

SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY
REGULAR MEETING MINUTES
April 6, 2020

I. **CALL TO ORDER** - Meeting was called to order at 5:08 PM

II. **DECLARATION OF OPEN PUBLIC MEETINGS ACT**

“Adequate notice of this public meeting has been made in accordance with the provisions set forth in the Open Public Meetings Act, Chapter 231, Laws of 1975. The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. The Sussex County Charter School for Technology has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Board Administrative Offices, in the New Jersey Herald, and the County Superintendent’s Office and the County Administrator.”

III. **PLEDGE OF ALLEGIANCE**

IV. **ROLE CALL**

	PRESENT	ABSENT
Ms. Stephanie DePinto (Interim President)	X	
Ms. Lesa McGuinness	X	
Ms. Anna Burke		X
Mr. Tom Mitchell	X	
Mr. Louis Ruggiero	X	
Mr. Jason Apter	X	

Reading of Code of Ethics for School Board Members, Title 18A:12-24.1

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize the authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
- f. I will refuse to surrender my independent judgement to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

V. ADMINISTRATION OF OATH AND ELECTION OF OFFICERS

VI. ELECTION OF OFFICERS

A. NOMINATION AND VOTE FOR POSITION OF BOARD PRESIDENT

A motion was made by Mrs. DePinto, seconded by Mr. Ruggerio, to nominate Mr. Tom Mitchell for **President** of the Sussex County Charter School for Technology Board of Trustees.

The motion was carried by a unanimous roll call vote to elect Mr. Tom Mitchell as **President**.

B. NOMINATION AND VOTE FOR POSITION OF BOARD VICE PRESIDENT

A motion was made by Mr. Lou Ruggerio, seconded by Mr. Apter, to nominate Mrs. Stephanie DePinto for **Vice-President** of the Sussex County Charter School for Technology Board of Trustees.

The motion was carried by a unanimous roll call vote to elect Mrs. Stephanie DePinto as **Vice-President**.

VII. APPOINTMENT OF COMMITTEES

Building & Grounds
Personnel & Negotiations
Curriculum & Policy
Finance
Public Relations
Technology

VIII. ACTION ON MATTERS PERTAINING TO REORGANIZATION

A motion was made by Mrs. DePinto to approve the following items, seconded by Mrs. McGuinness and carried by a unanimous roll call vote.

WHEREAS, the Board Bylaws outline the procedures to be used in the Reorganization Meeting, and

WHEREAS, the insurance agent has been appointed at the Reorganization Meeting by past practice, now therefore it be NJSIG

RESOLVED, by the Board of Trustees of Sussex County Charter School for Technology that all existing bylaws and policies and regulations, contract and

agreements as established by act and practice of previous Board of Trustees and courses of study are to remain in force and effect until such time as the present Board necessitates change by way of resolution, and, be it further

RESOLVED, that the Board establish use of State Contracts for purchasing throughout the school year whenever possible, and be it further

RESOLVED, that the quote threshold be established at \$6,000 and the bid threshold at \$40,000 and be it further

RESOLVED, that the board approve continued participation in the E-Rate program: Alliance for Competitive Energy Services (ACES), and be it further

RESOLVED, that the following appointments be made for the period April 1, 2020 through March 31, 2021, or until a replacement is needed:

<u>Title</u>	<u>Name of Organization</u>	<u>Amount</u>
Board Attorney	Weiner Lesniak LLP	Fee
Depository for School Funds Any bank having branches in Sussex County	PNC Bank	N/A
Depository for School Funds Any bank having branches in Sussex County	Sussex Bank	N/A
Board Newspaper New Jersey Sunday Herald	New Jersey Herald (weekly)	Fee

And, be it further

RESOLVED, that the following appointments be made through June 30, 2021.

