

SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY
REGULAR MEETING MINUTES
April 11, 2021

I. **CALL TO ORDER** - called to order at 5:03 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
Mr. Jason Apter	x	
Ms. Anna Burke	x (left at 5:18 PM)	
Mr. Mike Busniak	x	
Ms. Stephanie DePinto	x	
Ms. Lesa McGuinness	x	
Mr. Garrett Perconti	x	
Mr. Lou Ruggiero	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 judgment 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

Administer the Oath of Office: Ms. Burke

VI. ELECTION OF OFFICERS

A. NOMINATION AND VOTE FOR POSITION OF BOARD PRESIDENT

A nomination was made for Mr. Jason Apter. He accepted the nomination and a unanimous roll call vote was taken.

B. NOMINATION AND VOTE FOR POSITION OF BOARD VICE PRESIDENT

A nomination was made for Ms. Stephanie DePinto. She accepted the nomination and a unanimous roll call vote was taken.

VII. APPOINTMENT OF COMMITTEES

Building & Grounds: Mr. Ruggiero, Ms. Burke, Mr. Busniak

Personnel & Negotiations: Ms. DePinto, Mr. Ruggiero, Mr. Perconti

Curriculum & Policy: Ms. DePinto, Mr. Busniak, Mr. Perconti

Finance: Mr. Apter, Ms. McGuinness, Mr. Ruggiero

Public Relations: Ms. McGuinness, Ms. DePinto

Technology: Mr. Apter, Mr. Ruggiero, Mr. Perconti

VIII. ACTION ON MATTERS PERTAINING TO REORGANIZATION

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, 2022

through March 31, 2023, 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	Provident 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, 2023.

<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
Workmans' Compensation Coordinator	Noreen Lazariuk
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 2022-2023 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 9, 2022

Monday, June 13, 2022

Monday, July 11, 2022(Board Retreat)

Monday, August 8, 2022

Monday, September 12, 2022

Monday, October 10, 2022

Monday, November 14, 2022

Monday, December 12, 2022

Monday, January 9, 2023

Monday, February 13, 2023

Monday, March 13, 2023

Monday, April 17, 2023 (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

Mr. Ruggiero made a motion to to approve the following item, seconded by Mr. Perconti and carried by a unanimous roll call vote.

Regular Meeting Minutes of March 21, 2022

VI. CORRESPONDENCE

Ginnie's House

VII. COMMENTS

- A. President's Comments - none
- B. Committee Reports
Policy: The Policy Committee continues to work on the Policy revisions. Completed thus far are the 1000, 2000, 3000 and 4000 series.
- C. Board Member Comments - Ms. DePinto commented on the excellent work Mystery Dinner show put on the previous weekend. It was fantastic, the students were excellent, and the food was great!
- D. Faculty/ Staff Comments - none
- E. Student Liaison Comments - none
- F. PTO Comments - none
- G. Presentations - none

VIII. SUPERINTENDENT'S INFORMATION

Mrs. Lazariuk commented on the fantastic Mystery Dinner Show. The cast was engaging! The cast has asked to perform the show for their peers after Spring Break. NJSLA preparation is underway.

Enrollment for the month of March, 2022, was 224 students.

For the month of March 2022, a Fire Drill was held on March 21, 2022 at 9:01 AM.

For the month of March 2022, a Lock Down Drill was held on March 31, 2022 at 9:00 AM.

IX. BUSINESS ADMINISTRATOR'S INFORMATION

The Policy Committee has been dedicated and meeting weekly for an hour to two hours every Monday night.

X. **PUBLIC PARTICIPATION** - none

XI. **BOARD ACTIONS ON AGENDA ITEMS**

BUSINESS RECOMMENDATIONS

Ms. DePinto made a motion to approve the following items, seconded by Mr. Ruggiero 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, 2022.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending February, 2022
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that as of February 31,2022, 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 28, 2022, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending February 28, 2022 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, 2022 in the amount of \$5,090 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, 2022 in the amount of \$411,031.39 inclusive of the Payroll for March, 2022 in the amount of \$227,911.76.
7. RESOLVED, that the Board of Trustees approve a petty cash order in the amount of \$169.54.
8. RESOLVED, that the Board of Trustees approve submitting the Comprehensive Equity Plan Statement of Assurance for the 2022-2023 school year.

9. RESOLVED, that the Board of Trustees approve the decommission of the following:

Chromebooks

HP Chromebook - no #	Chromebook D3SYKD2
Lenovo PF2EZ5FY	

10. RESOLVED, that the Board of Trustees approve the refusal of funds for the ARP Homeless II grant.

EDUCATION

Ms. DePinto made a motion to approve the following items, seconded by Mr. Ruggiero 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, 2022 and Investigations for February, 2022.
2. RESOLVED, that the Board of Trustees approve Nicole Hayn and Racquel Cordero to attend DESMOS professional development on February 9, 2022 at a cost of \$279 per person, using Title II funds (correction to the February 21, 2022 agenda with cost per person revised).
3. RESOLVED, that the Board of Trustees approve Kim Wettstein to attend a workshop on Payroll Administration Program through NJASBO on May 17, 2022 at a cost of \$100.

