

**Sussex Academy**  
**Executive Board of Directors Meeting**  
**Minutes**  
**October 19, 2016**

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 3:33 p.m. by Denise Westbrook, Board President.

Board Members Present: Denise Westbrook, Susie Mitchell, Chris Benjamin, Marty Cosgrove, Chris Moody, Lauren Wisely, Chanta Wilkinson, Ana Vargas, Debbie Fees, Joe Schell, Jennifer Scott and Steve Burke arrived at 4:04 p.m.

Board Members Absent: None

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

Visitors: Allison Dayton and Brian Dayton

**APPROVAL OF MINUTES**

A motion was made by Jennifer Scott to change the end time of Executive session to reflect 6:24 p.m. from the September minutes and to then accept the minutes of the September 21, 2016 Executive Board meeting. Joe Schell seconded; the motion carried. The motion passed unanimously (11-0).

**DIRECTORS' REPORTS**

**Student Council**

Julia Martiner, 2016-17 Student Government President, gave an over view of the homecoming events and touched briefly on the IB Learner Profile.

**Unit Count**

Allen Stafford reported on the 2016-17 Unit Count. Sussex Academy currently enrolled 692 students as of September 30, 2016.

**Open Application**

Allen Stafford reported that Open Application period would run from November 7, 2016 until January 11, 2017. School tours are scheduled for November 15, 16 & 17 at 9:00, 9:30, 10:00 and 10:30 a.m. Middle School Parent Information Night is November 15 at 6:00 and High School Parent Information Night is November 16 at 6:00 p.m. A lottery will be held on January 18, 2017 and students selected in the lottery must enroll their student by March 18, 2017.

**Blue Ribbon School**

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

**IDEA Awards**

Dr. Oliphant reported on the IDEA award dinner. Sussex Academy was the recipient of the Inch and Mile award for advanced test scores in math as well as an award for the highest performing school. Krista and Stewart Griffith received the Community Ties award and Dr. Oliphant received the Impact award.

**School-Wide Expedition**

Dr. Oliphant gave an overview of what will be happening during the school-wide expedition that runs from November 1 through November 4.

## **MONTHLY BOARD FINANCIAL REPORT**

A motion was made by Joe Schell to approve the September 30, 2016 Financial Reports. Chris Benjamin seconded; the motion carried. The motion carried unanimously (12-0).

## **SUSSEX ACADEMY FOUNDATION UPDATE**

Joe Schell gave an update on the USDA loans and starting repayment of donor loans starting next year.

## **COMMITTEE REPORTS**

### **Executive**

No report was presented.

### **Finance**

No report was presented.

### **Recognition**

No report was presented.

### **Public Relations**

Written report was presented.

### **Building and Grounds**

Joe Schell reported on the completion of construction of Phase II.

### **Program Development**

No report was presented.

### **Athletics**

No report was presented. Marty Cosgrove reported that the first soccer game will be played under the lights on Friday, October 21 for the Homecoming game.

### **Legislative**

No report was presented.

### **Governance**

Susie Mitchell made a motion to approve Policy 502A, B (amended as noted), C, & D. Joe Schell seconded; the motion carried. The motion carried unanimously (12-0).

## **OLD BUSINESS**

Denise Westbrook discussed the results of the DANA board excellence self-assessment.

## **NEW BUSINESS**

Dr. Oliphant reported on the open positions that were posted for the receptionist and the aquatics director.

## **PUBLIC COMMENTS**

Brian Dayton asked a question relative to security cameras in the school.

## **EXECUTIVE SESSION**

A motion was made by Denise Westbrook to enter Executive Session at 4:54 p.m. to discuss a personnel issue. Jennifer Scott seconded; the motion carried unanimously (12-0). A motion was made by Denise Westbrook to approve the personnel salary. Joe Schell seconded; the motion passed unanimously (12-0). A motion was made by Denise Westbrook to come out of Executive Session at 5:33 p.m. Susie Mitchell seconded; the motion passed unanimously (12-0).

**ADJOURNMENT**

The meeting was adjourned by Denise Westbrook, Board President at 5:36 p.m.

Respectfully submitted,

Andrea Rogers,  
Board Secretary