

MINUTES
BOARD OF TRUSTEES
of the
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY
REGULAR BOARD MEETING
February 11, 2013

I. CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on February 11, 2013 in Room 112 of the Sussex County Charter School for Technology, 385 North Church Road, Sparta, New Jersey. The meeting was called to order by Dr. Selby, Board President, at 4:06p.m. Dr. Selby advised that the meeting had been called in accordance with the Open Public Meetings Act and requested that it be set forth in the minutes.

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, in the New Jersey Herald, the County Superintendent’s Office, and the County Administrator.”

III. PLEDGE OF ALLEGIANCE

All persons present participated in the Pledge of Allegiance.

IV. ROLL CALL

The following roll call was taken:

<u>Present</u>	<u>Absent</u>
Mr. Michael Nelms	Mrs. Wendie Blanchard
Dr. Mary Rapuano	
Dr. Ed Selby	
Mr. Charles Teufert arrived at 4:40	

Also in attendance were: Estrella Molinet, Business Administrator/Board Secretary; Barbara Zappile, Supervisor of Curriculum; Lisa Dougherty, Bookkeeper and Donna Nadratowski, faculty member.

V. APPROVAL OF MINUTES

Dr. Rapuano made a motion for the minutes to be approved.

- Regular Meeting Minutes of January 14, 2013
- Executive Session Minutes of January 14, 2013

Dr. Selby seconded the motion, Mr. Nelms abstained, and the minutes were approved by voice vote.

VI. CORRESPONDENCE

- 2013 Charter Conference Waiver Letter

VII. COMMENTS

A. President's Comments-

Dr. Selby commented that he attended the workshop on Governance III and was reminded about the Goals for the Superintendent that should be discussed at the next meeting. He wants the reorganization meeting in April to contain an update on the progress on the goals and the development of the CSA evaluation. The Board needs to make the time to get it all done in April.

B. Committee Reports

- Building and Grounds –
Lisa Dougherty spoke for Patrick Kane to the Board regarding the roof, due to the weather the roof had not been able to be done.
Parts for the door security system were on backorder due to the large number of schools installing the systems.
- Personnel & Negotiations –
Mrs. Blanchard and Dr. Selby met with the Support Staff regarding the Support Staff Agreement.
- Curriculum & Policy –
None
- Finance –
Mr. Nelms let the Board know that the Finance Committee met and discussed the initiatives for the budget, the committee looked at the items that could be addressed this year with current funds and what would be addressed next year. They discussed that grant money may be less in the coming year. They looked at the need for additional personnel next year. Salary increases for current staff at 2% will run about \$156,000. Healthcare increases will have to be budgeted at about 15-16%. They discussed the upcoming healthcare reforms coming in January and even though we have less than 50 full time employees, we need to keep track of the extra activities and the time spent on them since the number will be for full time equivalents not full time people.
The next meeting was scheduled for March 11 at 3:00 before the Board Meeting.
- Public Relations –
None

C. Board Member Comments

None

D. Faculty Comments

Mrs. Nadratowski spoke to the Board regarding some issues that have come up and how the faculty feels about it and the Summer Enrichment program.

VIII. PRINCIPAL'S INFORMATION

1. Mrs. Zappile reported for Mrs. Eckel, a fire drill on January 29, 2013 and an emergency dismissal drill on January 21, 2013.
2. Enrollment for the month of January 2013 was 225 students.
3. Mrs. Zappile gave the Discipline report.

IX. BUSINESS ADMINISTRATOR'S INFORMATION

Mrs. Molinet had nothing to add to the Finance Committee report.

X. PUBLIC PARTICIPATION

None

XI. BOARD ACTION ON AGENDA ITEMS

BUSINESS RECOMMENDATIONS

Mr. Nelms made a motion for resolutions 1 through 7 to be approved.

1. RESOLVED, that the Board of Trustees approve the Board Secretary's Report for the month ending December 31, 2012, as attached.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending December 31, 2012, as attached.
3. RESOLVED, that the Board of Trustees approve the motion that the Board Secretary certifies that, as of December 31, 2012, 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 December 31, 2012, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending December 31, 2012, 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 January 31, 2013 in the amount of \$31,146.05 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 January 31, 2013 in the amount of \$351,801.34 inclusive of January's payroll in the amount of \$176,332.46 as attached.
7. RESOLVED, that the Board of Trustees approve the \$25,000 payment for additional principal to New Jersey Community Capital.

