

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*April 12, 2021*

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**I. CALL TO ORDER @ 5:06 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**

	<b>PRESENT</b>	<b>ABSENT</b>
<b>Ms. Stephanie DePinto</b>	<b>x</b>	
<b>Ms. Lesa McGuinness</b>	<b>x</b>	
<b>Ms. Anna Burke (via phone)</b>	<b>x</b>	
<b>Mr. Louis Ruggiero</b>	<b>x</b>	
<b>Mr. Jason Apter</b>	<b>x</b>	

**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**

\_\_\_\_\_ Oath of Office: Mr. Apter, Ms. DePinto, Ms. McGuinness

<b>Board of Trustee</b>	<b>Term Expires</b>
Mr. Apter	4/12/ 2024
Ms. Burke	4/18/2022
Ms. DePinto	4/12/2023
Ms. McGuinness	2/18/2024
Mr. Ruggiero	10/8/2021

**VI. ELECTION OF OFFICERS**

**A. NOMINATION AND VOTE FOR POSITION OF BOARD PRESIDENT**

A motion was made by Ms. DePinto, seconded by Ms. McGuinness, to nominate Mr. Jason Apter for **President** of the Sussex County Charter School for Technology Board of Trustees.

The motion was carried by a unanimous vote to elect Mr. Apter as **President**.

**B. NOMINATION AND VOTE FOR POSITION OF BOARD VICE PRESIDENT**

A motion was made by Ms. McGuinness and seconded by Mr. Ruggiero, to nominate Ms. Stephanie DePinto for **Vice-President** of the Sussex County Charter School for Technology Board of Trustees.

The motion was carried by a unanimous vote to elect Ms. DePinto as **Vice-President**.

**VII. APPOINTMENT OF COMMITTEES**

- Building & Grounds: Mr. Ruggiero, Ms. Burke
- Personnel & Negotiations: Ms. DePinto, Mr. Ruggiero
- Curriculum & Policy: Ms. DePinto, Mr. Apter
- Finance: Mr. Apter, Ms. McGuinness, Mr. Ruggiero
- Public Relations: Ms. McGuinness, Ms. DePinto
- Technology: Mr. Apter, Mr. Ruggiero

**VIII. ACTION ON MATTERS PERTAINING TO REORGANIZATION**

A motion was made by Ms. McGuinness to approve the following items, seconded by Mr. Ruggiero and carried by a unanimous 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, 2021 through March 31, 2022, 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, 2022.

Title	Name
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 2021-2022 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 10, 2021

Monday, June 14, 2021

Monday, July 12, 2021 (Board Retreat)

Monday, August 9, 2021

Monday, September 13, 2021

Monday, October 11, 2021

Monday, November 8, 2021

Monday, December 6, 2021

Monday, January 10, 2022

Monday, February 7, 2022

Monday, March 14, 2022

Monday, April 11, 2022 (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 Ms. McGuinness to approve the following items, seconded by Mr. Ruggerio and carried by a unanimous vote.

Regular Meeting Minutes of March 8, 2021

#### **VI. CORRESPONDENCE**

#### **VII. COMMENTS**

- A. President's Comments - none
- B. Committee Reports
  - Personnel & Negotiations: Updated the Board of Trustees on the negotiations
- 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 informed the Board about enrollment projections for the 2021 - 2022 school year and the breakdown of how the parents heard about Charter.

Enrollment for the month of March, 2021, was 225 students.

For the month of March 2021, a Fire Drill was held on March 30, 2021.

For the month of March 2021, a Lock Down Drill was held on March 30, 2021.

