

**Sussex Academy**  
**Executive Board of Directors Meeting Minutes**  
**March 21, 2018**

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 4:06 p.m. by Susan Mitchell, Board President.

Board Members Present: Susan Mitchell, Jennifer Scott, Chris Benjamin, Debbie Fees, Chris Moody, Joe Schell, Lauren Wisely, Lance Manlove, Ana Vargas, Steve Burke, Martin Cosgrove

Board Members Absent: Chanta Wilkinson, Denise Westbrook

Staff Present: Patricia Oliphant, Director of Curriculum and Instruction; Allen Stafford, Director of Finance and Operations

Staff Absent: Janet Owens, Director of Accountability (by phone) and Andrea Rogers, Board Secretary

**APPROVAL OF MINUTES**

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

**DIRECTORS' REPORTS**

*Special Education Audit*

Dr. Patricia Oliphant, reported that in an audit of our special education IEP's, auditors found some areas of weakness:

1. Lack of signatures and boxes checked.
2. IEP goals need clarification.
3. ESR: summary to be completed by psychologists.

We have posted a Special Ed Coordinator and a School Psychologist position to see which can fulfill our needs.

- It was suggested that we post the position with colleges, and Lauren will share is within her network as well.

Susan Mitchell made a motion to move Executive Session to after Agenda Item III, A. Joe Schell seconded. The motion passed unanimously (10-0).

**EXECUTIVE SESSION**

A motion was made by Susan Mitchell to enter Executive Session at 4:20 p.m. to discuss a staffing position pursuant to 29 Del. C. Section 10004(b)(9) personnel matters. Joe Schell seconded. The motion passed unanimously (10-0).

Chris Benjamin made a motion to come out of Executive Session at 4:39 p.m., Jen Scott seconded the motion; the motion passed unanimously (10-0).

Susie Mitchell made a motion to extend an offer of employment to Candidate A. Jen Scott seconded. The motion passed unanimously (10-0).

*End of Year Activities*

Patricia Oliphant reported that the high school students will be taking final exams, attending the prom, and awards dessert. She will get a calendar out to the Board. Jen reminded board members about the board scholarship donation. Susie reminded the board about board donations to the school.

### *SAT/PSAT*

Patricia Oliphant reported that 9<sup>th</sup> and 10<sup>th</sup> grades are taking PSAT on 4/10. The 11<sup>th</sup> grade is taking the SAT on 4/10 and on the same day seniors will be participating in digital learning day. All high school teachers are involved in these activities.

### *MYP*

Patricia Oliphant reported that the high school is moving forward with the MYP program for grades 9 and 10. Colin Marine will be the MYP representative. The school is in the process of preparing the application. The MYP candidacy and approval process is similar to the one used with the IB World Diploma Program.

There will be a visitation, evaluations, etc. like the process we went through before. Joe Schell asked if the rigor of MYP would deter 8<sup>th</sup> graders from staying at SA for high school. Allen responded that it is a curriculum model not coursework. The total fees for MYP and DP will be approximately \$19,000. We have a grant to cover a lot of the expenses.

### *College Acceptance*

Debbie Fees presented a list of the seniors have been accepted to colleges. She stated that the weight and rigor of the IB coursework is helping students get into colleges.

## **MONTHLY BOARD FINANCIAL REPORT**

Steve Burke reported.

A motion was made by Steve Burke to accept the February 2018 Financial Reports. Joe Schell seconded; the motion carried. The motion passed unanimously (10-0).

Joe Schell reported on behalf of the Compensation Committee. It was recommended that there be a salary increase effective April 1, 2018. Based on salary figures of representative districts, the committee derived salary figures for the entire staff. The gross amount is \$33,000 for this physical year, and \$145,000 for the 2018/2019 school year. The average increase is 3.5%. Joe Schell made a motion to accept the gross salary numbers mentioned in the report. Chris Benjamin seconded; the motion carried. The motion passed unanimously (9-0) with Debbie Fees abstaining.

Allen Stafford presented the report from the CBOC. The final budget was presented. Steve Burke made a motion to accept the CBOC March report. Chris Benjamin seconded; the motion carried. The motion passed unanimously (10-0).

## **SUSSEX ACADEMY FOUNDATION UPDATE**

Joe Schell reported that the Sussex Academy Foundation has \$556,000 in the WSFS checking account, which they are trying to keep as a reserve. The Foundation will be granting two scholarships to seniors, one female and one male student. They will subsidize the upcoming college trip as well.

## **COMMITTEE REPORTS**

### **Executive/Succession**

Policy 506-A was presented. Joe Schell moved to accept the policy, Steve Burke seconded with one change; the motion carried. The motion passed unanimously (10-0).

Policy 611-B was presented. Susie Mitchell made a motion to accept the policy. Chris Moody seconded; the motion carried. The motion passed unanimously (10-0).

Policy 611-A was presented. Joe Schell made a motion to accept the policy. Susie Mitchell seconded; the motion carried. The motion passed unanimously (10-0).

Policy 1003-A with a minor change was presented. Chris Benjamin made a motion to accept the policy. Lance Manlove seconded; with the change noted by Allen, the motion carried. The motion passed unanimously (10-0).

Susie reported that we will be doing a Board self-assessment at our next meeting and asked all members to read the board information she distributed at the beginning of the year.

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**Finance/CBOC**

See above.

**Recognition**

No report was presented

**Outreach**

Written report was presented.

**Building and Grounds**

Written report was presented. The SA Foundation will pay for a 10-year maintenance plan to be researched and developed.

**Program Development**

No report was presented.

**Athletics**

Written report was presented.

**Legislative**

No report was presented.

**Governance**

No report was presented.

**Nominating**

No report was presented.

**Succession Planning**

Presented during Executive Session Report.

**Employee Compensation Committee**

See above.

**OLD BUSINESS**

Mr. Allen Stafford presented two school calendar options for the 2018/2019 school year. Jen Scott made a motion to accept the calendar Option 1. Chris Moody seconded; the motion carried. The motion passed (8-2).

**NEW BUSINESS**

No New Business.

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Susie Mitchell motioned to adjourn the meeting at 6:19 p.m. Steve Burke seconded; the motion passed unanimously (10-0).

Respectfully submitted, Jennifer Scott, Board VP.