

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*December 12<sup>th</sup>, 2016 4:00pm*

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**I. CALL TO ORDER**

**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>Ms. Wendie Blanchard</b>	√	
<b>Mr. Michael Nelms</b>	√	
<b>Dr. Mary Rapuano</b>	√	
<b>Ms. Michelle Syre</b>	√	
<b>Mr. Jason Apter</b>	√	

**V. APPROVAL OF MINUTES**

Mrs. Blanchard made a motion to approve the regular meeting minutes, seconded by Dr. Rapuano and carried by majority voice vote. Mr. Teufert abstained.

Regular Meeting Minutes of November 14, 2016

Mrs. Blanchard made a motion to approve the special meeting minutes, seconded by Mrs. Syre and carried by majority voice vote. Mr. Nelms and Dr. Rapuano abstained.

Special Meeting Minutes of November 23<sup>rd</sup>, 2016.

**VI. CORRESPONDENCE**

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**VII. COMMENTS**

- A. President's Comments It was suggested that Board Members participate in a webinar regarding the creation of a foundation.
- B. Committee Reports
  - Building and Grounds
  - Personnel & Negotiations
  - Curriculum & Policy
  - Finance
  - Public Relations
  - Technology
- C. Board Member Comments
- D. Faculty/ Staff Comments
- E. Student Liaison Comments
- F. PTO Comments It was announced that fund raisers are going well. Also, it was stated that five 8<sup>th</sup> grade students will receive assistance with field trip expenses
- G. Presentations

**VIII. EXECUTIVE DIRECTOR'S INFORMATION**

Enrollment for the month of November 2016 was 216 students.

For the month of November 2016, a Fire Drill was held on November 8<sup>th</sup>, 2016, and a Lock-Down Drill was held on November 30<sup>th</sup>, 2016.

**IX. BUSINESS ADMINISTRATOR'S INFORMATION**

Mr. Kepnes stated the contracts are completed and retroactive pay is expected to be paid at the December payroll. Also, due to various unforeseen facility repair needs, we will likely need to appropriate additional fund balance during the year.

**X. PUBLIC PARTICIPATION**

**XI. BOARD ACTION ON AGENDA ITEMS**

**BUSINESS RECOMMENDATIONS**

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Ms. Blanchard made a motion for the following resolutions to be approved, seconded by Dr. Rapuano and carried by roll call vote.

1. RESOLVED that the Board of Trustees approve the Board Secretary’s Report for the month ending October 2016, as attached.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending October 2016, as attached.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of November 30, 2016, 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 October 31, 2016, after a review of the Board Secretary’s monthly financial report and Treasurer of School Monies Report for the period ending 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 November, 2016 in the amount of \$ 16,100.00 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 in the amount of \$402,127.78 inclusive of November 2016 payroll in the amount of \$199,479.66 as attached.
7. RESOLVED, that the Board of Trustees approve the following non-repairable items be removed from inventory and decommissioned:

ACER	NXSHEAA0064140DB647600
ACER	NXSHEAA0064140DD8E7600
ACER	NXSHEAA0064140DB6D7600
ACER	NXSHEAA0064140DBB27600
ACER	NXSHEAA0064140DB6A7600
ACER	NXSHEAA0064140DDA17600
ACER	NXSHEAA0064140DB5E7600
ACER	NXSHEAA0064140D4C77600
ACER	NXSHEAA0064140DD627600
ACER	NXSHEAA0064140DB707600

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ACER	NXSHEAA0064140DBB77600

**EDUCATION**

Dr. Rapuano made a motion for the following resolutions to be approved, seconded by Mrs. Syre and carried by roll call vote.

1. RESOLVED, that the Board of Trustees approve the following field trip retroactively:

Date	Event	Grade	Teacher	Cost
December	The Manna House	Altitude Group 10 students	J. Sevean	0

2. RESOLVED, that the Board of Trustees approve the following field trip:

Date	Event	Grade	Teacher/Chaperones	Cost
3/22/17	Sterling Mine	6 <sup>th</sup>	M. DeCaprio & 3 staff	\$12 per student
1/31/17	Planetarium CCM		J. Fritts & J. Zangara-Fritts	\$12 per student

3. RESOLVED, that the Board of Trustees approve the attached Nursing Services Plan for 2016-2017.
4. RESOLVED, that the Board of Trustees acknowledge that there were no (0) Discipline Reports for November 2016, as per attached.
5. RESOLVED, that the Board of Trustees acknowledge that there was one ( 1) incidents of Harassment, Intimidation, and Bullying (HIB) for November 2016, as per attached.

**PERSONNEL**

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

1. RESOLVED, that the Board of Trustees approve the following 2016-2017 stipends to be paid:

MaryLou DeCaprio	Society of Women Engineers	\$1,000.00
Dr. Michael Schwartz	Science Bowl	\$1,000.00

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2. RESOLVED, that the Board of Trustees approve the hiring of Kaitlin Goetchius, as Teacher of English/Language Arts Literacy/Students with Disabilities, with a start date of January 9, 2017 through June 30, 2017 at the prorated salary of \$50,972 (Step 4).
3. RESOLVED, that the Board of Trustees approve the tuition reimbursement of \$972, for courses taken at Rutgers University, to Dr. Michael Schwartz, Lead STEM Teacher, upon completion of the courses, retroactively.
4. RESOLVED, that The Board of Trustees approve the renewal of contracts for the following employees for SY2016-2017:

Theresa Kuhn	Full Time Aide	\$19,773
Geraldine Czarkowski	Full Time Aide	\$24,559
Kim Green	Part-time classroom Aide	\$19,682

**POLICY**

**XII. PUBLIC PARTICIPATION**

**XIII. BOARD MEMBER COMMENTS**

Ms. Blanchard spoke highly of the recent negotiations with the Education Association.

**XIV. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Nelms and seconded by Ms. Blanchard to adjourn the meeting at 4:20 pm.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Steven Kepnes  
Board Secretary