<u>Title</u>	<u>Name</u>
Board Secretary/ Business Administrator	Kimberly Wettstein

Qualified Purchasing Agent	Kimberly Wettstein
ERIC West Health & Safety	Kimberly Wettstein
Public Agency Compliance Officer	Kimberly Wettstein
Treasurer of School Monies	Candace Leatham
Public School Accountant	Nisivoccia LLP
Insurance Agent of Record	Connor Strong Inc. Co
Affirmative Action Officer	Noreen Lazariuk
“504” Officer	Noreen Lazariuk
Title IX Coordinator	Noreen Lazariuk
Indoor Air Quality	Noreen Lazariuk
Integrated Pest Management Officer	Noreen Lazariuk

And, be it further

RESOLVED, that the following petty cash funds be established:
 Business Office Petty Cash \$200.00

And, be it further

RESOLVED, that the following Tax Shelter/Disability providers be approved:
 AFLAC; AXA Equitable; First Investors; Horizon; Lincoln Investment

And, be it further

RESOLVED that the Board of Trustees authorize the Superintendent and Business Administrator to implement the 2020-2021 budget once authorized and finalized, pursuant to state policies and regulations

And, be it further

RESOLVED, that the Board approve the following schedule of meetings to be held by the Board of Trustees of Sussex County Charter School for Technology at 5:00 pm, at the Sussex County Charter School for Technology, 385 North Church Road, Sparta, NJ 07871:

Day and Date
 Monday, May 11, 2020
 Monday, June 8, 2020
 Monday, July 13, 2020

Monday, August 10, 2020
Monday, September 14, 2020
Monday, October 12, 2020 *Columbus Day
Monday, November 9, 2020
Monday, December 14, 2020
Monday, January 11, 2021
Monday, February 8, 2021
Monday, March 8, 2021
Monday, April 12, 2021 Reorganization Meeting

And, be it further

RESOLVED, that the following Order of Business (Agenda) be approved:

- I. Call To Order
- II. Declaration of Open Public Meetings Act
- III. Pledge of Allegiance
- IV. Roll Call
- V. Approval of Minutes
- VI. Correspondence
- VII. Comments
 - A. President's Comments
 - B. Committee Reports
 - C. Faculty Comments
 - D. Board Member Comments
 - E. Presentations
- VIII. Superintendent's Information
- IX. Principal's Information
- X. Business Administrator's Information
- XI. Public Participation (Agenda Items Only)
- XII. Board Action on Agenda Items
- XIII. Old Business
- XIV. Public Participation
- XV. New Business
- XVI. Board Member Comments
- XVII. Closed Session (If Required)
- XVIII. Return to Open Session to Act on Closed Session Matters as Required
- XIX. Adjournment

REORGANIZATION/REGULAR MEETING

- I. Call to Order (Board Secretary)
- II. Declaration of Open Public Meetings Act
- III. Pledge of Allegiance
- IV. Roll Call
- V. Administration of Oath of Office
- VI. Election of Officers
 - A. Call for Nomination for Position of Board President
 - Vote to Close Nominations
 - Vote for Position of Board President
 - Statement by Board President
 - B. Call for Nominations for Position of Board Vice President
 - Vote for Close Nominations
 - Vote for Position of Board Vice President
 - Statement by Board Vice President
- VII. Adjournment

V. APPROVAL OF MINUTES

A motion was made by Mrs. DePinto to approve the following items, seconded by Mrs. McGuinness and carried by a unanimous roll call vote.

Regular Meeting Minutes of March 9, 2020

VI. CORRESPONDENCE None Heard

VII. COMMENTS

- A. President's Comments:

Mr. Mitchell thanked the Board for the nomination and will always look out for the best interest for the school, students and teachers.
- B. Committee Reports

Building & Grounds- Will be examining the proposals for exterior maintenance
- C. Board Member Comments - None
- D. Faculty/ Staff Comments - None
- E. Student Liaison Comments - None
- F. PTO Comments - None
- G. Presentations - None

VIII. SUPERINTENDENT'S INFORMATION

Mrs. Lazariuk shared how the Online Instruction process is going. She is very proud of the students and teachers. The teachers are using Zoom meetings with their students and at a recent faculty meeting reviewed security features available. There are few students who do not have internet access and are completing their work on paper. Charter had some supplies of masks, protective gowns and other much needed supplies. The nurse donated those supplies to the Atlantic Health System. Charters 3-D printer will also be borrowed to assist in creating face shields.

Enrollment for the month of March, 2020, was 223 students.

For the month of March 2020, a Fire Drill was held on March 27, 2020 at 9 am.

