

**Sussex Academy**  
**Executive Board of Directors Meeting Minutes**  
**February 21, 2018**

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 3:40 p.m. by Susan Mitchell, Board President.

Board Members Present: Susan Mitchell, Jennifer Scott, Chris Benjamin, Debbie Fees, Chris Moody, Joe Schell (via phone), Denise Westbrook, Lauren Wisely

Board Members Absent: Steve Burke, Marty Cosgrove, Lance Manlove, Ana Vargas, Chanta Wilkinson

Staff Present: Patricia Oliphant, Director of Curriculum and Instruction (arrived 3:45pm); Allen Stafford, Director of Finance and Operations; Gina Derrickson, Community and Communications Manager; Steve Oscar, Safety Coordinator

Staff Absent: Janet Owens, Director of Accountability and Andrea Rogers, Board Secretary

Guests: Robyn Cronin

**APPROVAL OF MINUTES**

A motion was made by Susan Mitchell to accept the minutes of the January 17, 2018 Executive Board meeting with the following additions per Jen Scott. The Sussex Academy Foundation donated \$1,000 to the Sussex Academy Mock Trial Team. The Sussex Academy Foundation will provide \$10,000 toward the summer college tour and will provide up to an additional \$4,000 to help low income students attend. The Sussex Academy Foundation will also provide two \$1,500 senior scholarships. Jen Scott seconded; the motion carried. The motion passed unanimously (7-0).

**DIRECTORS' REPORTS**

*Security*

Mr. Steve Oscar, Safety Coordinator, distributed a report detailing the drills conducted at Sussex Academy over the last two years. Sussex Academy is compliant with Homeland Security requirements.

Mr. Oscar has been working with Georgetown Police Detective Joseph Melvin. Detective Melvin met with faculty/staff in November and assisted with both the intruder drill and evacuation drill in December.

Each classroom has an emergency file that is easily accessible and contains important information.

Susan Mitchell reported that the following four topics of concern have been brought to her attention by Sussex Academy families (1) physical security of the building (2) pick up and drop off procedure (3) guidance counselor and (4) armed resource officer.

Dr. Oliphant suggested that discussion about school safety and concerns be addressed with the Building and Grounds Committee. Susan Mitchell will follow up with Building and Ground Committee Chair, Lance Manlove.

*Exams/Cyber Day*

Dr. Patricia Oliphant reported that the high school students will participate in a pilot Cyber Day on April 10, 2018. Students in grades 9-11 will be taking PSAT's and SAT's on that date. Seniors will work from home on that date with work that will be assigned and turned in through Schoology.

*2018-2019 Calendar*

Mr. Allen Stafford presented two 2018-2019 school year calendar options and discussion and vote will be held during the March meeting.

## **MONTHLY BOARD FINANCIAL REPORT**

Mr. Allen Stafford reported.

A motion was made by Denise Westbrook to accept the January 31, 2018 Financial Reports. Chris Benjamin seconded; the motion carried. The motion passed unanimously (7-0).

The next CBOC meeting will be held on March 20, 2018.

## **SUSSEX ACADEMY FOUNDATION UPDATE**

Mr. Joe Schell reported that the Sussex Academy Foundation has \$563,757 in the WSFS checking account.

## **COMMITTEE REPORTS**

### **Executive**

No report was presented.

### **Finance/CBOC**

The next meeting will be held on March 20, 2018.

### **Recognition**

No report was presented

### **Outreach**

Written report was presented.

### **Building and Grounds**

Written report was presented.

Mr. Joe Schell also reported that the landscaping company that has been working on the school grounds will be closing due to retirement. Board members with landscaping company suggestions should email Lance Manlove or Joe Schell.

### **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**

This report was presented in Executive Session.

### **Employee Compensation Committee**

Mr. Joe Schell reported that the Employee Compensation Committee, will be meeting next week to discuss salary adjustments for Sussex Academy faculty and a report will be provided for the March Sussex Academy Executive Board meeting.

**OLD BUSINESS**

Mr. Allen Stafford reported that work is still being done on a new school website.

**NEW BUSINESS**

No New Business.

**PUBLIC COMMENTS**

Mrs. Jen Scott reminded the Board that the Mock Trial Team will be attending its inaugural competition in Wilmington this weekend.

**EXECUTIVE SESSION**

A motion was made by Susan Mitchell to enter into Executive Session at 4 p.m. to discuss a staffing position pursuant to 29 Del. C. Section 10004(b)(9) personnel matters. Denise Westbrook seconded; the motion carried unanimously (7-0).

Chris Benjamin made a motion to come out of Executive Session at 5:47, Denise Westbrook seconded the motion; the motion passed unanimously (7-0).

**ADJOURNMENT**

Chris Benjamin made a motion to adjourn the meeting at 5:48 p.m. Denise Westbrook seconded; the motion passed unanimously (7-0).

Respectfully submitted,

Gina Derrickson,  
Community and Communications Manager