

**Sussex Academy**  
**Executive Board of Directors Virtual Meeting Minutes**  
**May 20, 2020**

**CALL TO ORDER AND ROLL CALL**

Martin Cosgrove, Board President, called the meeting to order at 4:15 p.m.

Board Members Present: Martin Cosgrove, Lauren Wisely, Heather Applegate, Precious Benson, Steve Burke, Uday Jani, Lance Manlove, Sara Messina, Chris Moody, Darlene O'Neill, Chris Schell, Jen Scott, 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, Andrea Rogers, Board Secretary, Gina Derrickson, Director of Development

Visitors: Max Moore (Community Member), Jennifer Couch (faculty), Maria Edgerton (staff), Mindy Hete (faculty), Jennifer Leonard (faculty), Stephanie Sherman (faculty), Heather Moore (faculty), Marilou Conlin (Nurse)

**APPROVAL OF MINUTES**

A motion was made by Denise Wells to accept the minutes of the April 22, 2020 Executive Board meeting. Jen Scott seconded; the motion carried. The motion passed unanimously (13-0).

**PUBLIC COMMENTS: None**

**HEAD OF SCHOOL REPORT**

*Eric Anderson reported:*

Eric Anderson reported on the remote learning plan at Sussex Academy. Mr. Anderson gave a shout out to teachers for working so hard through the remote learning program.

The Secretary Scholar dinner was cancelled and held virtually. Milan Patel was honored for this year's secretary scholar award.

National Charter Conference in Orlando was cancelled. There will be virtual sessions offered at a lower cost the end of June or July.

Seniors had their last Zoom session on Thursday, May 15.

Teachers and staff delivered yard signs to graduating seniors. A video will be put together to showcase our seniors that day.

On Thursday, June 4 at 6:00 p.m. there will be a virtual Zoom awards ceremony honoring our seniors.

On Tuesday, June 2 at 6:00 p.m. the 4<sup>th</sup> Annual Athletics Awards Ceremony will be held virtually. The faculty is also working on something special to be held virtually for the 8<sup>th</sup> grade students that are moving up to high school.

Locker clean out for seniors was held on May 19.

Sussex Academy was hit with the passing of one of our junior student's father due to COVID-19 complications. Our thoughts go out to the family.

The PTO showed their appreciation to the faculty and staff with gift cards from SODEL Concepts.

On May 21<sup>st</sup> at 2:00 p.m. the school will hold a virtual Town Hall Meeting for the Elementary School PTA.

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The school is working on plans to have a Sussex Academy graduation for our 2020 seniors.

The board survey committee should meeting to send out a staff, student and parent survey to get end of year data from the 2019-20 school year.

## **MONTHLY BOARD FINANCIAL REPORT**

Steve Burke and Duncan Smith reported:

A motion was made by Chris Moody to approve the April 30, 2020 Financial Reports as presented. Chris Schell seconded; the motion carried. The motion passed unanimously (13-0).

A motion was made by Steve Burke to approve the final FY2019-20 budget. Precious Benson seconded; the motion carried. The motion passed unanimously (13-0).

The proposed preliminary FY20-21 operating budget was discussed. It was agreed by all that it was still to early to have the board vote and we will revisit at the June meeting.

## **SUSSEX ACADEMY FOUNDATION UPDATE**

Gina Derrickson reported:

Everything is in place for an end of June closing of The Jefferson School.

## **COMMITTEE REPORTS**

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

No report was presented.

### **Finance**

No report was presented.

### **Outreach**

No report was presented.

### **Building & Grounds**

Lance Manlove reported on the solar panels. There has been no data on the solar panels as of yet. The panels are fully operational and we should be seeing reductions soon.

### **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 Update***

Eric Anderson and Duncan Smith reported:

Sussex Academy Elementary virtual classroom teacher interviews have been completed. There will be 12 homeroom teachers and we have acceptances from 11. We are still waiting for one more. Interviews for Spanish teachers positions

have taken place. There are two positions needed. The school will be sharing Art, Health and PE, Music and Environmental Science between the two buildings.

There are three positions to be filled in middle and high school. There will be interviews taking place next week for World Language, Science and Math.

Kudos to Jennifer Couch on preparing our students for their AP Biology exams and to Heather Moore in prepping our students for their AP Chemistry exam. Mr. Oscar is also working with students to get their drivers education exam completed on time.

### ***COVID 19***

Mr. Anderson reported that First State Working Groups are meeting soon in regards to a re-opening for the fall.

### ***Graduation***

Mr. Anderson reported that the current May 29, 2020 graduation has been cancelled due to the current DOE guidelines. Currently, it does not look like a traditional graduation will be held. Sussex Academy is working on a way to honor our seniors in a drive-up option to be held on campus while still using the states guidelines. Mr. Anderson proposed a date of Thursday, June 11, 2020 to hold graduation.

### ***Board Vacancies***

Martin Cosgrove reported there are currently 2 board vacancies. The board will be looking for members that have a background in finance and education.

Jennifer Scott made a motion to approve a one-year term extension for Steve Burke, Lance Manlove, and Lauren Wisely. Marty Cosgrove seconded; the motion carried. The motion passed unanimously (10-0-3).

Jennifer Scott made a motion to extend Marty Cosgrove's term by one more year so that he can serve in the roll as past president to assist Lauren Wisely. Precious Benson seconded; the motion carried. The motion passed unanimously (10-0-1).

Jennifer Scott made a motion to extend Chris Moody's term by one year. Steve Burke seconded; the motion carried. The motion passed unanimously (10-0-1).

### ***Board Scholarship***

To be held in Executive Session.

## **NEW BUSINESS**

### ***Admin Pay Scale***

Steve Burke gave a summary on admin compensation that was obtained from other local schools on how we will compensate our future administration.

## **EXECUTIVE SESSION**

At 5:45 p.m. Martin Cosgrove announced that the Executive Board would be going into Executive Session pursuant to 29 Delaware Code 10004b(9) to discuss personnel issues and would not return to the public session.

Respectfully submitted,

Andrea Rogers, Board Secretary