For the month of March 2020, a Lock Down Drill was held on March 10, 2020 at 1 pm.

IX. BUSINESS ADMINISTRATOR'S INFORMATION

Financial Disclosure Forms need to be completed before April 30, 2020.

X. PUBLIC PARTICIPATION - None

XI. BOARD ACTIONS ON AGENDA ITEMS

BUSINESS RECOMMENDATIONS

A motion was made by Mrs. DePinto to approve the following items, seconded by Mrs. McGuinness and carried by a unanimous roll call vote.

1. RESOLVED that the Board of Trustees approve the Board Secretary's Report for the month ending February, 2020
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending February, 2020
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that as of February 29, 2020, no line item account has been over-expended in violation of NJSA 18A:19-2.

4. RESOLVED, that pursuant NJSA to NJSA 18A:19-2, the Board of Trustees certify that as of February 29, 2020, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending February 29, 2020 upon consultation with the appropriate Charter School officials, to the best of our knowledge no major account or fund has been over expended in violation of NJSA 18A: 19-4 and that sufficient funds are available to meet the Charter School's financial obligations for the remainder of the fiscal year.

5. RESOLVED, that the Board of Trustees approve the motion, in compliance with NJSA 18A:22-8.1, for the budgetary transfers for the month of February, 2020 in the amount of \$3,500.00 to ensure that no line items are over expended.

6. RESOLVED, that the Board of Trustees approve the Check Register for the month ending March, 2020 in the amount of \$388,106.93 inclusive of the Payroll for March, 2020 in the amount of \$209,064.33

7. RESOLVED, that the Board of Trustees approve the renewal of its membership in the New Jersey Schools Insurance Group (NJSIG) for the 2020-2021 and the attached resolution.

EDUCATION

A motion was made by Mrs. DePinto to approve the following items, seconded by Mr. Ruggerio and carried by a unanimous roll call vote.

1. RESOLVED, that the Board of Trustees accept, modify or reject the Harassment, Intimidation, and Bullying (HIB) Reports for March, 2020 and Investigations for February, 2020.

2. RESOLVED, that the Board of Trustees approve the 2020-2021 school year calendar.

PERSONNEL

A motion was made by Mrs. DePinto to approve the following items, seconded by Mrs. McGuinness and carried by a unanimous roll call vote.

1. RESOLVED, that the Board of Trustees approve Noreen Lazariuk, Superintendent, as the Affirmative Action Officer.

2. RESOLVED, that the Board of Trustees approve Noreen Lazariuk, Superintendent, as School Safety Specialist.
3. RESOLVED, that the Board of Trustees approve Noreen Lazariuk, Superintendent, as the School Liaison to the Sparta Police Department.
4. RESOLVED, that the Board of Trustees approve Noreen Lazariuk, as Superintendent for the 2020-2021 school year at a salary of \$133,820.00.
5. RESOLVED, that the Board of Trustees approve Candace Leatham to the position of part-time treasurer for the 2020-2021 school year at a salary of \$2,303.00 (12 month contract).
6. RESOLVED, that the Board of Trustees reappoint Charles Culver as Technology Coordinator for the 2020-2021 school year at a salary of \$22,140.00 (12 month contract).
7. RESOLVED, that the Board of Trustees reappoint Dan McMickle as Head Custodian for the 2020-2021 school year at a salary of \$52,052.00(12 month contract).
8. RESOLVED, that the Board of Trustees reappoint Robert Schofield as Part-Time Custodian for the 2020-2021 school year at an hourly rate of \$11.94 per hour (12 month contract).
9. RESOLVED, that the Board of Trustees reappoint Donna Hobson as Part-Time Custodian for the 2020-2021 school year at an hourly rate of \$ 12.41 per hour (12 month contract).
10. RESOLVED, that the Board of Trustees reappoint Sue Virga to the position of Confidential Administrative Assistant to the Business Administrator/ Bookkeeper for the 2020-2021 school year at a salary of \$56,081.00 (12 month contract) plus *\$1,000 longevity.
11. RESOLVED, that the Board of Trustees reappoint Edith Grant as Confidential Secretary for the 2020-2021 school year at a salary of \$41,676.00 (12 month contract).

