

**Sussex Academy**  
**Executive Board of Directors Minutes**  
**September 21, 2022**

**CALL TO ORDER AND ROLL CALL**

Patches Hill, Board President, called the meeting to order at 4:03 p.m.

*Board Members Present:* Patches Hill, Chris Moody, Brittany Burslem, Jennifer Donahue, Jennifer Scott, Uday Jani, Lance Manlove, Ed Hale, Erin Perchiniak, Amy Goodhue, and Joe Schell, Board Member Emeritus.

*Board Members Absent:* Shante Hastings, Justina Thomas, and Sara Messina

*Staff Present:* Eric M. Anderson, Head of School, Connie Hendricks, Dean of Elementary School, Michelle Hastie, Business Manager, and Andrea Rogers, Board Secretary

*Staff Not Present:* Franny Silcott, Director of Human Resources

*Visitors:* Denise Westbrook, President of Sports Boosters and Carrie Hudson, parent

**APPROVAL OF MINUTES**

A motion was made by Jennifer Scott to approve the minutes of the June 30, 2022 Executive Board meeting. Chris Moody seconded; the motion carried. The motion passed unanimously (7-0).

**OATH OF OFFICE**

Amy Goodhue, Ed Hale, and Erin Perchiniak were sworn in by taking the Oath of Office.

**PUBLIC COMMENTS**

Denise Wells, President of SA Sports Boosters, spoke on behalf of the sports boosters and what role they play in supporting our student athletes. Jennifer Donohue volunteered her time to represent herself as a board member at the October 5, 2022 Sports Boosters Executive Board meeting.

**HEAD OF SCHOOL REPORT**

*Eric Anderson reported:*

Two weeks of in-service kicked off our SY22-23 on August 22.

Students were welcomed back the week of September 6. K-5, 6 & 9 students started on the first day and that allowed new students to get acclimated to the new school building. All other students returned on Wednesday, September 7.

At the secondary school, grade level meetings were held the first week of school to set expectations for students for the year. Advisory period was spent that week going over policy, procedures, and the code of conduct.

On Sunday, September 11, Mr. Anderson kicked off his new weekly communication email which is called the Head of Class. Mr. Anderson has also held three of his weekly Tuesday Coffee Chats.

Back to School Nights:

Secondary – September 13 & 14

Elementary – September 15

Lifetouch picture day is scheduled for Monday, September 26.

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Next week our seniors will be participating in a college workshops. A parent college workshop will also be held on Monday, October 3.

The high school Homecoming dance is scheduled for Friday night, October 14. The week of October 10-13 there will be themed spirit days for grades 6-12. There will be a volleyball and soccer game on Thursday, October 13. Pep Rally is scheduled on October 13 for high school only.

PTSA is entering a float into the Sea Witch parade. Meeting date will be Wednesday, September 28. This is a K-12 school wide event.

School Choice Open House is currently in the planning stages.

A legislative breakfast is also in the planning stages. We are looking to partner with Sussex Montessori and The Bryan Allen Stevenson School to combine a Sussex County Charter legislative breakfast.

Grandparents' Day is also being planned for the elementary school.

### **FOUNDATION REPORT**

Joe Schell reported on the foundations role that it plays within the school. The Sussex Academy Foundation has a \$1.8M balance.

### **MONTHLY BOARD FINANCIAL REPORT**

*Michelle Haiste reported:*

#### ***Monthly Financial Reports***

A motion was made by Brittany Burslem to approve the July 31 and August 30, 2022 combined Financial Report as presented. Jennifer Donahue seconded; the motion carried. The motion passed unanimously (10-0).

### **COMMITTEE REPORTS**

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

No report presented.

#### **Finance**

Under Finance Report.

#### **Outreach**

No report presented.

#### **Building & Grounds**

Lance Manlove gave an update on tennis courts. Pre-wired for future out-door lighting.

Gym roof has leaking issues. Quote to fix is in the works to repair.

Enclosure of mezzanine above outdoor bleachers for announcements is in discussion pending funding.

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

Jennifer Scott presented a plan for monthly scheduled policies to be reviewed. They will be uploading proposed policies changes on Google. Jennifer is requesting a meeting with Eric and others to help with those necessary changes.

Jennifer Scott gave an update regarding the Compensation Committee. The committee met and gathered all the data and has updated and created a spread sheet. A proposed salary scale has been reflected to represent all the districts

that contribute to the school. We will be meeting in the next couple of weeks to assess and see whether adjustments to salaries can be made and present to the board in the next couple months.

**School Performance Committee**

Under New Business.

**OLD BUSINESS**

No Old Business

**NEW BUSINESS**

***SY22-23 Calendar Change\****

Patches Hill made a motion to change previously scheduled In-service date of October 7 to the state-wide in-service rescheduled date of October 14. The motion passed unanimously (10-0).

***Strategic Plan\****

A motion was made by Chris Moody to approve the drafted Strategic Plan as presented. Jennifer Scott seconded; the motion carried. The motion passed unanimously (10-0).

**EXECUTIVE SESSION**

At 5:28 p.m. Uday Jani made a motion that the Executive Board would be going into Executive Session to discuss personnel issues and would not be returning. Brittany Burslem seconded; the motion carried. The motion passed unanimously (10-0).

Respectfully submitted,

Andrea Rogers, Board Secretary