

Sussex Academy
Executive Board of Directors Meeting Minutes
October 17, 2018

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:04 p.m. by Jennifer Scott, Board President.

Board Members Present: Jennifer Scott, Martin Cosgrove (arrived at 4:43pm), Susie Mitchell, Chris Moody, Joe Schell (Emeritus), Heather Crown, Denise Westbrook, Steve Burke (arrived at 4:08pm), Lauren Wisely, Lance Manlove, Brian Trout (arrived at 4:24pm), and Chanta Wilkinson (arrived at 4:26pm)

Board Members Absent: Debbie Fees, Uday Jani

Staff Present: Eric Anderson, Executive Director; Janet Owens, Director of Middle School; Allen Stafford, Director of Finance and Operations; Franny Silcott, Director of Human Resources; and Gina Derrickson, Director of Development

Visitors: Brian Dayton, Sara Messina, Steve Oscar, Timothy Sawyer, Barbacane, Thornton & Company, LLP, and Rehana Ehtasham

APPROVAL OF MINUTES

Allen Stafford noted that the numbers indicating votes need to be changed to 12-0 from 11-0.

A motion was made by Susie Mitchell to accept the minutes of the September 12, 2018 Executive Board meeting as amended. Chris Moody seconded; the motion carried. The motion passed unanimously (7-0).

AUDITORS REPORT

Timothy Sawyer, Barbacane, Thornton & Company, LLP distributed and presented the June 30, 2018 Audit.

Allen Stafford pointed out that USDA recently declined a charter school loan application because of the inclusion of the OPEB (Other Post Employment Benefits) liability in audits which just started with the FY18 financial reports.

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE DIRECTORS' REPORT

Eric Anderson reported:

Middle School and High School Open Houses and New Parent Socials were held in early September
Eric Anderson has hosted lunch meetings with SGA Officers and 6-8 grade students to discuss school issues
The Carl M. Freeman Foundation sponsored a visit from the Mayhem Poets
Start with Hello week was held in September complete with raffles and a kindness pledge
Schell Brothers Kudos Bus was on site in September and a Kudos Wall was provided for our faculty.
Class and student individual photos were taken and distributed
A strategic plan kick off meeting was held with faculty and staff
Field trips have been held for grades 6, 7 and 9.
IB MYP Launch meeting was held in October
Minds Over Matter representatives are meeting with some teachers weekly before school hours.
Math specialist will visit school next week to observe and meet with teachers
PSAT tests for 11th grade has been completed.
Little Women, the high school musical, tryouts were held and practices have started.
Michael Schaefer and Sara Messina have planned a full week of homecoming events for week of October 15
Town Hall meetings have been scheduled beginning October 24
College Application week is scheduled for late October.

Upcoming events:

October 30-Legislative Breakfast

October 31-Peter van Buskirk will provide two college presentations for both students and families

November 2-Delaware Charter School Network-IDEA Awards

November 2-12-Fall Break

November 13-15-School Tours/Information Nights

November 16-Fall Fling

Faculty/Staff Highlights:

Jaime Bahder has married and is now Jaime Marshall

Andrea Rogers is expected to become a first time grandmother on this date

Josh Bowe's wife received the Teacher of the Year Award

Mr. Anderson introduced Franny Silcott, Sussex Academy's new Director of Human Resources

MONTHLY BOARD FINANCIAL REPORT

Steve Burke distributed the September 2018 financial report and noted that enrollment for 2017-2018 was 753 and for 2018-2019 has increased to 795.

A motion was made by Steve Burke to accept the Financial Reports. Lance Manlove seconded; the motion carried. The motion passed unanimously (10-0).

SUSSEX ACADEMY FOUNDATION UPDATE

Joe Schell reported that the Foundation will cover up to \$45,000 of the school safety upgrades that will not be covered by a State grant.

Sussex Academy Foundation has approximately \$400,000 in the bank.

COMMITTEE REPORTS

Jennifer Scott distributed the Terms of Office & Committees for 2018-2019

Executive/Succession

No report was presented.

Finance

No report was presented.

Recognition

No report was presented. This is an Executive Committee responsibility.

Outreach

Written report was presented.

Building and Grounds

No report was presented.

Program Development

No report was presented. This committee has been dissolved.

Athletics

Written report was presented.

Legislative Committee

No report was presented. This committee will be a part of the Governance Committee

Governance

No report was presented. This committee now includes Legislative information.

Nominating

No report was presented.

Succession Planning

No report was presented.

Employee Compensation

No report was presented.

Ad Hoc Strategic Planning Committee

Jennifer Scott reported that the committee met and planned Town Hall meetings. Executive Board members were encouraged to attend some of the scheduled Town Halls.

Ad Hoc School Culture Committee

Chris Moody reported that the committee is working to set a meeting date. The committee's first agenda item will be school lunch for next school year.

OLD BUSINESS

Committee Assignments

Jen Scott reported on this during the committee reports.

Building Security Update

Jen Scott reported that Sussex Academy will receive \$21,600.00 from the State of Delaware for security upgrades. This amount is based on unit counts from the 2017-2018 school year. Lance Manlove will complete the application.

Lance Manlove reported that Sussex Academy will do the following safety upgrades:

Plate glass installation at main front desk with portal for speaking

Mag locks will be installed on front doors in the vestibule

Security film will be placed on vestibule doors and entrance doors from the lobby to the school

Two-way mirror film will be placed on lobby doors

Exterior door contacts will be added to all exterior doors to indicate open doors

Video intercom installed in vestibule

Upgraded visitor management system

Mapping of exterior doors has been completed and shared with the Georgetown Police Department

The total safety upgrade cost is \$34,338. Sussex Academy Foundation will pay the difference between the State funding and total upgrade fees.

NEW BUSINESS

Director Evaluation

Susie Mitchell distributed the Executive Director's Performance Appraisal.

Susie Mitchell made a motion to accept the Executive Director's Performance Appraisal with the inclusion of a Second Executive Board requirement of creating a plan to increase faculty diversity. Jen Scott seconded; the motion carried. The motion passed unanimously (11-0)

Human Resources

Eric Anderson introduced Franny Silcott, Director of Human Resources, during the Executive Directors' report.

Board Presentation

Eric Anderson reported that requests to have student reports at the Executive Board meetings, should be emailed to him. It was agreed that the Student Government Association Officers will attend the November Executive Board meeting to provide a Homecoming 2018 report.

Solar Opportunity

Lance Manlove reported that there is an opportunity for Sussex Academy to work with Constellation Power on a solar project. Denise Westbrook made a motion to explore the Constellation Power Opportunity. Martin Cosgrove seconded; the motion carried. The motion passed unanimously (11-0).

EXECUTIVE SESSION

Jennifer Scott made a motion to enter Executive Session at 5:43p.m. for the purposes of 1004(B) for legal advice and opinions and personal matters #9. Steve Burke seconded; the motion carried. The motion passed unanimously (11-0)

Jennifer Scott made a motion to come out of Executive Session at 6:06 p.m. Marty Cosgrove seconded; the motion carried. The motion passed unanimously (11-0).

ADJOURNMENT

Jennifer Scott made a motion at 6:07 p.m. to adjourn the meeting. Susie Mitchell seconded; the motion carried. The motion passed unanimously (11-0).

Respectfully submitted,

Gina Derrickson, Director of Development