12. RESOLVED, that the Board of Trustees reappoint Jessica Martin as Confidential Secretary for the 2020-2021 school year at a salary of \$44,498.00 (12 month contract).
13. RESOLVED, that the Board of Trustees reappoint Cynthia Papa as Part-Time Psychologist for the 2020-2021 school year at a salary of \$48,246.00 (12 month contract).
14. RESOLVED, that the Board of Trustees reappoint Pegeen Harper as a Teachers Aide for the 2020-2021 school year at a salary of \$18,451.00 (10 month contract).
15. RESOLVED, that the Board of Trustees reappoint Nick Russell as a Teachers Aide for the 2020-2021 school year at a salary of \$18,451.00 (10 month contract).
16. RESOLVED, that the Board of Trustees reappoint Mary Rowe as a Teachers Aide for the 2020-2021 school year at a salary of \$18,451.00 (10 month contract).
17. RESOLVED, that the Board of Trustees reappoint Kim Green as a Teachers Aide for the 2020-2021 school year at a salary of \$21,789.00 with *longevity \$1,500 (10 month contract).
18. RESOLVED, that the Board of Trustees approve the renewal of contracts, for the following teachers, for SY 2020-2021:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>STEP</u>
Andersen, Britt	Art	\$61,886	Masters Step 10
Anderson, Nicole	Math	\$54,605	BA Step 6
Andresen, Sarah	English	\$53,587	BA Step 4
Baldini, James	Social Studies	\$75,062	Masters Step 20 *longevity \$2,000
Bell, Michael	Math	\$71,352	BA+30 Step 19
DeVito, Francesca	Math/Disabilities	\$62,326	BA Step 13
DeCaprio, MaryLou	Science	\$56,703	BA Step 8

Fialcowitz, Nicholas	Health/Physical Education	\$56,703	BA Step 8 *longevity \$1,000
Goetchius, Kaitlin	ELAL/Disabilities	\$59,703	Masters Step 8
Graziano, Courtney	Math	\$69,852	BA Step 19
Kotlarz, Hilliary	Reading Teacher	\$63,826	BA+30, Step 13, *longevity \$1,000
Myslinski, Imogen	Writing	\$62,326	BA Step 13 *longevity \$1,000
Reader, Jamie	Social Studies	\$55,644	BA Step 7 *longevity \$1,000
Schoonover, Jillian	Science/STEM	\$61,886	Masters Step 10
Schumann, Elisabeth	World Language	\$34,563	Masters Step 6
Schwartz, Micheal	STEM	\$72,852	Masters Step 19
Sevean, Jeanne	Language Arts/Handicapped	\$63,010	Masters Step 11 *longevity\$1,500
Steffens, Jill	Language Arts Literacy	\$68,977	Masters Step 16 *longevity \$1,500
Wettstein, Kimberly	Math/Business Administrator	\$77,201	Masters Step 18 % Teacher: \$57,228 Business Administrator: \$19,973
Lauren Palumbo	School Counselor	\$66,519	Masters Step 14 *longevity \$1,000
Colleen Puhala	School Nurse	\$55,644	BA Step 7

19. RESOLVED, that the Board of Trustees approve Mary Rowe to assist in sanitizing the buildings at a rate of \$30 per hour while school was in session.

20. RESOLVED, that the Board of Trustees approve Kyle Freeman to assist in sanitizing the buildings at a rate of \$30 per hour while school was in session.

21. RESOLVED, that the Board of Trustees approve the following staff members as a Reduction of Force, #34020180 and #68041441.

POLICY

The Policy portion of the meeting was tabled until May's meeting.

1. RESOLVED, that the Board of Trustees approve the second read of

Policy numbers R8451 and 2412. -

XII. NEW BUSINESS -

8th Grade Trip - Working with Gerber Tours regarding a refund amount.

XIII. CLOSED SESSION - None

XV. PUBLIC PARTICIPATION - None

XVI. BOARD MEMBER COMMENTS - None

XVII. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mrs. DePinto and seconded by Mr. Ruggerio to adjourn the meeting at 5:38 pm.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Kimberly Wettstein
Board Secretary