

Sussex Academy
Executive Board of Directors Meeting
Minutes
November 18, 2015

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:32 p.m. by Jennifer Scott, Board President.

Board Members Present: Jennifer Scott, Denise Westbrook, Dustin Parker, Lauren Wisely, Ilona Holland, Susan Mitchell, Steve Burke, Chris Benjamin, Jaime Nutter and Dean Swingle.

Board Members Absent: Chris Moody, Marty Cosgrove and Joe Schell, by phone.

Staff Present: Patricia Oliphant, Director of Curriculum and Instruction, Allen Stafford, Director of Finance and Operations and Andrea Rogers, Board Secretary.

APPROVAL OF MINUTES

A motion was made by Dean Swingle to accept the minutes of the October 21, 2015 Executive Board meeting. Dustin Parker seconded; the motion carried. The motion passed unanimously (8-0).

DIRECTORS' REPORTS

Patricia Oliphant reported:

The Annual Performance Framework for 2014-15 was reviewed. Denise Westbrook made a motion to approve the 2014 – 15 report which is due by December 1, 2015. Chris Benjamin seconded; the motion carried. The motion passed unanimously (9-0).

Parent/Student visitations were held this week.

Sussex Academy received information back from Kim Williams of the Department of Education in response to the current waitlist.

There will be a ring ceremony held in the cafetorium on December 18. The junior class will be presented with their rings.

MONTHLY BOARD FINANCIAL REPORT

A motion was made by Dean Swingle to approve the October 31, 2015 Financial Report. Lauren Wisely seconded; the motion carried. The motion passed unanimously (10-0).

SUSSEX ACADEMY FOUNDATION UPDATE

Joe Schell reported there is \$895K cash on hand through the foundation. There are payments totaling \$1.2M due by 12/13/15. Grants expected total \$2.0M. Construction on the new middle school wing is expected to start at any time. Bids for new parking spaces and roadways are expected to cost \$650K and score boards/lighting for new fields is \$60K. The next foundation board meeting is scheduled for December 3, 2015.

COMMITTEE REPORTS

Executive

No report presented.

Finance

No report presented.

Recognition

Holiday gift cards are to be presented before Thanksgiving.

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Public Relations

Written report presented.

Building and Grounds

Construction fences are around the site of the aquatic center. The construction should be complete in April or May of 2016.

Allen Stafford reported Delmarva Power is tentatively scheduled to change power redirection on Wednesday, November 25 in preparation of the new aquatic center. We are currently waiting for their response. Delmarva Power also requests payment prior to work completion therefore; funds may not transfer from the state in time. Chris Benjamin made a motion to pay Delmarva Power through petty cash if needed, so that work can be completed on that day and not allow for an additional closing date. Funds will then be reimbursed from proper operating revenue account. Ilona Holland accepted the motion. The motion carried unanimously (10-0).

Program Development

Allen Stafford reported the school is looking into hiring someone to help in technology for the 2015-16 school year. The request comes from an additional 100 plus iPads that will be issued.

Athletics

Steve Oscar gave an update on sports.

Legislative

Jaime Nutter reported the General Assembly will be out until January 12, 2016.

Policy

Policy 502 will be tabled until the January 20, 2016 board meeting.

Denise Westbrook made a motion to accept Policy 514 on an interim basis as written. More discussion will held at a later date. Lauren Wisely seconded; the motion carried. The motion passed unanimously (8-2).

Library

Ilona Holland gave an update on the library.

OLD BUSINESS

Denise Westbrook made a motion to “retroactively grant the Board President the authority to execute documents related to student 2014-15; relevant to a motion that carried unanimously on February 18, 2015.” Susan Mitchell seconded; the motion carried. The motion passed unanimously (10-0).

NEW BUSINESS

Denise Westbrook made a motion to “retroactively amend Board Policy 202, granting the Board President the power to execute contracts and legal documents, as requested by the Administration.” Lauren Wisely seconded; the motion carried. The motion passed unanimously (10-0).

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE SESSION

A motion was made to enter Executive Session for the purpose of a legal matter at 6:02 by Jennifer Scott. Susan Mitchell seconded; the motion carried. The motion passed unanimously (10-0).

A motion was made to come out of Executive Session at 6:10 by Jennifer Scott. Ilona Holland seconded; the motion carried. The motion passed unanimously (10-0).

ADJOURNMENT

Jennifer Scott, Board President adjourned the meeting at 6:11 p.m.

Respectfully submitted,

Andrea Rogers,
Board Secretary