

Sussex Academy
Executive Board of Directors Meeting Minutes
September 12, 2018

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:32 p.m. by Jennifer Scott, Board President.

Board Members Present: Jennifer Scott, Martin Cosgrove, Susie Mitchell, Debbie Fees, Chris Moody, Joe Schell, Heather Crown, Uday Jani, Denise Westbrook, Steve Burke, Lauren Wisely (arrived 3:38 p.m.), Lance Manlove, and Chanta Wilkinson (arrived at 4:15 p.m.)

Board Members Absent: Brian Trout

Staff Present: Eric Anderson, Director, Allen Stafford, Director of Finance and Operations, Janet Owens, Director of Middle School and Andrea Rogers, Board Secretary

Visitors: Mark Albert, Sara Messina, Stephanie Sherman, Michael Schaefer, Jennifer Couch, Greg Criniti, Frank McArroy, Brian Dayton and Allison Dayton.

INTRODUCTION OF CONSTABLE

Mark Albert introduced himself to the board and spoke about his current job responsibilities.

APPROVAL OF MINUTES

A motion was made by Denise Westbrook to accept the minutes of the June 13, 2018 Executive Board meeting. Martin Cosgrove seconded; the motion carried. The motion passed unanimously (11-0).

Auditors Preliminary Report

Allen Stafford reported on the FY18 Preliminary Audit Report presented by Barbacane, Thornton & Company, LLC.

Steve Burke made a motion to approve the FY18 Preliminary Audit Report and management letter with its comments. Susie Mitchell seconded; the motion carried. The motion passed unanimously (11-0).

Public Comments

Mr. Frank McArroy spoke regarding establishing a JRTOC program at Sussex Academy or neighboring with another high school.

MONTHLY BOARD FINANCIAL REPORT

Steve Burke reported on the July and August financials.

Allen Stafford reported on the upcoming unit count window that runs from September 17 – September 28, 2018.

Sussex Academy was notified today about receiving a \$50K Discover grant to be applied to the RTI program.

Sussex Academy also received \$17K to assist with two students who were displaced last year from Puerto Rico from the destruction of Hurricane Maria.

A motion was made by Steve Burke to accept the July 31, 2018 and August 31, 2018 Financial Reports. Uday Jani seconded; the motion carried. The motion passed unanimously (11-0).

DIRECTORS' REPORT

Eric Anderson reported:

Mr. Anderson reviewed with the board what has been happening in the school since in-service began. He explained how he met with the high school students about expectations and has implemented morning announcements. We have added an extra lunch so that the high school will have their own lunch and spoke about upcoming events, such as homecoming, spirit week and the new 3 R's (Keep it Real, Respectful & Value Relationships).

SUSSEX ACADEMY FOUNDATION UPDATE

Joe Schell reported that the Sussex Academy Foundation has approximately \$400,000 in the bank. His hopes are that they conserve those funds for a specific purpose, such as senior scholarships and funding college trips.

COMMITTEE REPORTS

Executive

No report was presented.

Finance

No report was presented.

Recognition

No report was presented.

Outreach

Written report was presented.

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.

Nominating

No report was presented.

Succession Planning

No report was presented.

Employee Compensation

No report was presented.

OLD BUSINESS

Charter Modification

Allen Stafford reported that the Charter Modification would need to be submitted to the Department of Education between November 1 – December 31, 2018. This modification will increase students to 120 per grade level (Total of 840) and to add an additional high school pathway to give us additional CTE units. Mr. Stafford also gave an enrollment update. More information will be available next month.

Recap of Summer Workshop

Susie Mitchell reviewed the objectives established or reaffirmed at the July 18 board workshop. A written report was presented.

NEW BUSINESS

Addition of Ad Hoc School Culture Committee

Jen Scott made a motion to establish two additional Ad Hoc Committees. School Culture Committee and a Strategic Planning Committee. Marty Cosgrove seconded; the motion carried. The motion passed unanimously (12-0).

Grade Scale

Eric Anderson reported on the proposed new grading scale to level the playing field for our students when applying to colleges.

Committee Assignments

A finalized committee assignment list will be presented at the October meeting.

Facility Issues in Middle School

Mr. Stafford reported on the HVAC cooling issues that are being addressed in the middle school due to the extreme humidity. He is currently working with the builder and architect to try and resolve all issues. Lane Manlove offered to review contract and specs.

Salary Scale

Jen Scott presented to the board the proposed 2018-19 salary scale that will be posted on our website.

Building Security

Lance Manlove reviewed the building security and recommendations that were discussed at the summer workshop. Lance is in the process of receiving three bids and has met with several consultants. He is still waiting for additional outstanding items that have not been finalized yet. Lance also discussed House Bill 335 and how it will affect the school. Jen Scott made a motion to spend \$45K worth of expenditures to implement security improvements with a loan from up to \$45K from the foundation. Steve Burke seconded; the motion carried. The motion passed unanimously (12-0).

Allen Stafford requested due to the retirement of Dr. Patricia Oliphant that Eric Anderson and Franny Silcott be added to the PNC bank account as signers. Jen Scott made a motion to remove Patricia Oliphant and add Eric Anderson and Franny Silcott as signers of the PNC checking account. Denise Westbrook seconded; the motion carried. The motion passed unanimously (12-0).

EXECUTIVE SESSION

Jen Scott made a motion to enter Executive Session at 5:46 p.m. for the purposes of 1004(B) for legal advice and opinions and personal matters #9.

Jennifer Scott made a motion to come out of Executive Session at 6:17 p.m. Chris Moody seconded; the motion carried. The motion passed unanimously (12-0).

ADJOURNMENT

Jennifer Scott made a motion at 6:18 p.m. to adjourn the meeting. Marty Cosgrove seconded; the motion carried. The motion passed unanimously (12-0).

Respectfully submitted,

Andrea M. Rogers, Board Secretary