

Sussex Academy
Executive Board of Directors Meeting Minutes
June 14, 2017

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 3:55p.m. by Susan Mitchell, Board Vice President.

Board Members Present: Susan Mitchell, Jennifer Scott, Chris Moody, Joe Schell, Ana Vargas, Debbie Fees, Lauren Wisely (arrived at 3:52), and Chanta Wilkinson (arrived at 4:02).

Board Members Absent: Denise Westbrook, Marty Cosgrove, Chris Benjamin, and Steve Burke.

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

Visitors: Michael Bellerose

EXECUTIVE SESSION

A motion was made by Susie Mitchell to enter into Executive Session at 3:56 p.m. to discuss board applications. Chris Moody seconded; the motion carried. The motion passed unanimously (7-0).

A motion was made by Susie Mitchell to come out of Executive Session at 4:23 p.m. Jennifer Scott seconded; the motion carried. The motion passed unanimously (8-0).

APPROVAL OF MINUTES

A motion was made by Joe Schell to accept the minutes of the May 17, 2017 Executive Board meeting. Chanta Wilkinson seconded; the motion carried. The motion passed unanimously (8-0).

Change to Agenda: Change was made to VIII, A. Board Election Interviews and add E. Conference to New Business.

DIRECTORS' REPORTS

Planning & Zoning Meeting

Dr. Oliphant reported on the meeting that was held at the Planning & Zoning Commission Thursday, on June 8, 2017 in regards to Clean Bay Renewables, LLC, ordinance (CU#2029 and CU#2080) to grant conditional uses of land as a nutrient recovery facility.

MONTHLY BOARD FINANCIAL REPORT

Allen Stafford reported:

A motion was made by Jennifer Scott to approve the May 31, 2017 Financial Reports. Lauren Wisely seconded; the motion carried. The motion passed unanimously (8-0).

SUSSEX ACADEMY FOUNDATION UPDATE

Joe Schell reported that the Sussex Academy Foundation Board will hold its next meeting on June 23, 2017. The NEST (concession stand) is nearing completion and they will start working on sidewalks, planting and irrigation in the back of the school next.

COMMITTEE REPORTS

Executive

No report was presented.

Finance

No report was presented.

Recognition

Lauren Wisely was recognized for serving three years on the board.

Outreach

No report was presented.

Building and Grounds

Presented under Foundation Update.

Program Development

No report was presented.

Athletics

Written report was presented.

Legislative

Susie Mitchell gave an update on legislative bills pending.

Governance

Allen Stafford reported on Policies 1003-A and 1004-A. A motion was made by Joe Schell to approve Policy 1003-A with noted changes. Jennifer Scott seconded; the motion carried (8-0). A motion was made by Joe Schell to approve Policy 1004-A. Ana Vargas seconded; the motion carried. The motion passed unanimously (8-0).

Dr. Oliphant reported on Policy 517. A motion was made by Susie Mitchell to approve Policy 517 under the condition that we check on the 72-hour time frame. Lauren Wisely seconded; the motion carried. The motion passed unanimously (8-0).

Succession Planning

No report was presented.

OLD BUSINESS

Meal RFP

Allen Stafford reported on the school lunch bids that were received. A motion was made by Joe Schell to accept the bid from Preferred Meals with a price increase of .07 per meal. Susie Mitchell seconded; the motion carried. The motion passed unanimously (8-0). Please note Joe Schell's desire for more bids next year. There will be no increase passed along to the students.

Paving Bids

Allen Stafford reported on the bids received to repave the school's parking lots.

NEW BUSINESS

Board Election Interviews

A motion was made by Susie Mitchell to appoint candidate "A" to serve on the board for the 2017-18 school year. Jennifer Scott seconded; the motion carried. The motion passed unanimously (8-0).

Election of Officers

A motion was made by Joe Schell to have Susie Mitchell replace Denise Westbrook as Board President. Jennifer Scott seconded; the motion carried. The motion passed unanimously (8-0).

A motion was made by Susie Mitchell to elect Jennifer Scott as Board Vice President. Lauren Wisely seconded; the motion carried. The motion passed unanimously (8-0).

A motion was made by Susie Mitchell to grant a request to extend a one year board term to the following board members: Jennifer Scott, Denise Westbrook, Joe Schell, Chris Moody, Chris Benjamin and Marty Cosgrove. Chants Wilkinson seconded; the motion carried. The motion passed unanimously (8-0).

Summer Collab

Allen Stafford reported on Summer Learning Collaborative Program that would like to use Sussex Academy's facility this summer for 2 weeks.

First State Financials/Payroll Human Resource Statewide Technology Roles

A motion was made by Jennifer Scott to give Janet Owens authority to FSF/PHRST. Chris Moody seconded; the motion carried. The motion passed unanimously (8-0).

PNC Account

A motion was made by Susie Mitchell to give Janet Owens signing authority to the PNC bank account. Joe Schell seconded; the motion carried. The motion passed unanimously (8-0).

Conference

Susie Mitchell reported on the 3 day Charter School conference that she and Joe Schell attended in Washington, DC.

A motion was made by Joe Schell to move the following board meetings:

November 15, 2017 to November 29

February 14, 2018 to February 21

March 14, 2018 to March 21

Jennifer Scott seconded; the motion carried. The motion passed unanimously (8-0).

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE SESSION

Moved to the beginning of the meeting.

ADJOURNMENT

A motion was made by Joe Schell to adjourn the meeting at 6:29 p.m. Chanta Wilkinson seconded; the motion carried. The motion passed unanimously (8-0).

Respectfully submitted,

Andrea M. Rogers,
Board Secretary