

**Sussex Academy**  
**Executive Board of Directors Meeting Minutes**  
**November 16, 2016**

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 3:34 p.m. by Denise Westbrook, Board President

Board Members Present: Denise Westbrook, Chris Benjamin, Lauren Wisely, Ana Vargas, Debbie Fees, Jennifer Scott, Steve Burke and Susie Mitchell (arrived at 3:45 p.m.)

Board Members Absent: Joe Schell, Marty Cosgrove, Chris Moody and Chanta Wilkinson

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

Visitors: Allison Dayton, Brian Dayton, Julia Martiner, Maria Edgerton, Kristen Johnson and Steve Bastianelli.

**APPROVAL OF MINUTES**

A motion was made by Steve Burke to accept the minutes of the October 19, 2016 Executive Board meeting. Jennifer Scott seconded; the motion carried. The motion passed unanimously (7-0).

**DIRECTORS' REPORTS**

Student Council

Julia Martiner, 2016-17 Student Government President, gave an over view of the Winning the White House Expedition, the upcoming National Honor Society Induction, number seniors that are applying to colleges, Town of Georgetown clean up day and the LEO Club jacket drive.

AC Program

Dr. Oliphant reported on the upcoming changes to the Academic Challenge program.

Staff

Maria Edgerton, Aquatics Coordinator and Kristen Johnson, Aquatics Specialist were introduced to the board.

Blue Ribbon School

Dr. Oliphant reported that Sussex Academy was awarded the title of Blue Ribbon School. The presentment should take place in November. On November 22, Sussex Academy will be presenting the banner to the students in a celebration.

Open Enrollment Period

Mr. Stafford reported Open Enrollment runs from November 7, 2016 until January 11, 2017 at 4:00 p.m.

Employee Recognition

Employee Recognition will be moved to Finance.

Annual Report

Dr. Oliphant reported that the Annual Report is currently in the draft process. Performance Framework is expected to be officially reported on November 17, 2016, after the State Board meeting.

**MONTHLY BOARD FINANCIAL REPORT**

Allen Stafford reported that the Finance Committee met November 15, 2016. There was a representative from the Department of Education present that allowed them to ask questions.

A motion was made by Chris Benjamin to approve the October 31, 2016 Financial Reports. Jennifer Scott seconded; the motion carried. The motion passed unanimously (8-0).

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## **SUSSEX ACADEMY FOUNDATION UPDATE**

Written report was sent after meeting was adjourned.

### **COMMITTEE REPORTS**

#### **Executive**

No report was presented.

#### **Finance**

Steve Burke gave an overview of where most of Sussex Academy's primary revenue comes from. Mr. Burke would like to see where Sussex Academy could generate funding by growing the Career & Technical Education classes.

#### **Recognition**

The Finance Committee would like to recommend a \$300 bonus be given to all employees. Steve Burke made a motion to approve \$1,500 above the amount budgeted to pay for employee recognition to be managed by Dr. Oliphant and Allen Stafford. Jennifer Scott seconded; the motion carried. The motion passed unanimously (8-0).

#### **Public Relations**

Denise Westbrook stated that there would be Family Game night held at the Lewes Library on Saturday, November 19, 2016 at 6:00 p.m.

#### **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.

#### **OLD BUSINESS**

No Old Business.

#### **NEW BUSINESS**

No New Business.

#### **PUBLIC COMMENTS**

No public comments.

#### **EXECUTIVE SESSION**

No Executive Session

#### **ADJOURNMENT**

Ana Vargas made a motion to adjourn the Executive Board meeting at 4:58 p.m. Debbie Fees seconded; the motion carried. The motion passed unanimously. (8-0)

Respectfully submitted,  
Andrea Rogers,  
Board Secretary

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