

Sussex Academy
Executive Board of Directors Meeting Minutes
May 16, 2018

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:48 p.m. by Susan Mitchell, Board President.

Board Members Present: Susan Mitchell, Jennifer Scott, Steve Burke, Debbie Fees, Chris Moody, Joe Schell, Lance Manlove (departed meeting at 5:58 p.m.), Martin Cosgrove, Ana Vargas, and Lauren Wisely

Board Members Absent: Chris Benjamin, Denise Westbrook, and Chanta Wilkinson

Staff Present: Patricia Oliphant, Director of Curriculum and Instruction; Allen Stafford, Director of Finance and Operations, Janet Owens, Director of Accountability and Gina Derrickson, Community and Communications Manager.

Executive Session/503A Promotion Policy

A motion was made at 3:49 p.m. by Susan Mitchell to move into Executive Session pursuant to Delaware Code 1004(b)(9) to discuss personnel matters. Jennifer Scott seconded; the motion carried. The motion passed unanimously (10-0).

Susan Mitchell made a motion to end Executive Session at 4:52 p.m. Martin Cosgrove seconded; the motion carried. The motion passed unanimously (10-0).

APPROVAL OF MINUTES

A motion was made by Susan Mitchell to accept the minutes of the April 25, 2018 Executive Board meeting with the following 3 changes: Lauren Wisely arrived at 3:48pm (not 4:48 pm), under Sussex Academy Foundation Update correct sentence to read Denise Westbrook will (not with), and under the fourth paragraph in Building and Grounds Committee Report change "Interviewees" to "Interviewers will come back"...Jennifer Scott seconded; the motion carried. The motion passed unanimously (10-0).

DIRECTORS' REPORTS

Staffing

Dr. Oliphant reported that Sussex Academy would like to hire a full time special educator, a full time paraprofessional, 2 ½ people for Middle School Exploratories and an LPN.

Steve Burke made a motion to allocate funds to hire up to \$250,000 in addition to what is being spent today for staffing. Martin Cosgrove seconded; the motion carried. The motion passed unanimously (10-0). Jennifer Scott stated that mental health is a priority to the Board, administrators and staff, and that she will continue to look for a solution.

Events Reminder

Patricia Oliphant reminded the Board of the following events:

Senior Spotlight is May 30 at 6pm. Board members are to R.S.V.P. and arrive by 5:45pm.

Commencement is June 1. Board is to arrive to room 208 by 6:30pm.

8th Grade Moving Up Ceremony is June 8. Board members are to arrive to the gymnasium by 8:30am.

Transition with New Director

Eric Anderson has been sent a school calendar and has been in contact with Patricia Oliphant. He will meet team leaders and ILT members. They are currently working to set a date.

Eric Anderson will also be invited to attend the Sussex Academy Executive Board workshop that is tentatively scheduled for July 18, 2018.

MONTHLY BOARD FINANCIAL REPORT

Steve Burke presented the year to date final budget.

Allen Stafford reported that the final bus payment has been made.

Allen Stafford reported that a \$77,000 bid was received to re-do the gym floor and additional bids have been requested. The goal is to have the work contracted by the end of this fiscal year.

A motion was made by Susan Mitchell to accept the April 30, 2018 Financial Reports. Chris Moody seconded; the motion carried. The motion passed unanimously (10-0).

SUSSEX ACADEMY FOUNDATION UPDATE

Joe Schell reported that the Sussex Academy Foundation has \$400,000 in the bank.

Joe Schell reported that the Sussex Academy Foundation will award two \$1500 scholarships; one to a male and one to a female senior. The scholarships will be presented by Jennifer McKean, Sussex Academy Foundation Vice-Chair, at the Senior Spotlight on May 30.

Joe Schell announced that to honor Dr. Patricia Oliphant on her upcoming retirement, the Sussex Academy Foundation will be naming the middle school wing after her.

COMMITTEE REPORTS

Executive

Susan Mitchell reported that the 503A Promotion Policy being listed twice on the agenda was a mistake. It should only be listed under Governance.

Finance

Reported under Financial Report.

Recognition

Jennifer Scott confirmed that the Sussex Academy Executive Board will recognize 5, 10 and 15 year faculty and staff in August.

Outreach

Written report was presented.

Building and Grounds

Written report was presented.

Program Development

No report was presented.

Athletics

Written report was presented.

Legislative

202-A Board Member Emeritus

This policy was sent electronically to Board members for review. A Board Member Emeritus will not be a voting position, but will be included in discussion.

