

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*December 6, 2021*

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**I. CALL TO ORDER @ 5:05 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>Mr. Jason Apter (President)</b>            | <b>x</b>       |               |
| <b>Ms. Stephanie DePinto (Vice President)</b> | <b>x</b>       |               |
| <b>Ms. Anna Burke (via phone)</b>             | <b>x</b>       |               |
| <b>Mr. Michael Busniak</b>                    | <b>x</b>       |               |
| <b>Ms. Lesa McGuinness</b>                    | <b>x</b>       |               |
| <b>Mr. Garrett Perconti</b>                   |                | <b>x</b>      |
| <b>Mr. Louis Ruggiero (joined @ 5:25 PM)</b>  | <b>x</b>       |               |

## **V. APPROVAL OF MINUTES**

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

Regular Meeting Minutes of November 8, 2021

## **VI. CORRESPONDENCE - none received**

## **VII. COMMENTS**

- A. President's Comments: Mr. Apter commented on how well Charter is handling COVID and the precautions the school is taking with sanitizing.
- B. Committee Reports
  - Curriculum & Policy: The subcommittee met with Strauss Esmay regarding the upcoming Policy adoptions and revisions.
  - Buildings & Grounds: The subcommittee met and discussed the following: the new gym awnings, successful air conditioning replacement for room 111, additional picnic tables were delivered, the tents were taken down for the winter, traffic study will be conducted in the near future at arrival and dismissal times, greenhouse roof repair and the energy efficiency assessment.
  - Personnel & Negotiations: Discussed contact tracing and compensation.
- 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 REPORT**

We have had students quarantining at home. We have moved to separating lunches by grade level to less the number of students eating in the gym and to assist with contact tracing. The next open house is on Wednesday, December 8, 2021. Deep cleaning will take place on the weekends. The strategic planning survey and goals will be emailed out to board members.

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

For the month of November 2021, a Fire Drill was held on November 2, 2021 at 1:00 pm.

For the month of November 2021, a Bus Evacuation Drill was held on November 9, 2021 at 7 AM.

**IX. BUSINESS ADMINISTRATOR'S REPORT**

**X. PUBLIC PARTICIPATION (Agenda Items Only)**

**XI. BOARD ACTIONS ON AGENDA ITEMS**

**BUSINESS RECOMMENDATIONS**

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

1. RESOLVED that the Board of Trustees approve the Board Secretary's Report for the month ending October, 2021 (which include the auditors journal adjustments).
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending October, 2021
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that as of October 31, 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 October 31, 2021, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending October 31, 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 October, 2021 in the amount of \$6,191.30 to ensure that no line items are over expended.

6. RESOLVED, that the Board of Trustees approve the Check Register for the month ending November, 2021 in the amount of \$376,492.91 inclusive of the Payroll for November, 2021 in the amount of \$225,287.54.
7. RESOLVED, that the Board of Trustees approve the decommission of the following items:

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| NONE |  |
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8. RESOLVED, that the Board of Trustees approve the six month review of the Safe Return to In-Person Instruction and Continuity of Service - Pursuant to the Federal American Rescue Plan Act.

**EDUCATION**

A motion was made by Ms. DePinto to approve the following item, seconded by Ms. McGuinness 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 November, 2021 and Investigations for October, 2021.
2. RESOLVED, that the Board of Trustees approve the revised 2021-2022 School Calendar to include three, delayed openings on January 27, 2022, March 24, 2022, and April 20, 2022.

**PERSONNEL**

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

Upon the recommendation of the Chief School Administrator (Lead Person), to approve the following resolutions:

1. RESOLVED, that the Board of Trustees accept the resignation of part time night custodian, Robert Schofield, effective November 19, 2021.
2. RESOLVED, that the Board of Trustees approve the 2021-2022 Holiday Calendar.
3. RESOLVED, that the Board of Trustees approve the school nurse or designee assigned by the Superintendent to conduct contact tracing after school hours and on the weekends at a rate of \$75 per hour.
4. RESOLVED, that the Board of Trustees approve Khalen Dietz as a substitute teacher for the 2021-2022 school year at a rate of \$90 per day.
5. RESOLVED, that the Board of Trustees approve Kim Wettstein to take the following workshops in Human Resources: Laying the Foundation of a Sound HR System, Building Trust and Protecting Employee Rights, Learning and Growing from Real World Challenges.

## **POLICY**

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

1. RESOLVED, that the Board of Trustees approve the second read of the following policies:
  - 0147 - Board Member Compensation and Expenses
  - 3440 - Job Expenses (Teaching Staff)
  - 4440 - Job Expenses (Support Staff/ Secretarial, Custodial, School Resource and Aid Positions)

## **XII. NEW BUSINESS**

1. Discussion came up about Board of Trustee meetings being remote. They will remain remote until June 30, 2021 and at that time we will determine if the remote meetings will be extended.

**XIII. EXECUTIVE SESSION** none

**XV. PUBLIC PARTICIPATION (Non- Agenda Items)** - none

**XVI. BOARD MEMBER COMMENTS**

**XVII. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Ms. DePinto and seconded by Mr. Busniak to adjourn the meeting at 6:05 PM.

The motion was unanimously approved by a voice vote.

Respectfully submitted,

Kimberly Wettstein  
Board Secretary