

Sussex Academy
Executive Board of Directors Meeting Minutes
March 20, 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, Lance Manlove, Lauren Wisely, Joe Schell (Member Emeritus), Denise Westbrook, Chris Moody (arrived 4:14), Chanta Wilkinson (arrived 4:19), Debbie Fees (arrived 4:34), and Heather Crown (arrived 4:40).

Board Members Absent: Steve Burke

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), Cailey Murphy (student), Aliyah Patel (student) and Angie Rivera (student).

AGENDA CHANGE: Jennifer Scott requested a proposal from Milton Miller Consulting be added under Committee Reports as a voting item.

APPROVAL OF MINUTES

A motion was made by Susie Mitchell to accept the minutes of the February 20, 2019 Executive Board meeting. Marty Cosgrove seconded; the motion carried. The motion passed unanimously (7-0).

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE DIRECTORS' REPORT

Eric Anderson reported:

There was a presentation from members of the senior class to report on their senior class trip to Disney

MS Rewards Day was February 21

Commencement (May 31) and HS Awards night (May 29) –more details will follow

Grandparents' Day was cancelled on March 9 due to a school delay

Meet the coaches' night for spring sports was held March 22. First games start Friday, March 22

NAEP testing for grade 8 was March 8

MS Spring Musical of The Lion King, Jr. was March 7 & 8

HS Spring Production of Grease will be April 4, 5 & 6

HS Course Catalog for 2019-20 is being updated to include a new pathway and new electives. (Humanity/Liberal Arts)

In-Service Day was held March 15-PTO supplied the staff with a coffee bar

2019-20 Calendar Committee met on March 18

Strategic Plan Committee has a draft in the works and will meet on April 8 for a final reading

All three MS Odyssey of the Mind teams advanced to states. Competition will be March 30

Allen Stafford met with a planner to assess science lab and renovations for student center

PSAT 8/9 and SAT assessments will be given on March 27

Update on SY2019-20 admissions

SA will host the DE Charter Conference on October 11, 2019

MONTHLY BOARD FINANCIAL REPORT

Allen Stafford reported:

A motion was made by Susie Mitchell to accept the February 28, 2019 Financial Reports. Denise Westbrook seconded; the motion carried. The motion passed unanimously (11-0).

SUSSEX ACADEMY FOUNDATION UPDATE

Joe Schell reported there is \$300K in the foundation account. Some of these funds will be used to help with renovating the science lab since it is a capital expense.

There will be a Bocce ball tournament fundraiser in 2020.

Balloon Festival – September 14 & 15, 2019

The Foundation Board will be funding 2 scholarships for one male and one female senior.

COMMITTEE REPORTS

Executive/Nominating/Succession

Jen Scott reported there would be two board vacancies next year. Term extensions will be addressed at the April meeting.

Finance

Allen Stafford reported:

Form 990 explained in more detail

Pool deck work estimate

Lance Manlove will investigate the warranty with Pool & Spas in regards to the pool deck repair

Recognition

No report was presented.

Outreach

No report was presented.

Building and Grounds

No report was presented.

Athletics

Written 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

Next meeting is April 8

Ad Hoc School Culture Committee

Chris Moody reported he would like the school to obtain a feasibility study of the food service department at Sussex Academy.

Chris Moody made a motion to move forward with Milton Miller Consulting to conduct a Phase I study of SA food service department at the expense of \$4,960.00 (not to exceed). Uday Jani seconded; the motion carried. The motion passed unanimously (11-0).

Ad Hoc Board Policy Committee

Next meeting April

Sussex Academy
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OLD BUSINESS

Wellness Policy

Chanta Wilkinson made a motion to accept the Wellness Committee policy with minor noted changes. Chris Moody seconded; the motion carried. The motion passed unanimously (11-0).

NEW BUSINESS

Calendar Committee

Uday Jani made a motion to accept the 2019-20 school calendar as drafted. Chris Moody seconded; the motion carried. The motion passed unanimously (11-0).

Parental Leave Policy - 705

Marty Cosgrove made a motion to accept the Policy 705-Parental Leave Policy per State of Delaware regulations. Chanta Wilkinson seconded; the motion carried. The motion passed unanimously (11-0).

EXECUTIVE SESSION

Susie Mitchell made a motion to enter Executive Session at 5:40 p.m. pursuant to 29 Delaware Code 10004b(9) to discuss student matters. Marty Cosgrove seconded; the motion carried. The motion passed unanimously (11-0).

Marty Cosgrove made a motion to leave Executive Session. Denise Westbrook seconded; the motion carried. The motion passed unanimously (11-0).

ADJOURNMENT

Jennifer Scott made a motion at 5:50 p.m. to adjourn the meeting. Denise Westbrook seconded; the motion carried. The motion passed unanimously (11-0).

Respectfully submitted,

Andrea M. Rogers, Board Secretary