

**Sussex Academy**  
**Executive Board of Directors Meeting Minutes**  
**October 18, 2017**

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 3:36p.m. by Susan Mitchell, Board President.

Board Members Present: Susan Mitchell, Jennifer Scott, Joe Schell, Debbie Fees, Lance Manlove, Chris Moody, Marty Cosgrove, Ana Vargas, Steve Burke (arrived at 3:46), Chris Benjamin (arrived at 4:33).

Board Members Absent: Denise Westbrook, Chanta Wilkinson and Lauren Wisely.

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

Visitors: Brian Dayton and Allison Dayton.

**APPROVAL OF MINUTES**

A motion was made by Joe Schell to accept the minutes of the September 20, 2017 Executive Board meeting with the following amendments:

- 1) Legislative Report was provided. There was not a Governance report.
- 2) Old Business, Open Forum Law – Add: Susie Mitchell also discussed Duties of a Board Member.
- 3) Terrorism Risk Insurance – Vote was not unanimous. (9-1)

Marty Cosgrove seconded; the motion carried. The motion passed unanimously (8-0).

**DIRECTORS' REPORTS**

Annual Report

Dr. Patricia Oliphant reported on the Annual Report.

Charter Renewal

Dr. Patricia Oliphant reported that the Charter Renewal was submitted on September 30, 2017.

IDEA Awards Banquet

Dr. Oliphant reported on the IDEA awards dinner. Sussex Academy was the recipient of a Performance award.

September 30 Unit Count

Allen Stafford reported on the 2017-2018 Unit Count. Sussex Academy currently has 760 students enrolled as of September 29, 2017.

**MONTHLY BOARD FINANCIAL REPORT**

Steve Burke reported:

A motion was made by Steve Burke to approve the September 30, 2017 Financial Reports. Lance Manlove seconded; the motion carried. The motion passed unanimously (9-0).

Allen Stafford reported on the Aquatics Center financial report and the current usage of the pool.

**SUSSEX ACADEMY FOUNDATION UPDATE**

Joe Schell reported that the foundation had their meeting on September 26, 2017. The foundation has \$1.6M in reserves and owes \$76K on the NEST. George & Lynch are completing pathways. Logos and donor plaques should be installed soon. Mr. Schell also reported on the financials of the Dragon Boat Festival.

## **COMMITTEE REPORTS**

### **Executive**

No report was presented.

### **Finance**

No report was presented.

### **Recognition**

No report was presented.

### **Outreach**

Written report was presented.

### **Building and Grounds**

Written report was presented.

### **Program Development**

No report was presented.

### **Athletics**

Written report was presented.

### **Legislative**

No report was presented.

### **Governance**

No report was presented.

### **Nominating**

No report was presented.

### **Succession Planning**

No report was presented.

## **OLD BUSINESS**

### **Audit Report Update**

Allen Stafford reported that he has received the final audit and it has been sent to the Department of Education.

### **Financial Training**

Allen Stafford reported that financial training is now available online. Anyone that has not completed there training must do so before October 31.

## **NEW BUSINESS**

### **Board Scholarship**

Susie Mitchell reported that the board would once again sponsor a scholarship for a graduating senior. She is asking each member to contribute \$200 each to fund that scholarship.

### **Bonus Funds**

Allen Stafford reported on bonus funds. Mr. Stafford would like to have the boards' approval move forward with the employee recognition at the same monetary level as last year. Susie Mitchell made a motion to revise the current budget setting aside \$40K to be used for bonus funds. Steve Burke seconded, and discussion ensued. After discussion, Susie Mitchell withdrew her motion, and a motion was made by Marty Cosgrove to table the issue until the January Board meeting. Jen Scott seconded the motion. The motion passed unanimously. (10-0)

#### Board Goals

Susie Mitchell discussed projected board goals for this year.

#### Code of Conduct

Dr. Oliphant reported on the Code of Conduct. The Policy Committee needs to meet to review and revise so that an updated policy can be put into place for the 2018-2019 school year.

#### Staffing/Recognition

Allen Stafford reported on the schools additional staffing needs.

The Finance Committee would like to once again recommend a \$300 bonus be given to all employees. Since the funds were already set-aside in the preliminary budget in May 2017, those funds will be processed to employees in their December 2017 pay.

#### **PUBLIC COMMENTS**

No comments presented.

#### **EXECUTIVE SESSION**

A motion was made by Jennifer Scott to enter into Executive Session to discuss confidential personal matters at 5:10 p.m. Chris Moody seconded; the motion carried unanimously (10-0).

#### **ADJOURNMENT**

Susie Mitchell, Board President adjourned the meeting at 6:10 p.m.

Respectfully submitted,

Andrea M. Rogers,  
Board Secretary