

Sussex Academy
Executive Board of Directors Meeting Minutes
June 13, 2018

CALL TO ORDER AND ROLL CALL

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

Board Members Present: Susan Mitchell, Jennifer Scott, Chris Benjamin, Debbie Fees, Chris Moody, Joe Schell, Martin Cosgrove (departed meeting at 5:10 p.m.), Ana Vargas, Denise Westbrook, Steve Burke (arrived at 3:50 p.m.), and Chanta Wilkinson (arrived at 4:00 p.m.)

Board Members Absent: Lance Manlove and Lauren Wisely

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: Eric Anderson, Brian and Allison Dayton.

BOARD MEMBERSHIPS

Heather Crown, Uday Jani and Brian Trout took the Oath of Office. All board members were handed out the annual Conflict of Interest to sign.

APPROVAL OF MINUTES

A motion was made by Susan Mitchell to accept the minutes of the May 16, 2018 Executive Board meeting with the following 3 changes: Joe Schell requested that the first, third and fourth paragraphs under Constable be changed to reflect that funding for the constable position has been offered by three anonymous donors and not one. Joe Schell seconded; the motion carried. The motion passed unanimously (9-0).

DIRECTORS' REPORTS

Service Agreement

Patricia Oliphant reported on the Service Agreement with the University of Delaware to develop an evaluation tool based on the Performance Framework. This criteria will be used to evaluate the Executive Director.

LEA Performance (IDEA)

Patricia Oliphant reported on the Department of Educations findings of the Individuals with Disabilities Education Act. DOE determined our LEA Meets Requirements in implementing the requirements of the IDEA.

End of Year Activities

Patricia Oliphant updated the board on prom, senior spotlight, board scholarship, foundation board scholarship, graduation, and the 8th grade moving up ceremony.

Enrollment

Allen Stafford reported on enrollment for the 2018-19 school year.

MYP Application for Candidacy

Patricia Oliphant reported that Sussex Academy has been accepted for candidacy to add the Middle Years Program for grades 9 and 10. There will be 5/6 teachers being sent to Austin, TX for training in July to get ready for the curriculum portion of the program.

DeSSA Visit Report

Janet Owens reported on the Delaware State Student Assessment site visit in May. The report showed that Sussex Academy was exceptionally prepared and the school promotes a positive testing environment. The next visit will be in 3 years.

Debbie Fees reported there was also an IB Compliance inspection. No suggestions for improvements were recommended. PSAT/SAT testing results were reviewed.

DCSN Summer Leadership Summit

The Delaware Charter School Network will be hosting a leadership summit at Newark Charter School on August 3, 2018 from 9 a.m. – 4 p.m.

MONTHLY BOARD FINANCIAL REPORT

Allen Stafford reported on the May financials:

With an anticipated surplus of over \$200K he suggests pre-paying an amount of \$100K - \$150K on the lease out of FY18 funds to offset the anticipated needs of using reserve funds in the preliminary FY19 budget.

Allen Stafford reported that based on the fact we are showing a positive balance and anticipated surplus, he has pre-paid the IB and MYP fees which came to \$21,150 and also pre-paid Edmentum (online course wear system) which totaled \$11,000 out the FY18 Budget.

Financial Training is now available for registration for new board members. This training is a requirement. Allen Stafford will be sending the link to register. Susie Mitchell reminded new board members that a background check is also required.

A motion was made by Chris Benjamin to accept the May 31, 2018 Financial Reports. Steve Burke seconded; the motion carried. The motion passed unanimously (11-0).

Allen Stafford reported on the FY19 Preliminary budget. Mr. Stafford told the Board that the new budget included a lease with Washington Equipment Finance Company for a new mower for the additional grounds that need to be maintained. Funds have been set aside so that the Compensation Committee can reconvene to double check the final step compensation to teachers for salary corrections.

A motion was made by Jennifer Scott to accept the Preliminary Physical Year 2019 Budget. Steve Burke seconded; the motion carried. The motion passed unanimously (11-0).

SUSSEX ACADEMY FOUNDATION UPDATE

Joe Schell reported that the Sussex Academy Foundation has \$400,000 in the bank. The expected invoices to be received are for the LED lighting project and grading behind the maintenance building near the railroad tracks to be sculpted into clear ponds and wild flowers.

COMMITTEE REPORTS

Executive

No report was presented.

Finance

Reported under Financial Report.

Recognition

No report was presented.

Outreach

No report was presented.

Building and Grounds

No report was presented.

Program Development

No report was presented.

Athletics

Written report was presented.

Legislative

503-A Promotion Policy

Allen Stafford reported that this policy was presented last month, but we had an outdated high school promotion policy and a change in the states' chronic absences policy. This has now been updated and consistent with what is on our website.

A motion was made by Susie Mitchell to approve the 503-A Promotion policy as drafted. Denise Westbrook seconded; the motion carried. The motion passed unanimously (11-0).

Governance

No report was presented.

Nominating

No report was presented.

Succession Planning

No report was presented.

Employee Compensation Committee

No report was presented.

OLD BUSINESS

Constable Position

Martin Cosgrove reported that he met with the licensing board in Dover for the constable position. After his presentation for the proposed constable, the application was accepted and approved. A constable has been hired and will start when the teaching staff returns on 8/20/18.

Susie Mitchell reported on the request for minor charter modification that will help with extra funding for staffing projection in regards to student enrollment and that we will also modify our Communications Pathway to request CTE Funding.

Jennifer Scott reminded board members that the Summer Board Workshop would be July 18 at 3:30 p.m. Currently there is no venue where it will be held.

NEW BUSINESS

Recognition of Outgoing Board Members

Susie Mitchell recognized the Board's outgoing members. Chris Benjamin, Ana Vargas and Joe Schell (as a voting board member) were presented with a silver engraved cup.

Swear in New Board Members

Moved to the beginning of the meeting.

Charter Modification

A motion was made by Jennifer Scott to have Sussex Academy submit a minor charter modification to the Department of Education for the purpose of increasing our enrollment number from 110 per grade to 120 per grade. Susie Mitchell seconded; the motion carried. The motion passed unanimously (10-0).

DASL Contract

Discussed under Directors' Report

Washington Equipment Finance Co. Lease

Discussed in the Preliminary Budget

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PUBLIC COMMENTS

There were no public comments.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT

Susie Mitchell made a motion at 5:37 p.m. to adjourn the meeting. Jennifer Scott seconded; the motion carried. The motion passed unanimously (10-0).

Respectfully submitted,

Andrea M. Rogers, Board Secretary