

**Sussex Academy**  
**Executive Board of Directors Meeting Minutes**  
**November 29, 2017**

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 3:36p.m. by Susan Mitchell, Board President.

Board Members Present: Susan Mitchell, Jennifer Scott, Debbie Fees, Lance Manlove, Chris Moody, Marty Cosgrove, Chanta Wilkinson, Denise Westbrook, Joe Schell (via phone), and Lauren Wisely (arrived 3:50)

Board Members Absent: Chris Benjamin, Ana Vargas and Steve Burke

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: Jamie Riddle, President of Student Government Association

**APPROVAL OF MINUTES**

A motion was made by Jennifer Scott to accept the minutes of the October 18, 2017 Executive Board meeting. Susie Mitchell seconded; the motion carried. The motion passed unanimously (9-0).

**Two items were added to the agenda under Directors' Report: Item D. Emergency Drills. Item E. Unveiling Mural.**

**DIRECTORS' REPORTS**

Student Government

Jaime Riddle, Student Government President, gave an overview of current SGA officers, upcoming events and fundraisers.

Charter Renewal

Dr. Patricia Oliphant reported that the final meeting for the Charter Renewal was held in Dover on November 27, 2017. The Charter School Accountability Committee recommended approving the 10-year charter renewal to the State Board of Education. The final hearing will be held on December 14, 2017 at 5:00 p.m.

School Tours/Information Nights

Dr. Oliphant reported on the positive feedback and turnout for the 2018-19 tours and parent information night.

Emergency Drills

Allen Stafford reported on the state requirements to perform fire drills, intruder drills and evacuations throughout the school year. During the week of December 11<sup>th</sup> the school will perform an intruder drill. There will be written correspondence and emails sent out to parents notifying them.

Unveiling Mural

Dr. Oliphant reported that unveiling of the Common Ground Middle School project would be held this evening. Each staff member, teacher, board member, and middle school student have each had a hand in making this mural complete.

**MONTHLY BOARD FINANCIAL REPORT**

Allen Stafford reported:

A motion was made by Jen Scott to approve the October 31, 2017 Financial Reports. Marty Cosgrove seconded; the motion carried. The motion passed unanimously (10-0).

The next CBOC meeting will be December 19, 2017. Mr. Stafford also reported on the Aquatics Center 's revenue and expenses.

### **SUSSEX ACADEMY FOUNDATION UPDATE**

Joe Schell reported that the foundation has \$1.5M in reserves. The foundation is awaiting receipt of a grant from the Longwood Foundation that will help with re-payment of capital debt.

### **COMMITTEE REPORTS**

#### **Executive**

No report was presented.

#### **Finance/CBOC**

No report was presented.

#### **Recognition**

No report was presented.

#### **Outreach**

Written report was presented.

#### **Building and Grounds**

No report was presented.

#### **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**

No report was presented.

### **OLD BUSINESS**

Susie Mitchell reminded board members of the annual appeal and scholarship funds.

### **NEW BUSINESS**

Joe Schell spoke about the 10-year Charter Renewal and the opportunity for a press release.

### **PUBLIC COMMENTS**

No comments presented.

### **EXECUTIVE SESSION**

A motion was made by Susie Mitchell to enter into Executive Session at 4:33 p.m. to discuss Section 10004B, #4 Strategy Session and B#9 personnel matters. Jen Scott seconded; the motion carried unanimously (10-0).

After Executive Session, Susie Mitchell made a motion to retain Lead Your Way to conduct a director's search in accordance with the terms of the proposal. Denise Westbrook seconded the motion; the motion passed unanimously (9-1) Jen Scott abstained from the vote.

**ADJOURNMENT**

Susie Mitchell, Board President, made a motion to adjourn the meeting at 5:02 p.m. Chris Moody seconded; the motion passed unanimously (10-0).

Respectfully submitted,

Andrea M. Rogers,  
Board Secretary