PERSONNEL

Mr. Ruggiero made a motion to approve the following items, seconded by Ms. DePinto 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 reappoint Kimberly Wettstein as the School Business Administrator/Board Secretary for the 2022-2023 school year at a salary of \$96,711 (12 month contract). (000-251-100-000-00)
5. RESOLVED, that the Board of Trustees reappoint Cynthia Pappa to the position as School Psychologist for the 2022-2023 school year at a salary of \$85,225 (12 month contract). (000-219-104-000-000)
6. RESOLVED, that the Board of Trustees reappoint Candace Leatham to the position of part-time treasurer for the 2022-2023 school year at a salary of \$2,445.00 (12 month contract). (000-230-104-000-000)
7. RESOLVED, that the Board of Trustees reappoint Charles Culver as Technology Coordinator for the 2022-2023 school year at a salary of \$23,466 (12 month contract). (000-252-104-000-000)
8. RESOLVED, that the Board of Trustees reappoint Peter Manero as Head Custodian for the 2022-2023 school year at a salary of \$55,169 (12 month contract). (000-0261-100-000-000)
9. RESOLVED, that the Board of Trustees reappoint Giulio Salvatore as part time night custodian for the 2022-2023 school year at a rate of \$15.44 per hour/20 hours a week (12 month contract). (000-262-100-000-000)
10. RESOLVED, that the Board of Trustees reappoint Sue Virga to the position of Confidential Administrative Assistant to the Business Administrator/ Bookkeeper for the 2022-2023 school year at a salary of \$59,440 (12 month contract) plus *1,000 longevity. (000-251-104-000-000)
11. RESOLVED, that the Board of Trustees reappoint Doris Friesen as Confidential Secretary for the 2022-2023 school year at a salary of \$41,180 (10 month contract). (000-240-105-000-000)
12. RESOLVED, that the Board of Trustees approve Doris Friesen as Summer Confidential Secretary (as needed) for the 2022-2023 school year at a rate of \$25 per hour with a maximum of 160 hours during the summer.

13. RESOLVED, that the Board of Trustees reappoint Wendy Doster as a Teachers Aide for the 2022-2023 school year at a salary of \$23,679 (10 month contract). (130-100-106-000-010)
14. RESOLVED, that the Board of Trustees reappoint Nick Russell as a Teachers Aide for the 2022-2023 school year at a salary of \$19,566 (10 month contract). (130-100-106-000-010)
15. RESOLVED, that the Board of Trustees reappoint Mary Rowe as a Teachers Aide for the 2022-2023 school year at a salary of \$19,566 (10 month contract). (130-100-106-000-010)
16. RESOLVED, that the Board of Trustees reappoint Dana Romash as a Teachers Aide for the 2022-2023 school year at a salary of \$19,566 (10 month contract). (130-100-106-000-010)
17. RESOLVED, that the Board of Trustees reappoint Carrie Weeks as a Teachers Aide for the 2022-2023 school year at a salary of \$19,566 (10 month contract). (130-100-106-000-010)
18. RESOLVED, that the Board of Trustees approve the renewal of the LEAD teacher stipends for the 2022-2023 school year:

Courtney Graziano	Math	\$5,000
Hillary Kotlarz	ELA	\$5,000
Imogen Myslinski	ELA	\$5,000
Michael Schwartz	STEM	\$5,000

19. RESOLVED, that the Board of Trustees approve the renewal of contracts, for the following teachers, for SY 2022-2023.

<u>NAME/BUDGET LINE</u>	<u>POSITION</u>	<u>SALARY</u>	<u>STEP</u>
Andresen, Sarah 11-130-100-101-000-000	English	\$57,244	BA Step 7
Baldini, James	Social Studies	\$76,662	Masters Step 20 *longevity \$2,000

