

# **Sussex Academy**

## **Executive Board of Directors Meeting Minutes**

### **November 20, 2019**

#### **CALL TO ORDER AND ROLL CALL**

Lauren Wisely, Board Vice-President, called the meeting to order at 4:02 p.m.

Board Members Present: Lauren Wisely, Jennifer Scott, Chris Moody, Uday Jani, Lance Manlove, Sara Messina, Darlene O'Neil, Chris Schell, Precious Benson, and Heather Applegate

Board Members Absent: Marty Cosgrove, Steve Burke and Denise Westbrook

Staff Present: Eric Anderson, Head of School, Tom Peet, Dean of STEM, Allen Stafford, Chief Operating Officer, Franny Silcott, Director of Human Resources, and Andrea Rogers, Board Secretary

Staff Absent: Janet Owens, Dean of Humanities and Gina Derrickson, Director of Development

Visitors: Brian Dayton (parent) and Kate Walker (parent)

**ITEM ADDED UNDER NEW BUSINESS:** Jennifer Scott made a motion to add Item B. under New Business to be titled USDA grant. Chris Moody seconded; the motion carried. The motion passed unanimously (10-0).

#### **APPROVAL OF MINUTES**

A motion was made by Chris Schell to accept the minutes of the October 16, 2019 Executive Board meeting. Uday Jani seconded; the motion carried. The motion passed unanimously (10-0).

#### **PUBLIC COMMENTS: None**

#### **EXECUTIVE DIRECTORS' REPORT**

*Eric Anderson reported:*

- Duncan Smith will be replacing Allen Stafford (retiring) as Chief Operating Officer
- 10/25/19 - Rehoboth Jazz Festival performed during our first school-wide assembly
- School Choice Open House was held Saturday, 10/19/19 from 9 - noon
- 2020 Choice Application period runs from 11/4/19 – 1/8/20
- MS parent social was held on 10/23/19 at Bethany Blues
- 10/22/19 was Homecoming week – the following events were held: pep rally, spirit week, middle school theme week, MS Halloween dance, HS Homecoming dance, boys soccer won against Seaford 4 – 0
- 10/30/19 – MS along with Mrs. Willey held Ghost Tours and raised \$900 to support the Brandywine SPCA
- 1<sup>st</sup> marking period ended 10/31/19 and report cards were distributed 11/7/19
- Two in-service days were 10/21/19 and 11/8/19
- February 2020 board meeting there will be teachers present to discuss the professional development strategic plan
- Make-Up picture day was 11/15/19
- HS Little Shop of Horrors production was Nov 15, 16 & 17 (two casts)
- MS will present Willey Wonka & the Chocolate Factory in February 2020
- HS will present Chicago in April 2020
- MS girls field hockey and MS boys soccer were undefeated, first time ever for Sussex Academy
- HS boys soccer made it to the quarter finals
- Jake Mundok placed 10<sup>th</sup> overall for boys cross country in Div. II
- Italian teachers (2) and students (12) arrived November 14<sup>th</sup> and will be here until the 30<sup>th</sup>
- Anne Rando will be retiring as of 12/20/19 – Terry Allen will be taking her place
- Desserts at Dusk (bonfire) will be held 11/21/19 from 5 – 6:30 pm to benefit the Class of 2021
- Fall break runs from 11/25/19 – 11/29/19
- Junior ring ceremony will be 12/4/19

- Staff Holiday party will be held at Striper Bites on 12/20/19
- Senior trip to Disney 1/15/20 – 1/21/20
- DE Charter School Network IDEA Awards Banquet – 1/31/20
- Feather Our Nest Annual Campaign has been very successful
- SA 20<sup>th</sup> Anniversary Gala – Fort Miles on May 2, 2020
- January 2020 board meeting there will a mid-year check point with regards to the strategic plan

## **MONTHLY BOARD FINANCIAL REPORT**

Allen Stafford reported:

A motion was made by Precious Benson to approve the October 31, 2019 Financial Reports. Udy Jani seconded; the motion carried. The motion passed unanimously (10-0).

## **SUSSEX ACADEMY FOUNDATION UPDATE**

No update presented.

## **COMMITTEE REPORTS**

### **Executive/Nominating/Succession**

No report was presented.

### **Finance**

Allen Stafford discussed the Financial Framework update from the auditor.

### **Outreach**

Written report was presented.

### **Building & Grounds**

Written report was presented.

### **Governance (Policy & Legislative)**

No report was presented.

### **Ad Hoc Grant Research**

No report was presented.

### **Ad Hoc Director Evaluation Committee**

No report presented.

### **Ad Hoc Student Welfare Committee**

Dr. Uday Jani gave an update.

## **OLD BUSINESS**

### ***K – 12 Charter Modification***

Jennifer Scott reported on the tour of The Jefferson School on 11/9/19. There was also a meeting held on Monday, November 18<sup>th</sup> with Leroy Travers who is the Head of the DE Charter School office.

### ***Lottery and Waitlist***

Jennifer Scott reported on the Specific Interest Preference used after the lottery for student admissions. This preference will no longer be utilized effective the 2021-2022 school year.

Jennifer Scott made a motion to call a special meeting of the Sussex Academy Executive Board on December 18, 2019 at 4:00 p.m. to discuss and to vote on the proposed agreement of sale between the Jefferson School Foundation and the Sussex Academy Foundation. Chris Moody seconded; the motion carried. The motion passed unanimously (10-0).

Andrea Rogers updated the board on the procedures to have Data Service Center conduct our SY2021 lottery. Sussex Academy will no longer hold a live lottery.

Chris Schell made a motion to have Data Services conduct Sussex Academy's school year 2020-21 lottery. Precious Benson seconded; the motion carried. The motion passed unanimously (10-0).

## **NEW BUSINESS**

### ***Holiday Bonus\****

Jennifer Scott made a motion to authorize administration to distribute staff holiday bonuses not to exceed already budgeted amount of \$35K. Uday Jani seconded; the motion carried. The motion passed unanimously (9-0-1). Sara Messina abstained.

### ***USDA Grant***

Allen Stafford reported on the new science lab for the high school for the 2021-2022 school year. Mr. Stafford met with the architect that will work on the mechanical, electrical and plumbing plans using the basic floor plan that was already developed last May. Mr. Stafford is applying for a USDA grant in the amount of \$50K to help with that. The total cost is \$230K (inclusive of furnishings).

Jennifer Scott made a motion for a resolution agreeing to apply for financial assistance with the USDA of Rural Development to finance the renovation classroom conversion to create a new high school science lab. Be it further resolved that the executive board authorizes the Head of School and/or COO to sign all documents relating to the USDA Rural Development loan and/or grant. Chris Moody seconded; the motion carried. The motion passed unanimously (10-0).

## **EXECUTIVE SESSION**

No Executive Session was held.

## **ADJOURNMENT**

Precious Benson made a motion at 5:15 p.m. to adjourn the meeting. Chris Moody seconded; the motion carried. The motion passed unanimously (10-0).

Respectfully submitted,

Andrea M. Rogers, Board Secretary