**IX. BUSINESS ADMINISTRATOR'S INFORMATION**

**X. PUBLIC PARTICIPATION** -none

**XI. BOARD ACTIONS ON AGENDA ITEMS**

**BUSINESS RECOMMENDATIONS**

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

1. RESOLVED that the Board of Trustees approve the Board Secretary's Report for the month ending February, 2021
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending February, 2021
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that as of February 28, 2021, 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, 2021, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending February 28, 2021 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, 2021 in the amount of \$6,281 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, 2021 in the amount of \$387,627.91 inclusive of the Payroll for March, 2021 in the amount of \$204,594.95
7. RESOLVED, that the Board of Trustees approve submitting a grant application for NJSIG School Safety for the amount of \$2,000 to be used towards replacement of the door buzzers/video monitor system.

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a school board insurance group authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members; WHEREAS, the Sussex County Charter School for Technology, hereinafter referred to as the “Educational Institution,” is a member of NJSIG; and, WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve. NOW THEREFORE, BE IT RESOLVED that: 1) The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2021 fiscal year in the amount of \$2,000.00 for the purposes set forth in their safety grant application, which is attached hereto; and, 2) The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

8. RESOLVED, that the Board of Trustees accept the ESSER II grant from the NJDOE in the amount of \$63,772, Learning Acceleration in the amount of \$25,000 and Mental Health in the amount of \$45,000.
9. RESOLVED, that the Board of Trustees approve the decommission of the following:

Chromebooks

6KQG5H2	C.S.F.T. 1081
CJNG5H2	

Printers

HP Color Laser Jet Pro 452dn- C.S.F.T. 1126	HP Color Laser Jet Pro MFP 283Fdw - C.S.F.T. 800
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## **EDUCATION**

A motion was made by Ms. DePinto to approve the following items, seconded by Ms. Burke and carried by a unanimous vote.

1. RESOLVED, that the Board of Trustees accept, modify or reject the Harassment, Intimidation, and Bullying (HIB) Reports for March, 2021 and Investigations for February, 2021.
2. RESOLVED, that the Board of Trustees approve the 2021-2022 school year calendar.

## **PERSONNEL**

A motion was made by Ms. DePinto to approve the following items, seconded by Ms. McGuinness and carried by a unanimous 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 Michelle Kuperus as a daily substitute for the 2020-2021 school year at a daily rate of \$200 per day effective 3/22/21.
5. RESOLVED, that the Board of Trustees approve Noreen Risko as daily substitute teacher for the 2020-2021 school year at a daily rate of \$200 per day effective 3/15/21.

A motion was made by Ms. McGuinness to approve the following items, seconded by Mr. Ruggiero and carried by a unanimous vote.

6. RESOLVED, that the Board of Trustees approve:

Whereas, as a result of COVID19 the delivery of instruction changed from in-person to virtual learning; and

Whereas, the need for home instruction increased significantly at Sussex County Charter School for Technology requiring teachers to provide 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 home instruction during this pandemic; now

Be It Resolved, that the Board of Trustees upon the recommendation of the Lead Administration authorizes the following compensation for teaching staff providing home instruction to one and two students per session be compensated one hour (\$40.00) and for teachers providing home instruction for 3 or more students during one session be compensated two hours (\$80.00), effective April 1 thru June 30, 2021 ONLY.

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

7. RESOLVED, that the Board of Trustees accept finding of the Confidential Report dated 3/18/21 presented by the Board Attorney. A copy of the report can be found in the Board Secretary's Office.

## **POLICY**

**XII. NEW BUSINESS** - none

**XIII. CLOSED SESSION**

1. Matters of attorney client privilege and personnel

**XV. PUBLIC PARTICIPATION** - none

**XVI. BOARD MEMBER COMMENTS**

\_\_\_\_\_ Ms. DePinto suggested we think about the July Board Retreat Meeting to come up with an agenda and if we need any guest speakers. She also suggested that

going forward on the April meeting agenda, that each board member is listed as to when their term expires and the Oath of Office needs to be completed.

**XVII. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Ms. McGuinness and seconded by Mr. Ruggerio to adjourn the meeting at 6:21 PM.

The motion was unanimously approved by a voice vote.

Respectfully submitted,

Kimberly Wettstein  
Board Secretary