

Sussex Academy
Executive Board of Directors Meeting Minutes
September 20, 2017

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:36p.m. by Susan Mitchell, Board President.

Board Members Present: Susan Mitchell, Jennifer Scott, Joe Schell, Debbie Fees, Chris Benjamin, Denise Westbrook, Lance Manlove, Steve Burke (arrived at 3:45), Lauren Wisely (arrived at 3:45), and Chanta Wilkinson (arrived at 3:45).

Board Members Absent: Marty Cosgrove, Ana Vargas, and Chris Moody.

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

Visitors: Tim Sawyer, CPA of Barbacane, Thornton & Company, LLC, Theresa Desmond, Karen Willey, Brian Dayton and Allison Dayton.

The FY17 Audit Results and Schoolwide Expedition were moved to the beginning of the meeting. Added Item E. Payroll under New Business.

Audit Results

Tim Sawyer, CPA of Barbacane, Thornton & Company, LLC presented the drafted results of the audit.

APPROVAL OF MINUTES

A motion was made by Jen Scott to accept the minutes of the June 14, 2017 Executive Board meeting with corrections requested by Joe Schell. The first correction is to add, "Allen Stafford reported" under the Financial Report. The second correction is under New Business; FSF/PHRST would be spelled out to read First State Financials/Payroll Human Resource Statewide Technology. Joe Schell seconded; the motion carried. The motion passed unanimously (10-0).

DIRECTORS' REPORTS

School-wide Expedition

Theresa Desmond and Karen Willey presented a report on this school years Schoolwide Expedition. The schools focus is on Diversity and Kindness.

Open House

Dr. Patricia Oliphant reported on the Middle School Open House that was held on September 19, 2017 and the High School Open House that was held September 20, 2017.

IDEA Awards

Dr. Patricia Oliphant reported on the Delaware Charter Schools Network IDEA Awards Banquet that is being held on October 12, 2017 from 5:00 – 9:00 p.m. at the Executive Banquet Center in Newark.

Performance Data

Dr. Patricia Oliphant reported on Sussex Academy's percentage data on State, National and International Assessments for the 2017 school year.

MONTHLY BOARD FINANCIAL REPORT

Allen Stafford reported:

A motion was made by Chris Benjamin to approve the July 31, 2017 and August 31, 2017 Financial Reports. Steve Burke seconded; the motion carried. The motion passed unanimously (10-0).

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SUSSEX ACADEMY FOUNDATION UPDATE

Joe Schell reported that the NEST has been completed. Pathways are being completed followed by landscaping. The next Sussex Academy Foundation Board meeting will be held on September 26, 2017. A written report was presented.

COMMITTEE REPORTS

Executive

No report was presented.

Finance

No report was presented.

Recognition

No report was presented.

Outreach

No report was presented.

Building and Grounds

Presented under Foundation Update.

Program Development

No report was presented.

Athletics

Written report was presented.

Legislative

Written report was presented.

Governance

No report was presented.

Nominating

No report was presented.

Succession Planning

No report was presented.

OLD BUSINESS

Board Member Duties

Susie Mitchell distributed Board Structure and Board Guides out to help with making board meetings more effective.

Open Forum Law

Susie Mitchell reported on Open Forum Law and Duties of a Board Member.

NEW BUSINESS

Charter Application

Dr. Oliphant reported on the status of the Charter renewal and reviewed the timeline.

FY17 Audit

Moved to the beginning of the meeting.

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Board Goals

Susie Mitchell discussed projected board goals for this year.

Committee Assignments

Susie Mitchell reviewed Committee Assignments for the upcoming school year.

Payroll

A motion was made by Jen Scott to give Allen Stafford authority to approve payroll in the absence of Franny Silcott from September 29 – October 13, 2017. Denise Westbrook seconded; the motion carried. The motion passed unanimously (10-0).

Terrorism Risk Insurance

Allen Stafford reported on adding Terrorism Risk Insurance. Steve Burke made a motion to purchase the optional risk Terrorism Risk Insurance to the schools currently policy. Lance Manlove seconded; the motion carried. The motion passed. (9-1).

LED Lighting

Lance Manlove reported on the benefits of installing LED throughout the campus of the school. A written report was presented. Lance Manlove made a motion to the foundation and the school to proceed with the LED retro fit project. The school will repay the foundation through the capital campaign. Steve Burke seconded; the motion carried. The motion passed unanimously (10-0).

PUBLIC COMMENTS

Brian Dayton recommended that before LED lighting be installed that we test a classroom and make sure that the lighting is what we expected.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

Susie Mitchell, Board President adjourned the meeting at 6:20 p.m.

Respectfully submitted,

Andrea M. Rogers,
Board Secretary