

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*August 14, 2017*

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**I. CALL TO ORDER** The meeting was called to order at 5:00pm

**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 Meetings 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, the County Superintendent’s Office and the County Administrator.”

**III. PLEDGE OF ALLEGIANCE**

**IV. ROLL CALL**

	<b>PRESENT</b>	<b>ABSENT</b>
<b>Dr. Edwin Selby (Board President)</b>	√	
<b>Mr. Charles Teufert (Vice President)</b>	√	
<b>Mr. Michael Nelms</b>	√	
<b>Dr. Mary Rapuano</b>		√
<b>Ms. Michelle Syre</b>	√	
<b>Mr. Jason Apter</b>		√
<b>Ms. Stephanie DePinto</b>		√

**V. APPROVAL OF MINUTES**

Mr. Nelms made a motion to approve the meeting minutes, seconded by Mrs. Syre and carried by a unanimous voice vote.

Regular Meeting Minutes of July 12, 2017.  
Executive Session Meeting Minutes of July 12, 2017

**VI. CORRESPONDENCE**

Letter received from Eleventh Hour Rescue thanking the Charter School for the donation of \$75.00 donated on June 11, 2017. (Attached)

**VII. COMMENTS**

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- A. President's Comments      Dr. Selby listed some ideas for celebrating the 20<sup>th</sup> anniversary of the Charter School. He also described the video that will be produced, which will include the Charter School
- B. Committee Reports.
  - Building and Grounds    Mr. Teufert summarized projects that are being completed over the summer.
  - Personnel & Negotiations
  - Curriculum & Policy
  - Finance
  - Public Relations
  - Technology
- C. Board Member Comments
- D. Faculty/ Staff Comments
- E. Student Liaison Comments
- F. PTO Comments    A summary took place regarding the uniform sale and other fund raisers. October 27 there will be a Halloween Dance. Discussion took place regarding charged lunches
- G. Presentations

**VIII. EXECUTIVE DIRECTOR'S INFORMATION**

Enrollment for the month of July 2017, was 222 students.

For the month of July 2017, a Fire Drill was held on July 31, 2017 at 9:45am.

For the month of July 2017, a Shelter in Place was held on July 31, 2017 at 9:55am.

**IX. BUSINESS ADMINISTRATOR'S INFORMATION**

**X. PUBLIC PARTICIPATION**

**XI. BOARD ACTION ON AGENDA ITEMS**

**BUSINESS RECOMMENDATIONS**

Mr. Teufert made a motion for the following resolutions to be approved, seconded by Mrs. Syre 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 June 2017.

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2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending June 2017.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of July 31, 2017 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 June 30, 2017 , after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending June 2017 , 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 July, 2017 in the amount of \$16,575 to ensure that no line items are over expended, as attached.
6. RESOLVED, that the Board of Trustees approve the bill list for the month ending July 2017 in the amount of \$204,855.25 inclusive of July 2017 payroll in the amount of \$41,153.42 as attached.
7. RESOLVED, that the Board of Trustees approve the tuition reimbursement of \$1,324.00 for courses taken at Saint Peters University, to Suzanne Kopycienski, Teacher of Physical Education, upon completion of courses, retroactively.
8. RESOLVED, that the Board of Trustees approve that the following non-repairable item be removed from inventory and decommissioned:  
  
Desk – Principal's Office  
Tag Number: 00047  
  
SmartBoard – Room 103  
Tag Number: 513
9. RESOLVED, that the Board of Trustees approve that a monetary gift of \$300 be given to Wendy Blanchard for facilitating the Board Retreat on July 12, 2017.

**EDUCATION**

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Mr. Nelms made a motion for the following resolutions to be approved, seconded by Mrs. Syre and carried by a unanimous voice vote.

1. RESOLVED, that the Board of Trustees acknowledge that there were 0 Discipline Reports for July 2017.
2. RESOLVED, that the Board of Trustees acknowledge there were 0 Harassment, Intimidation, and Bullying (HIB) Reports for July 2017.
3. RESOLVED, that the Board of Trustees approve the fall dance clothing drive to take place at the Charter School on October 27, 2017

**PERSONNEL**

Mr. Teufert made a motion for the following resolutions to be approved, seconded by Mr. Nelms and carried by a unanimous roll call vote.

1. RESOLVED, that the Board of Trustees approve the hiring of Art Teacher Britt Huss Step 7 MA at a salary of \$57,160.
2. RESOLVED, that the Board of Trustees approve the hiring of School Secretary Jessica Martin at a salary of \$41,000.
3. RESOLVED, that the Board of Trustees approve a stipend of \$6500 each to Michael Schwartz, Courtney Graziano and Francesca Cruciata for teaching an additional class.
4. RESOLVED, that the Board of Trustees approve a stipend of \$2000 for Summer I&RS Coordinator, \$2000 for HIB Coordinator and \$3000 for 504 Coordinator to Lauren Palumbo.

**POLICY**

Mr. Teufert made a motion for the following resolution to be approved, seconded by Mrs. Syre and carried by a unanimous voice vote.

1. RESOLVED, that the Board of Trustees approve a Harassment, Bully and Intimidation (HIB) Policy. (Attached)

Mr. Nelms made a motion for the following resolution to be approved, seconded by Mrs. Syre and carried by a unanimous voice vote.

2. RESOLVED, that the Board of Trustees approve an Electronic Communication Policy. (Attached)

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Mr. Teufert made a motion for the following resolutions to be approved, seconded by Mrs. Syre and carried by a unanimous voice vote.

3. RESOLVED, that the Board of Trustees approve a Local Wellness Policy/Nutrient Standards for Meals and Other Food. (Attached)
4. RESOLVED, that the Board of Trustees approve an Unpaid Meal Charges/Outstanding Food Charges Policy. (Attached)

**XII. NEW BUSINESS** none

**XIII. PUBLIC PARTICIPATION** none heard

**XIV. BOARD MEMBER COMMENTS** none heard

**XV. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Nelms and seconded by Mr. Teufert to adjourn the meeting at 6:02 pm.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Steven Kepnes  
Board Secretary