

**Sussex Academy**  
**Executive Board of Directors Meeting**  
**Minutes**  
**September 17, 2015**

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 3:35 p.m. by Jennifer Scott, Board President.

Board Members Present: Jennifer Scott, Denise Westbrook, Dustin Parker, Lauren Wisely, Joe Schell, Ilona Holland, Chris Moody, Marty Cosgrove, Chris Benjamin, Susan Mitchell and Dean Swingle.

Board Members Absent: Steve Burke and Jaime Nutter.

Staff Present: Patricia Oliphant, Director of Curriculum and Instruction, Allen Stafford, Director of Finance and Operations and Andrea Rogers, Board Secretary.

Guests: Warneka Perry and the auditing firm of Barbacane, Thornton & Company.

**APPROVAL OF MINUTES**

A motion was made by Joe Schell to accept the minutes of the June 17, 2015 Executive Board meeting. Chris Moody seconded; the motion carried. The motion passed unanimously (11-0).

**DIRECTORS' REPORTS**

Patricia Oliphant reported:

Patricia Oliphant reported on upcoming Back to School Nights.

Allen Stafford reported on enrollment for the 2015-16 school year. There are currently 597 registered students.

Patricia Oliphant reported that Jostens would be at the school on September 18 for the junior class ring ordering.

Homecoming events are scheduled for the week of October 17- 24.

Standardized Test Data results were discussed.

The IDEA Reward dinner given by The Delaware Charter School Network is on Friday, October 9, 2015 in Newark. Please RSVP by 9/28/15.

**The Audit Information Update was moved to the beginning of the meeting.**

The audit firm of Barbacane, Thornton & Company presented the drafted results of audit.

A motion was made by Jennifer Scott to accept the draft audit dated June 30, 2015. Joe Schell seconded; the motion carried. The motion passed unanimously (11-0).

**MONTHLY BOARD FINANCIAL REPORT**

A motion was made by Jennifer Scott to approve the June 30, 2015 Financial Report. Dean Swingle seconded; the motion carried. The motion passed unanimously (11-0). A motion was made by Jennifer Scott to approve the July 31, 2015 and August 31, 2015 Financial Reports. Joe Schell seconded; the motion carried. The motion passed unanimously (11-0).

**SUSSEX ACADEMY FOUNDATION UPDATE**

Joe Schell reported:

The Sussex Academy Foundation has currently raised \$22M. An additional \$10M still needs to be raised to complete the capital campaign.

Denise Westbrook has been added to the Executive Board of the Sussex Academy Foundation.

## **COMMITTEE REPORTS**

### **Executive**

No report was presented.

### **Finance**

No report was presented.

### **Recognition**

Service awards were presented on August 26, 2015 at a staff luncheon.

### **Public Relations**

No report was presented. The next meeting will on Tuesday, September 22, 2015.

### **Building and Grounds**

Joe Schell reported that the first Varsity game would be played on the new turf field on September 17, 2015. Lighting, scoreboard and stands will be completed in school year 2016-2017. Pool construction should begin next week and bids for the new middle school wing will be posted soon.

### **Program Development**

No report presented.

### **Athletics**

Written report was presented.

### **Legislative**

No report was presented.

### **Policy**

Patricia Oliphant presented a draft of Policy 1006. It will be discussed at the October board meeting.

### **Library**

Ilona Holland reported that Jennifer Leonard was hired as the new librarian.

## **OLD BUSINESS**

No Old Business reported.

## **NEW BUSINESS**

Please send committee assignment reports to Andrea Rogers to be updated.

## **PUBLIC COMMENTS**

There were no public comments.

## **EXECUTIVE SESSION**

A motion was made to enter Executive Session at 5:45 by Jennifer Scott to discuss a legal matter. Marty Cosgrove seconded; the motion carried. The motion passed unanimously (11-0).

A motion was made to come out of Executive Session at 5:56 by Jennifer Scott. Marty Cosgrove seconded; the motion carried. The motion passed unanimously (11-0).

**ADJOURNMENT**

Jennifer Scott, Board President adjourned the meeting at 5:57 p.m.

Respectfully submitted,

Andrea Rogers,  
Board Secretary