A motion was made by Susan Mitchell to approve Policy 202-A Board Member Emeritus as written. Steve Burke seconded; the motion carried. The motion passed unanimously (10-0).

503-A Promotion Policy

Allen Stafford reported that this policy will be voted on at the June Sussex Academy Executive Board meeting.

A change was made that instead of 10% of days missed between September 30 and May 31, that number will now be 17 days for both middle school and high school.

Middle school students must pass 4 of 5 core courses including reading writing and math.

High school credits required for commencement will be altered to match the course handbook.

Governance

No report was presented.

Nominating

No report was presented.

Succession Planning

No report was presented.

Employee Compensation Committee

No report was presented.

OLD BUSINESS

Board Membership (2018-2019)

Joe Schell's Board term has expired. Both Ana Vargas and Chris Benjamin will be leaving the Board.

Susan Mitchell made a motion that Joe Schell become a Board Member Emeritus. Jennifer Scott seconded; the motion carried. The motion passed unanimously (10-0).

Susan Mitchell made a motion to elect Heather Crown, Uday Jani and Brian Trout to the Sussex Academy Executive Board. Jennifer Scott seconded; the motion carried. The motion passed unanimously (10-0).

Jennifer Scott agreed to extend her Board term by one year and to serve as the Sussex Academy Executive Board President. Susan Mitchell made a motion to extend Jennifer Scott's Board term for one year and for her to serve as Board President during that year. Martin Cosgrove seconded; the motion carried. The motion passed unanimously (9-0).

Martin Cosgrove agreed to extend his term by one year and serve as the Sussex Academy Executive Board Vice President. Susan Mitchell made a motion to extend Martin Cosgrove's term for one year and for him to serve as the Board Vice President during that year. Chris Moody seconded; the motion carried. The motion passed unanimously (9-0).

Jennifer Scott reported that Board terms need to be extended for Susan Mitchell, Chris Moody, Steve Burke, Lauren Wisely and Denise Westbrook. Jennifer Scott made a motion to extend the Board terms for one year for the following: Susan Mitchell, Chris Moody, Steve Burke, Lauren Wisely and Denise Westbrook. Martin Cosgrove seconded, the motion carried. The motion passed unanimously (9-0).

Jennifer Scott reminded the Board that several seats will be vacated in two years and that Board members must do their due diligence to recruit new members.

Constable Position

Allen Stafford reported that during the April Executive Board meeting, a motion was passed to hire a Constable should funding become available. Funding has been offered, by an anonymous donor, to fund a Constable position for one year.

Jennifer Scott made a motion to approve the hiring of a Constable for a one year pilot period to allow time for facility safety improvements to be completed. Susan Mitchell seconded. Allen Stafford reported that following the

April Executive Board meeting, interviews were conducted and information was submitted to the Examiners of Constables, that was due on May 11. Additional information, including whether the Constable will hold an open carry or concealed weapon position will be due by May 24. Joe Schell reported that the anonymous donor will only provide funding for an open carry Constable position.

Jennifer Scott reinstated her motion with a qualifier that a Constable be hired for a one year pilot period, in an open carry position, as required by the donor paying for the position, to allow time for facility safety improvements to be completed. Martin Cosgrove seconded; the motion carried. The motion passed with 4 yes votes (Joe Schell, Martin Cosgrove, Ana Vargas and Chris Moody) ; 2 no votes (Lauren Wisely and Jennifer Scott) and 3 people abstaining from the vote-(Susan Mitchell, Debbie Fees and Steve Burke).

NEW BUSINESS

Board Scholarships

Susan Mitchell reported that during Executive Session, a senior was selected for the Sussex Academy Executive Board Scholarship. This student will be announced at the Senior Spotlight on May 30.

Allen Stafford reported that the bid for 2018-2019 busing has been received and the cost will remain the same. Steve Burke made a motion to approve the Dutton busing contract for 2018-2019 with rates that are flat with current year rates. Chris Moody seconded; the motion carried. The motion passed unanimously (9-0).

Allen Stafford reported that the Preferred Meals contract for 2018-2019 was negotiated to a 3% increase over this year's prices. Steve Burke made a motion to approve the Preferred Meals contract with the 3% increase. Jennifer Scott seconded, the motion carried. The motion passed with 8 for and 1 opposed (Joe Schell).

The bidding process for food vendors for the 2019-2020 year will begin in February 2019.

Board Meeting books are available.

PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Joe Schell made a motion at 6:18 p.m. to adjourn the meeting. Martin Cosgrove seconded; the motion carried. The motion passed unanimously (9-0).

Respectfully submitted,

Gina Derrickson, Community and Communications Manager