Mr. Teufert seconded the motion and resolutions 1 through 7 were approved by a unanimous roll call vote. Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert.

Mr. Teufert made a motion for resolution 8 to be approved

8. RESOLVED, that the Board of Trustees approve the following resolution in accordance with Travel and Work Related Expenses as per N.J.A.C. 6A:23B:
WHEREAS, The Board Members and employees listed in Attachment A, are attending the New Jersey Charter School Conference in Atlantic City on April 15 and April 16 2013, and
WHEREAS, The attendance at stated function was previously approved by the Principal, as work related and within the scope of the work responsibilities of the attendee; and
WHEREAS, The attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district; and fiscally prudent, and
WHEREAS, The travel and related expenses particular to attendance at this function are in accordance with the state travel guidelines established by the Department of Treasury in NJOMB circular letter; be it
RESOLVED, That the Board finds the travel and related expense and the expenses particular to attendance at this previously approved function is necessary/unavoidable, be it further
RESOLVED, That the expense is justified and therefore reimbursable.

Mr. Nelms seconded the motion and resolution 8 was approved by a roll call vote. Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, abstained; Mr. Teufert, yes.

Mr. Teufert made a motion for resolution 9 to be approved

9. RESOLVED, that the Board of Trustees approve the reimbursement to John Szanyi for the cleaning of the mops used at the school, retroactively to the beginning of the school year at \$25 a month.

Mr. Nelms seconded the motion and resolution 9 was approved by a unanimous voice vote.

EDUCATION

Mr. Teufert made a motion for resolutions 1 and 2 to be approved.

1. RESOLVED, that the Board acknowledge the Discipline Report for January, 2013. There were no incidents of Harassment, Intimidation or Bullying investigated.
2. RESOLVED, that the Board of Trustees retroactively approve the following field trips:

Destination	Class	Teacher	Date	Cost
Sussex Tech-Wow Tour	8 th Grade	C. Sior	1/23/13	0

Mr. Nelms seconded the motion and resolutions 1 and 2 were approved by a unanimous voice vote.

PERSONNEL

Mr. Nelms made a motion for resolutions 1 through 4 to be approved.

1. RESOLVED, that the Board of Trustees approve retroactively the following Professional Development:

Staff Member	Course	Date	Amount
N. Fialcowitz	Ctr for Prevention & Counseling	1/18/13	0
D. Nadratowski	EIRC: Danielson Info Eval Systems	2/7/13	0
A. Vlahakes	EIRC: Danielson Info Eval Systems	2/7/13	0

2. RESOLVED, that the Board of Trustees approve the following Professional development:

Staff Member	Course	Date	Amount
D. Mastandrea	LRC Transitioning students with disabilities to Gen Ed	4/24/13	\$ 11
J. Sevean	LRC Transitioning students with disabilities to Gen Ed	4/24/13	\$ 11
H. Kotlarz	LRC Transitioning students with disabilities to Gen Ed	4/24/13	\$ 11
L. LaBarge	LRC Transitioning students with disabilities to Gen Ed	4/24/13	\$ 11

3. RESOLVED, that the Board of Trustees approve the following individuals to attend the annual NJ Charter School Conference on Monday, April 15, 2013 and Tuesday, April 16, 2013.

Elisabeth Hennion
 Ryan Myslinski
 Jaime Reader

Amy Roberts
 Scott Steinetz

4. RESOLVED, that the Board of Trustees retroactively approve a stipend for Donna Nadratowski in the amount of \$1,977 to serve as the Mandatory Homework Advisor for the 2012 - 2013 school year.

Dr. Rapuano seconded the motion and resolutions 1 through 4 were approved by a unanimous voice vote.

POLICY

Dr. Selby made a motion for resolution 1 to be approved.

1. RESOLVED, that the Board of Trustees approve the Support Staff Work Agreement as a final reading.

Mr. Nelms seconded the motion and resolution 1 was approved by a roll call vote. Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert, yes.

XII. CLOSED SESSION

XIII. RETURN TO OPEN SESSION

XIV. PUBLIC PARTICIPATION

None

XV. BOARD MEMBER COMMENTS

None

XVI. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Nelms and seconded by Mr. Teufert to adjourn at 5:09 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet
Board Secretary