

Sussex Academy
Executive Board of Directors Meeting Minutes
April 25, 2018

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:42 p.m. by Susan Mitchell, Board President.

Board Members Present: Susan Mitchell, Jennifer Scott, Chris Benjamin, Debbie Fees, Chris Moody, Joe Schell, Lance Manlove, Chanta Wilkinson, Martin Cosgrove, Denise Westbrook and Lauren Wisely (arrived at 3:48 p.m.)

Board Members Absent: Steve Burke and Ana Vargas

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

Visitors: Robyn Maccubbin and Brian Dayton

APPROVAL OF MINUTES

A motion was made by Susan Mitchell to accept the minutes of the March 21, 2018 Executive Board meeting. Denise Westbrook seconded; the motion carried. The motion passed unanimously (10-0).

DIRECTORS' REPORTS

Insurance Assessment

Allen Stafford reported that Liberty Mutual was here this month to do an assessment on the building. No recommendations were given and the building was in compliance.

Middle School

Patricia Oliphant reported on the importance of keeping a strong focus on the middle school as we move forward with the MYP Program in the high school.

End of Year

Patricia Oliphant reported on end of year activities.

Tyler's Camp Scholarship

Allen Stafford reported that Tyler's Camp will once again be using the school for its summer camp. This camp runs from June 25 through July 19. There will be 20 free spots set aside for Sussex Academy students that were borderline from being promoted.

IDEA Maintenance of Effort

Allen Stafford gave an update on the IDEA finding's report for the 2017-18 school year.

May 1 Unit Count

Allen Stafford reported on the units for the May 1, 2018 Unit Count snapshot.

Staffing

Patricia Oliphant reported on the staffing positions that were posted. Interviews are currently being conducted.

MONTHLY BOARD FINANCIAL REPORT

Allen Stafford reported:

A motion was made by Chris Benjamin to accept the March 31, 2018 Financial Reports. Lance Manlove seconded; the motion carried. The motion passed unanimously (11-0).

A motion was made by Jen Scott to give Allen Stafford authority to approve payroll in the absence of Franny Silcott. The payroll period runs from April 29 – May 12, 2018. Denise Westbrook seconded; the motion carried. The motion passed unanimously (11-0).

SUSSEX ACADEMY FOUNDATION UPDATE

Joe Schell reported:

The Sussex Academy Foundation has \$550K in the WSFS checking account. The Foundation has \$130K to \$140K in upcoming expenses.

The SAF authorized two scholarships to be awarded in the amount of \$1,500 to one male and one female senior.

The SAF approved expenditures of up to \$40K for an engineering study of a 10-year maintenance projection of the building.

Denise Westbrook will be leaving the SAF Board and will be replaced by Steve Burke.

COMMITTEE REPORTS

Finance/CBOC

Reported under Financial Report.

Recognition

No report was presented

Outreach

Written report was presented.

Building and Grounds

Lance Manlove gave an update on building safety. Mr. Manlove also reported on the May 24th deadline to seek an application from the state to apply for a Constable/School Resource Officer.

Susie Mitchell made a motion to approve applying for a one-year pilot constable position pending the availability of funds by May 24, 2018. Jen Scott seconded. A discussion was held.

Susie Mitchell made a request to withdraw her prior motion.

Jen Scott made a motion to move forward with the application process for a constable program; which entails: completing an application, posting a constable position, interviewing and vetting candidates. Interviewers will come back to the board on May 16 bringing recommendations for a constable. If one is recommended that meets our standards and pending funding at the time, we will make an offer of employment for a one-year pilot program. Denise Westbrook seconded; the motion carried. The motion passed unanimously (11-0). There will be another opportunity for discussion at the May board meeting.

Program Development

No report was presented.

Athletics

Written report was presented.

Legislative

No report was presented.

Governance

No report was presented.

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Nominating

No report was presented.

Succession Planning

No report was presented.

Employee Compensation Committee

No report was presented.

OLD BUSINESS

Susie Mitchell reported on board self-evaluations and board appointment for next school year.

NEW BUSINESS

None

PUBLIC COMMENTS

Robyn Maccubbin spoke on school safety and the needs of a school psychologist. Brian Dayton spoke on school safety, the LED lighting and his approval on the need of a school constable position.

Mrs. Debbie Fees, Academic Counselor, presented a new revised college list that students have committed to.

EXECUTIVE

Susie Mitchell made a motion to enter Executive Session at 5:07 p.m. to discuss personnel matters. Denise Westbrook seconded; the motion carried. The motion passed unanimously (10-0). Joe Schell requested that administration also leave during executive session.

Susie Mitchell made a motion to go back into regular session at 5:23 p.m. Denise Westbrook seconded; the motion passed unanimously (10-0).

ADJOURNMENT

Susie Mitchell motioned to adjourn the meeting at 5:24 p.m. Denise Westbrook seconded; the motion passed unanimously (10-0).

Respectfully submitted,

Andrea M. Rogers, Board Secretary