

**Sussex Academy**  
**Executive Board of Directors Meeting Minutes**  
**January 16, 2019**

**CALL TO ORDER AND ROLL CALL**

Jennifer Scott, Board President, called the meeting to order at 4:00 p.m.

Board Members Present: Jennifer Scott, Marty Cosgrove, Denise Westbrook, Susie Mitchell , Chris Moody, Heather Crown, Uday Jani, Lauren Wisely, Debbie Fees, Lance Manlove, Steve Burke, Joe Schell (Emeritus) and Chanta Wilkinson (arrived 4:30)

Board Members Absent: Brian Trout

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 Andrea Rogers, Board Secretary.

Visitors: Sara Messina (teacher) and Brian Dayton (parent)

**AGENDA CHANGE:** Jennifer Scott stated that Item IV, A. Indoor Track Team will be removed from the agenda.

**APPROVAL OF MINUTES**

A motion was made by Chris Moody to accept the minutes of the November 14, 2018 Executive Board meeting. Marty Cosgrove seconded; the motion carried. The motion passed unanimously (11-0).

**PUBLIC COMMENTS**

There were no public comments.

**EXECUTIVE DIRECTORS' REPORT**

*Eric Anderson reported:*

New HS Indoor DIAA Track team has officially started at Sussex Academy

Fall Fling that was held in November 2018

New Chief Custodian, Al Perrine

Mini MS Health Expedition was completed on November 19 & 20

HS Fall Musical Little Women was in December

HS musical for Grease will be presented the first weekend April

MS musical Lion King, Jr. will be presented on March 8 & 9

Holiday party at Dog Fish Head was a success/\$300 holiday bonus was given to faculty and staff

Friday, January 4, SA held an alumni event at Mulligan's Restaurant and last years HS students IB certificates were distributed. (40 in attendance)

Strategic Plan kick-off meeting was held Thursday, January 10

Brian Trout has resigned from the Board of Directors effective immediately due to other obligations

Dr. Susan Bunting presented the school with an Exceed Expectations banner

State Board Meeting will be held at Seaford School District Building January 17 at 5:00 p.m.

A filming crew was in the building January 11<sup>th</sup> to create a virtual tour open house video to those that may not be able to attend tours in person

Shout out to our custodial staff for their efforts in clean up of our first snow day, Monday, January 14

SY2019-20 Lottery was held today for grades 6 and 9.

Applications received: 287 (56 siblings) for grade 6<sup>th</sup>, 64 (2 siblings) for grade 9<sup>th</sup>

Eric and Jen Scott met with a reporter from the Cape Gazette to discuss lottery procedures

2<sup>nd</sup> marking period ended January 16<sup>th</sup>; new HS semester classes start tomorrow

Chuck Beiehl, math consultant, will be meeting with the math department on Friday, January 25 to discuss different math curriculums.

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There will be a placement assessment given next school year for students entering grade 6 so that strengths and weaknesses can be identified.

8<sup>th</sup> grade recruitment breakfast will be held on Friday, January 18<sup>th</sup>. There will be current high school students coming in to talk about their experiences and to answer questions.

The senior class trip to Disney will be February 13 – 19

SA “Crush It” event will be held at the Starboard on Saturday, February 9

We have MS and HS students working with Mrs. Smith and Mrs. Sherman trying to bring a recycling to SA 44- 8<sup>th</sup> grade students, along with 2- 9<sup>th</sup> grade students participated in a scholastic writing contest and secured 52 awards for Jr. Scholastic.

Trey Mitchell has qualified for states in every swimming event-this is a first school record for SA Charter Modification was approved

During discussions with the high school regarding course offerings for 2019-20, there is a need for science lab upgrades. Mr. Anderson would like to bring someone in to determine costs. There are lab limitations and opportunities that are being missed as well as compliance issues.

Mr. Anderson has been meeting with the MYP high school teacher team and there was a unanimous vote that they do not want to continue with the path of MYP officially. They prefer to be able to do things in house. They feel they can implement to things they are already doing versus paying the money to continue with this and to also have to meet the demands of certain check ins and check points. We are still fully committed to the diploma program. He would like to have teachers come to the next meeting to share thoughts with the board. Approximate cost spent on the MYP program so far is roughly \$45-50; which mostly came from grant money

## **MONTHLY BOARD FINANCIAL REPORT**

Steven Burke reported:

A motion was made by Susie Mitchell to accept the November 30 and December 31, 2018 Financial Reports. Uday Jani seconded; the motion carried. The motion passed unanimously (12-0).

## **SUSSEX ACADEMY FOUNDATION UPDATE**

No report was presented.

Joe Schell reported that the foundation is not raising money at this point. There is approximately \$300K in the bank set aside for small causes such as; college visits, laying bricks, and other small needs.

## **COMMITTEE REPORTS**

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

No report was presented.

### **Finance**

No report was presented.

### **Recognition**

No report was presented.

### **Outreach**

Written report was presented.

### **Building and Grounds**

Written report was presented.

### **Athletics**

No report was presented.

### **Legislative**

Written report was presented.

**Governance (Policy & Legislative)**

Written report was presented.

**Employee Compensation**

No report was presented.

**Ad Hoc Strategic Planning Committee**

No report was presented.

**Ad Hoc School Culture Committee**

Written report was presented.

**OLD BUSINESS*****Building Security Update***

Lance Manlove reported that the project has been completed.

***Solar Update***

Vote tabled until original land design plan can be located to view lay out of track and tennis courts.

***Field Trip Policy***

Denise Westbrook made a motion to approve Policy 517 as written. Steve Burke seconded; the motion carried. The motion passed unanimously (12-0).

**NEW BUSINESS*****Lottery***

Moved to Directors' reports

***New Policies\****

Attendance and Professional Development policies will be tabled until the March meeting.

***Special Preference Committee***

Committee Members: Jen Scott, Eric Anderson, Uday Jani, Chanta Wilkinson, Denise Westbrook, Allen Stafford, Lauren Wisely, and Karen Hugues. Meeting dates and times will follow.

***Ad Hoc Board Policy Committee***

Jennifer Scott would like to create an Ad Hoc Board Policy Committee to stagger terms of office and to review current policies for updates. The following board members offered: Jennifer Scott, Heather Crown, Susie Mitchell, Chanta Wilkinson, and Joe Schell (member emeritus). Proposed meeting dates will follow.

**EXECUTIVE SESSION**

Susie Mitchell made a motion to enter Executive Session at 5:50 p.m. pursuant to 12 Delaware Code 10004b(9) to discuss personnel matters. Marty Cosgrove seconded; the motion carried. The motion passed unanimously (12-0).

Susie Mitchell made a motion to come out of Executive Session at 6:05 p.m., Uday Jani seconded; the motion carried. The motion passed unanimously (12-0).

**ADJOURNMENT**

Jennifer Scott made a motion at 6:06 p.m. to adjourn the meeting.

Respectfully submitted,

Andrea M. Rogers, Board Secretary