# Sussex Academy
## Executive Board of Directors Meeting
## Minutes
## January 20, 2016

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 3:30 p.m. by Jennifer Scott, Board President.

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

Board Members Absent:  Dean Swingle and Jaime Nutter.

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

Visitors Present:  Kimberly Lane, VP of External Growth for the National Alliance of Public Charter Schools, Kendall Massett, Executive Director of the Delaware Charter School and Todd Lawson, Sussex County Administrator.

**Visitor**:  Todd Lawson, Sussex County Administrator, presented a sample of proposed county signage on Route 9 & Airport Rd.

**APPROVAL OF MINUTES**

A motion was made by Martin Cosgrove to accept the minutes of the November 18, 2015 Executive Board meeting. Lauren Wisely seconded; the motion carried.  The motion passed unanimously (10-0).

**DIRECTORS' REPORTS**

Patricia Oliphant reported:

Sussex Academy's current emergency procedures were discussed.

Sussex Academy has been named a 2015 Reward School and a Blue Ribbon School.

The SY2016-17 lottery results were discussed.

The total number of grade 9 applications number were discussed.  The board decided, based on the number of grade 8 intent forms returned, a grade 9 lottery must be held.  A motion was made by Denise Westbook to hold a lottery for the 49 new applicants under the open application period and will be conducted on Wednesday, February 17 at 2:00 p.m.  Ilona Holland seconded; the motion passed unanimously  (10-0).

An enrollment preference task force was put in place for the Specific Interest Interviews.

PSAT results were distributed to students.

**MONTHLY BOARD FINANCIAL REPORT**

A motion was made by Denise Westbrook to approve the November 30, 2015 Financial Report.  Joe Schell seconded; the motion carried.  The motion passed unanimously (10-0).

**SUSSEX ACADEMY FOUNDATION UPDATE**

Joe Schell reported on the foundation.

**COMMITTEE REPORTS**

**Executive**

Steven Oscar officially resigned as Athletic Director at the end of school year 2016.

**Finance**
Denise Westbrook made a motion to accept Form 990. Dustin Parker seconded; the motioned passed unanimously (10-0)

**Recognition**
Denise Westbrook reported on the thank you notes that have been received.

**Public Relations**
Written report presented.

**Building and Grounds**
Middle School ground breaking will be held on January 21, 2016.

**Program Development**
Dr. Oliphant discussed curriculum considerations for the future.

**Athletics**
Written report presented.

**Legislative**
Kendall Massett, Executive Director of the Delaware Charter School, updated the board on current and future legislative actions.

**Policy**
Denise Westbrook made a motion to accept Policy 502-D, Student Cumulative Records into the board policy with one correction. Joe Schell seconded; the motion carried. The motion passed unanimously (10-0).

**Library**
No report presented.

**OLD BUSINESS**
No old business.

**NEW BUSINESS**
Patricia Oliphant reported that the old Sussex Academy Foundation Board presented their final installment to the school in the approximate amount of $26K. $150K will be reserved for future Sussex Academy scholarships.

**PUBLIC COMMENTS**
There were no public comments.

**EXECUTIVE SESSION**
A motion was made by Jennifer Scott to enter Executive Session at 5:58. Denise Westbrook seconded; the motion carried. The motion passed unanimously (10-0).

A motion was made by Jennifer Scott to come out of Executive Session at 6:33. Ilona Holland seconded; the motion carried. The motion passed unanimously (10-0).

**ADJOURNMENT**
Jennifer Scott, Board President adjourned the meeting at 6:34 p.m.

Respectfully submitted,

Andrea Rogers,
Board Secretary

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