11-130-100-101-000-000			
Cordero, Raquel 11-130-100-101-000-000	Math	\$54,187	BA Step 3
DeCaprio, MaryLou 11-130-100-101-000-000	Science	\$60,486	BA Step 10
Fialcowitz, Nicholas 11-130-100-101-000-000	Health/Physical Education	\$60,486	BA Step 10 *longevity \$1,500
Goetchius, Kaitlin 11-130-100-101-000-000	ELAL/Disabilities	\$63,486	Masters Step 10
Graziano, Courtney 11-130-100-101-000-000	Math	\$73,662	BA Step 20
Hayn, Nicole 11-130-100-101-000-000	Math	\$59,803	BA+30 Step 8
Kotlarz, Hilliary 11-130-100-101-000-000	Reading Teacher	\$67,836	BA+30, Step 15, *longevity \$1,500
Kuperus, Michelle 11-130-100-101-000-000	Math	\$58,303	BA Step 8
McLaughlin, Corrine 11-130-100-101-000-000	Special Education/Language Arts	\$59,383	BA Step 9
Mulligan, Kerry 11-130-100-101-000-000	Math	\$55,687	BA+30 Step 3
Myslinski, Imogen 11-130-100-101-000-000	Writing	\$66,336	BA Step 15 *longevity \$1,500
Reader, Jamie 11-130-100-101-000-000	Social Studies	\$59,383	BA Step 9 *longevity \$1,500
Schoonover, Jillian 11-130-100-101-000-000	Math/Disabilities	\$65,757	Masters Step 12
Schumann, Elisabeth 11-130-100-101-000-000	World Language	\$61,303	Masters Step 8
Schwartz, Micheal 11-130-100-101-000-000	STEM	\$76,662	Masters Step 20
Scott, Corrinne 11-130-100-101-000-000	Math	\$62,757	BA Step 12
Sevean, Jeanne 11-213-100-101-000-000	Language Arts/Handicapped	\$66,926	Masters Step 13 *longevity\$1,500
Steffens, Jill 11-130-100-101-000-000	Language Arts Literacy	\$73,135	Masters Step 18 *longevity \$1,500

Tencza, Andrew 11-130-100-101-000-000	Art	\$54,187	BA Step 2
Rokeach-Brown, Selena 20-485-200-100-000-000 & 20-491-200-100-000-000	School Counselor	\$28,594	MA Step 2 (Part Time)
Lauren Palumbo 11-000-218-104-000-000	School Counselor	\$70,577	Masters Step 16 *longevity \$1,500
Colleen Puhala 11-000-213-100-101-00	School Nurse	\$59,383	BA Step 9

20. RESOLVED, that the Board of Trustees retroactively approve:

Whereas, the need for home instruction increased significantly at Sussex County Charter School for Technology requiring teachers to provide tutoring in said instruction to one or more students during one session; and
 Whereas, the Board of Trustees and the administration desire to provide fair and equitable compensation for its teachers providing tutoring; now

Be It Resolved, that the Board of Trustees upon the recommendation of the Lead Administration authorizes the following compensation for teaching staff providing tutoring to one student per session be compensated one hour (\$40.00); for teachers tutoring 2 students per session be compensated one hour (\$60.00) and for 3 students during one session be compensated one hour (\$80.00), effective March 14 thru June 30, 2022 ONLY.

- 21. RESOLVED, that the Board of Trustees approve the increase in daily substitute pay to \$100 per day effective April 1, 2022.
- 22. RESOLVED, that the Board of Trustees approve a stipend for Nick Russell to receive an additional \$90 per day in addition to his teachers aide salary for additional teaching responsibilities from 3/21/22 to 4/8/22.
- 23. RESOLVED, that the Board of Trustees approve Katelyn Chadwick as physical education/health leave replacement teacher for the 2021-2022 school year at \$52,791 (BA, Step 1) (prorated).

24. RESOLVED, that the Board of Trustees accept the resignation of Donald Covert, part time evening custodian effective 4/5/22.

25. RESOLVED, that the Board of Trustees approve Dr. David Markel as the school physician for the 2022-2023 school year.

26. RESOLVED, that the Board of Trustees approve the resignation of employee #19184 effective as of March 15, 2022.

POLICY

Mr. Ruggiero made a motion to approve the following items, seconded by Mr. Busniak and carried by a unanimous roll call vote.

1. RESOLVED, that the Board of Trustees approve the 1st reading of the following policies:

2415.05: Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment

2431.4: Prevention and Treatment of Sports-Related Concussions and Head Injuries

2622: Student Assessment

3233: Political Activities

8465: Bias Crimes and Bias-Related Acts

9560: Administration of School Surveys

2. RESOLVED, that the Board of Trustees approve the 1st reading and adoption of the following policy:

5541: Anti-Hazing

XII. NEW BUSINESS - none

XIII. CLOSED SESSION - none

XV. PUBLIC PARTICIPATION - none

XVI. BOARD MEMBER COMMENTS

Ms. DePinto recognized Mrs. Wettstein for leading the Policy Subcommittee

through the revision process. She thanked Mrs. Wettstein for keeping the committee focused through the process.

Mr. Apter complemented Mrs. Wettstein on the excellent job she is doing as the Business Administrator in her first full time, full year position.

XVII. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Ruggiero and seconded by Ms. McGuinness to adjourn the meeting at 5:43 PM.

The motion was unanimously approved by a voice vote.

Next Board Meeting is Monday, May 9, 2022 at 5PM

Respectfully submitted,

Kimberly Wettstein
Business Administrator/ Board Secretary