke seconded; the motion carried. The motion passed unanimously (8-0).

Final SY17 Budget

Steve Burke and Allen Stafford gave an overview of YTD SY17 expenses. Joe Schell made a motion to accept the final SY17 budget. Lauren Wisely seconded; the motion carried. The motion passed unanimously. (8-0)

NEW BUSINESS

SY18 Budget

Allen Stafford shared concerns about revenue expectations for FY18 as the State is dealing with a substantial deficit and there is a lot of uncertainty related to the Federal funding for education at this time. He will present a very preliminary budget to the CBOC at the April meeting.

FY18 Lunch RFP

Allen Stafford reported that the bids have gone out seeking vendors for school lunches. The bids are due by May 11, 2017.

Board Members

Denise Westbrook has reached out to all board members whose terms are expiring. Applications for new members will be posted in April, interviews will take place in May and the Oath of Office will take place during the June board meeting.

PUBLIC COMMENTS

Brian Dayton commented on the new microphones that were purchased for the Annie, Jr. middle school musical production. He thanked everyone that helped with fundraising.

Debbie Fees gave an overview of the Science Olympiad finals that took place on Saturday, March 10, 2017.

EXECUTIVE SESSION

No Executive Session

ADJOURNMENT

Joe Schell made a motion to adjourn the Executive Board meeting at 5:45 p.m. Steve Burke seconded; the motion carried. The motion passed unanimously. (8-0)

Respectfully submitted,

Andrea Rogers,
Board Secretary