

Sussex Academy

Executive Board of Directors Meeting Minutes

June 19, 2019

CALL TO ORDER AND ROLL CALL

Jennifer Scott, Board President, called the meeting to order at 4:02 p.m.

AGENDA CHANGE: Jennifer Scott made a motion to move Executive Session after Board Financial Reports to discuss board applications. Marty Cosgrove seconded; the motion carried. The motion passed unanimously (7-0).

Board Members Present: Jennifer Scott, Marty Cosgrove, Steve Burke, Susie Mitchell, Uday Jani, Heather Crown, Lauren Wisely, Chris Moody, Lance Manlove (arrived at 4:06), Denise Westbrook (arrived at 4:08), and Chanta Wilkinson (arrived at 4:28).

Board Members Absent: Debbie Fees and Joe Schell (Member Emeritus)

Staff Present: Allen Stafford, Director of Finance and Operations; Franny Silcott, Director of Human Resources; and Andrea Rogers, Board Secretary

Staff Members Absent: Eric Anderson, Head of School (by phone) and Janet Owens, Director of Middle School

Visitors: Wafa Hozien, Board of Education for the Charter School Office

AMENDED AGENDA: A motion was made by Jen Scott to add two Executive Sessions. The first session will be to discuss new board applicants after the Board Financial reports. The seconded Executive session will be discussed later. Marty Cosgrove seconded; the motion passed unanimously (9-0).

APPROVAL OF MINUTES

A motion was made by Susie Mitchell to accept the minutes of the May 15, 2019 Executive Board meeting. Uday Jani seconded; the motion carried. The motion passed unanimously (9-0).

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE DIRECTORS' REPORT

Eric Anderson reported by phone:

- Grades 6 – 11 end of year testing is complete, as well as, IB and AP testing. Data will be available in July.
- Staff/Student/Parent surveys were sent out – a link electronically will be sent to board with results.

End of Year Events held:

- HS awards night (grades 9 – 12)
- EOY Sports Banquet Event
- EOY Rewards High School picnic (DJ, pizza & yearbook distribution)
- Senior Head of School breakfast
- 8th grade Sands Hotel luncheon
- 8th grade Moving Up Ceremony
- High School graduation
- 7th Grade team Field Day
- Staff/Retirement luncheon at Mulligan's Point
- Middle School (Grade 6 & 7) EOY Rewards trip
- Incoming Grade 6 Orientation – June 4
- Math Placements exam for new students grades 6 & 9 – June 15
- Summer Office Hours - M – Thurs (9 am – 3 pm) Friday office closed

- Personnel updates in Executive Session
- New lunch vendor – Revolution Foods next school year
- Investigate Chrome Books for next year (grades 6 – 12)
- Admission for the 2019-20 school year is full (860 students)

MONTHLY BOARD FINANCIAL REPORT

Steve Burke reported:

A motion was made by Steve Burke to approve the May 31, 2019 Financial Reports. Chris Moody seconded; the motion carried. The motion passed unanimously (10-0).

The pool received a grant of \$25K from the Delaware Community Foundation to allow Sussex Academy to teach swimming lessons to lower income children.

EXECUTIVE SESSION

A motion was made by Susie Mitchell at 4:28 p.m. to enter Executive Session to discuss qualification of personnel. Lance Manlove seconded; the motion carried. The motion passed unanimously (10-0).

Jennifer Scott made a motion to enter back into regular session at 4:55 p.m.

SUSSEX ACADEMY FOUNDATION UPDATE

No report was presented.

COMMITTEE REPORTS

Executive/Nominating/Succession

No report was presented.

Finance

Written report was presented.

Recognition

Chanta Wilkinson and Susie Mitchell were presented with pewter cups for their outgoing service on the board. Joe Schell will also be leaving the board as member emeritus.

Outreach

No report was presented.

Building and Grounds

No report was presented.

Athletics

No Report was presented.

Legislative

No report was presented.

Governance (Policy & Legislative)

No report was presented.

Employee Compensation

No report was presented.

Ad Hoc Strategic Planning Committee

No report was presented.

Ad Hoc School Culture Committee

No report was presented.

Ad Hoc Board Policy Committee

Susie Mitchell reported under Old Business.

OLD BUSINESS

Lunch Vendor

Chris Moody reported:

Sussex Academy is moving forward with the new lunch vendor, Revolution Foods. A motion was made by Chris Moody to charge \$3.00 for lunches for the 2019-20 school year. Lance Manlove seconded; the motion carried. The motion passed unanimously (11-0).

Updated By-laws and Board Policies (Section 202)

Susie Mitchell reported on updates and suggested changes to Sussex Academy's Bylaws and Policies that were distributed through email.

Susie Mitchell made a motion that we approve the changes as were discussed with the exception that we add health and wellness to Article 3, Section 4 and that we make a vote of majority of the full membership of the board required to elect a director. Jennifer Scott seconded as the motion was stated and amended. The motion passed unanimously (11-0).

FY20 Preliminary Budget

Steve Burke made a motion to approve the FY20 Preliminary Budget. Marty Cosgrove seconded. The motion passed unanimously (11-0).

FY 19/20 Board Member Elections*

Jennifer Scott made a motion to appoint Sara Messina as the 2019-20 Teacher Representative to the Board of Directors for a three-year term. Steve Burke seconded; the motion carried. The motion passed unanimously (11-0).

Candidate #1, all in favor (11 – 0)

Candidate #2, all in favor (11 – 0)

Candidate #3, all in favor (1 – 10)

Candidate #4, all in favor (0 – 0)

Candidate #5, all in favor (0 – 0)

Candidate #6, all in favor (11 – 0)

Jennifer Scott made a motion to appoint Candidate 1, 2 and 6 to the 2019-20 Board of Directors effective July 1, 2019. Uday Jani seconded; the motion carried. The motion passed unanimously (11-0). Candidates will be sworn in at the September meeting.

Jennifer Scott made a motion to appoint Lauren Wisely as Vice President and Marty Cosgrove as the 2019-20 President to the Board of Directors. Steve Burke seconded; the motion carried. The motion passed (9-0-2). Lauren Wisely and Marty Cosgrove abstained.

Susie Mitchell made a motion to extend Jennifer Scott's board term for one year according to Article 3, Section 5 of the By-laws. Denise Westbrook seconded; the motion carried. The motion passed unanimously (10-0-1). Jennifer Scott abstained.

Susie Mitchell made a motion to appoint Steve Burke as the 2019-20 Treasurer to the Board of Directors. Uday Jani seconded; the motion carried. The motion passed unanimously (10-0-1). Steve Burke abstained.

The Board Summer Workshop will be held on July 17, 2019 at 5:00 pm at the Dewey Beach Lions Club.

NEW BUSINESS

Sussex Academy
Executive Board Meeting
June 19, 2019

Staffing

EXECUTIVE SESSION

Jennifer Scott made a motion to enter Executive Session at 5:47 p.m. Steve Burke seconded; the motion carried. The motion passed unanimously (11-0). Jennifer Scott made a motion at 6:34 p.m. to come out of Executive Session.

ADJOURNMENT

Jennifer Scott made a motion at 6:34 p.m. to adjourn the meeting. Uday Jani seconded; the motion carried. The motion passed unanimously (11-0).

Respectfully submitted,

Andrea M. Rogers, Board Secretary