

Sussex Academy
Executive Board of Directors Meeting Minutes
April 17, 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, Susie Mitchell, Uday Jani, Lauren Wisely, Denise Westbrook, Chris Moody, Debbie Fees, Lance Manlove (arrived 4:09) and Heather Crown (arrived 4:12), Chanta Wilkinson (arrived 4:38).

Board Members Absent: Steve Burke and Joe Schell (Member Emeritus)

Staff Present: Eric Anderson, Executive Director (by phone); Allen Stafford, Director of Finance and Operations; Franny Silcott, Director of Human Resources; and Andrea Rogers, Board Secretary.

Staff Members Absent: Janet Owens, Director of Middle School

Visitors: Brian Dayton (parent) and Gary Balliet (citizen).

APPROVAL OF MINUTES

A motion was made by Marty Cosgrove to accept the minutes of the March 20, 2019 Executive Board meeting. Uday Jani seconded; the motion carried. The motion passed unanimously (8-0).

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE DIRECTORS' REPORT

Eric Anderson reported:

Eric Anderson attended a 2-day professional development conference in Denver with Jennifer Couch and Karen Hugues

Grease performance was April 4, 5 & 6 –very well attended

Testing season has started; 3/27 - SAT & PSAT, Senior Cyber Day

SBAC has now started

NHS Induction was held 4/11/19 – new officers were inducted

Janet Owens is researching a NHS program for middle school next year

The new high school course selection is currently posted on the schools' website

Secretary of Education Scholar of the year was Cailey Murphy

Milton Miller Consulting was in the building last week to observe food service –written report presented

Revolution Foods test kitchen was today

Prom at Baywood Greens was 4/13/19

Spring break starts 4/19/19 – 4/28/19

IB testing, MS SBAC testing will continue after Spring break

SA will be holding the DE Charter School Conference on 10/11/19

MONTHLY BOARD FINANCIAL REPORT

Allen Stafford reported:

A motion was made by Susie Mitchell to accept the March 31, 2019 Financial Reports. Denise Westbrook seconded; the motion carried. The motion passed unanimously (11-0).

SUSSEX ACADEMY FOUNDATION UPDATE

No report was presented.

COMMITTEE REPORTS

Executive/Nominating/Succession

Jen Scott reported there would be two board vacancies next year. Debbie Fees will be stepping aside after 3 years and is seeking a replacement and Brian Trout's position will need to be filled. Applications will be reviewed and recommendations will be presented at a later date.

Finance

Allen Stafford reported:

Written report was presented.

Uday Jani made a motion to approve the FY19 budget as presented. Chris Moody seconded; the motion carried. The motion passed unanimously (11-0).

Susie Mitchell made a motion to use rental funds to replenish petty cash account when balance falls below \$2K to fund it back up to a value of \$5K. Denise Westbrook seconded; the motion carried. The motion passed unanimously (11-0).

May 1 Unit Count – 839 students registered for 2019-20 school year. 44.49 Units w/o CTE.

Mr. Stafford presented several food service options for next school year. The Jefferson School is interested in partnering with us in researching these food options.

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)

No report was presented.

Employee Compensation

No report was presented.

Ad Hoc Strategic Planning Committee

Written report was presented.

Ad Hoc School Culture Committee

Written report was presented.

Chris Moody reported on the options that Milton Miller Consulting presented to the committee.

Ad Hoc Board Policy Committee

Susie Mitchell reported:

Bylaws and Board Policy (Section 200) were reviewed and compared. Board will review and vote on at the May meeting.

Susie Mitchell made a motion to have Jennifer Scott stay on the board for additional one-year term and serve on the board for the 2019-20 school year. Uday Jani seconded. The motion passed unanimously (10-0).

OLD BUSINESS

Strategic Plan

Eric Anderson reported:

Jennifer Scott made a motion to accept and approve the Sussex Academic Strategic Plan as written. Marty Cosgrove seconded. The motion passed unanimously (10-0).

Pool Deck Warranty Update

Lance Manlove met with the company that installed the pool deck. Many issues have resulted in the deterioration of the pool deck. Lance will be looking in to going back to the manufacture and will also get an independent perspective.

Science Labs and Student Center Update

Preliminary plans are complete. We are waiting for Delmarva Design to provide the complete blueprints and mechanicals so that bids can be received.

NEW BUSINESS

Budget FY19/20

Moved under Finance report.

EXECUTIVE SESSION

No Executive Session

ADJOURNMENT

Marty Cosgrove made a motion at 5:54 p.m. to adjourn the meeting. Denise Westbrook seconded; the motion carried. The motion passed unanimously (10-0).

Respectfully submitted,

Andrea M. Rogers, Board Secretary