**Sussex AcademyExecutive Board of Directors Minutes**

**November 16, 2022**

# CALL TO ORDER AND ROLL CALLPatches Hill, Board President, called the meeting to order at 4:02 p.m.

*Board Members Present:* Patches Hill, Chris Moody, Brittany Burslem, Jennifer Donahue, Jennifer Scott, Lance Manlove, Shante Hastings, Erin Perchiniak, Justina Thomas, Sara Messina, Uday Jani (arrived at 4:10), Ed Hale (arrived at 4:10), and Amy Goodhue (arrived at 4:15)

*Board Members Absent:* Joe Schell, Board Member Emeritus

*Staff Present:* Eric M. Anderson, Head of School, Michelle Hastie, Business Manager, Franny Silcott, Director of Human Resources, Matt Keen, Dean of Students and Athletics, and Andrea Rogers, Board Secretary

*Visitors:* Tim Sawyer, Barbacane, Thornton & Co., LLP, and Coach Diaz and SA Indoor Track Team

**AGENDA CHANGE:** A motion was made by Jennifer Scott to modify the November agenda to add in Oath of Office Swear In of Shante Hastings. Brittany Burslem seconded; the motion carried. The motion passed unanimously (9-0).

# OATH OF OFFICE

Shanta Hastings was sworn in by taking the Oath of Office.

**MODIFICATION OF MINUTES**: Modify the October minutes under Approval of Minutes to read as September 30, 2022 and not June 30, 2022.

# APPROVAL OF MINUTES

# A motion was made by Justina Thomas to approve the minutes of the October 19, 2022 Executive Board meeting. Lance Manlove seconded; the motion carried. The motion passed unanimously (11-0-1).

# PUBLIC COMMENTS

Jay Diaz, SA Track Coach, spoke on behalf of his indoor track team about the rising increase in his indoor/outdoor teams that have become a year round sport. Coach Diaz is committed to his students and would like the foundation board to consider investing in these students to expand and build an 8-lane outdoor track.

**HEAD OF SCHOOL REPORT**

*Eric Anderson reported:*

Fall Sports Update– Girls Cross Country were Henlopen Conference North & South champs and ranked 6th in state.

Winter Sports are off and running with basketball tryouts and a new wrestling coach this season. Games will start at the end of the first week in December.

Our theater program is running six shows this year. At the end of October they finished their second show Noises Off. Tryouts are currently happening for our winter musical, Spelling Bee and our student directed play of God’s Favorite, by Neil Simon.

On October 29, the elementary school held there annual Halloween parade. For the first time ever, SA had a float in the Sea Witch parade and won a trophy for Judge’s Favorite.

A FAFSA completion workshop was held on November 1 for students that required extra help with completing.

Mr. Anderson was invited to Newark Charter School to tour their K – 12 facility.

Sussex Academy’s Annual Choice Open House was held on November 9.

Thanksgiving break will be observed November 21 – 25. Teachers will have in-service Monday and Tuesday and students will have off all week.

Sports Boosters are having a holiday wreath fundraiser, deadline is December 15.

School Choice application opened November 7, 2022 and closes January 11, 2023.

**MONTHLY BOARD FINANCIAL REPORT**

*Michelle Haiste reported:*

***Monthly Financial Reports***

A motion was made by Jennifer Scott to approve the October 31, 2022 Financial Report as presented. Chris Moody seconded; the motion carried. The motion passed unanimously (13-0).

***Audit Report***

Tim Sawyer, Barbacane, Thornton & Co., presented the drafted audit results. Vote is tabled until January 18, 2023 until the board has an opportunity to review.

**FOUNDATION REPORT**

No report presented.

**COMMITTEE REPORTS**

**Executive/Nominating/Succession**

No report presented.

**Finance**

Presented under Finance Report.

**Outreach**

Report was presented.

**Building & Grounds**

*Lance Manlove reported:*

Long term reserve studies of both buildings and expansion plans of the elementary school were presented to the board. Lance has a meeting scheduled to determine a combined long term study of both buildings and will present findings to the board. Tennis courts are finished. Landscaping and bleachers are scheduled to be completed soon.

**Governance (Policy & Legislative)**

*Jennifer Scott reported:*

First meeting was held and we came up with a strategy on how to proceed. Shanta Hastings was a big help in reviewing by-laws and giving us a structure on where we need to make changes. Eric Anderson will review current policies and give us an idea on what policies need to be updated or deleted. By-laws are planned to be distributed to the board in January’s meeting.

**School Performance Committee**

Presented in Executive Session.

**OLD BUSINESS**

No Old Business

**NEW BUSINESS**

No New Business

**EXECUTIVE SESSION**

A motion was made by Shante Hastings at 5:32 p.m. to enter into Executive Session. Brittany Burslem seconded; the motion carried. The motion passed unanimously (13-0). The regular meeting with not be returning after executive session.

Respectfully submitted,

Andrea Rogers, Board Secretary