

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*February 12, 2018*

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**I. CALL TO ORDER**

The meeting was called to order at 5:02

**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>Lesa McGuinness</b>	√	
<b>Mr. Michael Nelms</b>	√	
<b>Dr. Mary Rapuano</b>	√	
<b>Ms. Michelle Syre (Vice President)</b>	√	
<b>Mr. Jason Apter</b>	√	
<b>Ms. Stephanie DePinto</b>	√	

**Lesa McGuinness recited the oath of office.**

Mr. Selby made a motion to approve Lesa McGuinness as a Board Member seconded by Mrs. Syre and carried by a unanimous roll call vote.

**V. APPROVAL OF MINUTES**

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

Regular Meeting Minutes of January 8, 2018.  
Executive Session Meeting Minutes of January 8, 2018

**VI. CORRESPONDENCE**

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Letter of resignation from Sonia Pardo. (Attached)  
Letter of retirement from Carolyn Sior (Attached)

**VII. COMMENTS**

- A. President's Comments      Dr. Selby thanked Mrs. Syre for acting as Interim President during his absence
- B. Committee Reports.
  - Building and Grounds
  - Personnel & Negotiations
  - Curriculum & Policy
  - Finance
  - Public Relations
  - Technology
- C. Board Member Comments      Mrs. DePinto suggested that Mrs. Sior should be honored for her years of service to the Charter school
- D. Faculty/ Staff Comments
- E. Student Liaison Comments
- F. PTO Comments
- G. Presentations
  - Britt Huss-Art Teacher, presented a fund raising activity that was done in her classroom

**VIII. EXECUTIVE DIRECTOR'S INFORMATION**

Enrollment for the month of January 2018, was 224 students.

For the month of January 2018, a Fire Drill was held on January 11, 2018 at 9:49am.

For the month of January 2018, a Shelter in Place was held on January 29, 2018 at 1:15 pm.

**X. BUSINESS ADMINISTRATOR'S INFORMATION**

**XI. PUBLIC PARTICIPATION**

None heard

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**XII. BOARD ACTION ON AGENDA ITEMS**

**BUSINESS RECOMMENDATIONS**

Mrs. Syre made a motion to approve the following items, seconded by Dr. Rapuano 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 December 2017.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending December 2017.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of December 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 December 31, 2017, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending December 31 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 December 31, 2017 in the amount of \$1,500.00 to ensure that no line items are over expended.
6. RESOLVED, that the Board of Trustees approve the Check Register for the month ending January 2018 in the amount of \$113,981.55.

**EDUCATION**

Dr. Selby made a motion to approve the following item, seconded by Mrs. Syre and carried by a unanimous voice vote.

1. RESOLVED, that the Board of Trustees acknowledge there were 2 Harassment, Intimidation, and Bullying (HIB) Reports for January 2018 and both were found to be peer conflict

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Dr. Rapuano made a motion to approve the following items, seconded by Mrs. DePinto and carried by a unanimous voice vote.

2. RESOLVED, that the Board of Trustees acknowledges there was I HIB report from the month of December that was found to be HIB.
3. RESOLVED, that the Board of Trustees approve SCCST hosting Pierson Master Schedule Building Workshop February 20<sup>th</sup> & 21<sup>st</sup>.
4. RESOLVED, that the Board of Trustees retroactively approve an 8<sup>th</sup> grade Holocaust assembly, Survivors Speak, February 9<sup>th</sup>, 2018.
5. RESOLVED, that the Board of Trustees approve Professional Development attendance for Robin Scheffler. Educating Mindful Minds, April 19-21, 2018 in NYC. Cost of registration is \$738.00.
6. RESOLVED, that the Board of Trustees approve the tuition reimbursement, in the amount of \$3000.00 to Kaitlin Goetchius, Teacher of English Language Arts Literacy/Teacher of Students with Disabilities, for two 3 credit masters courses, Special Topics Language & Lit. (ENGL 5391) and Intensive Poetry Writing (ENGL 6173), both taken at University of New Orleans, upon completion of courses, retroactively.

Dr. Selby made a motion to approve the following items, seconded by Dr. Rapuano and carried by a unanimous voice vote.

7. RESOLVED, that the Board of Trustees approve the salary increase, for Kaitlin Goetchius, Teacher of English Language Arts Literacy/Teacher of Students with Disabilities, as the result of receiving her Master of Arts in English from the University of New Orleans in December 2017, moving on the 2017-2018 salary guide from Step 5 (Base) to Step 5 (Masters) prorated for the remainder of the 2017-2018 school year, retroactively.
8. RESOLVED, that the Board of Trustees approve the request of Callie Rose Teufert to perform a research project associated with an honors undergraduate thesis at Lehigh University. The research will be a study of the effects of reading exposure to narrative fiction (novels, poetry and short stories) and expository nonfiction (textbooks, articles and self-help) on the verbal abilities of 6<sup>th</sup> through 8<sup>th</sup> grade students. The research will include written parental consent and anonymity will be maintained for all students, with all documentation remaining confidential.

**PERSONNEL**

Mrs. Syre made a motion to approve the following items, seconded by Dr. Rapuano and carried by a unanimous voice vote.

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1. RESOLVED, that the Board of Trustees approve the resignation of Full-Time Aide Sonia Pardo as of January 31<sup>st</sup>, 2018.
2. RESOLVED, that the Board of Trustees approve the resignation of Part-Time Custodian Daniel Bell as of February 14<sup>th</sup>, 2018.

Dr. Selby made a motion to approve the following item, seconded by Mrs. McGuinness and carried by a unanimous voice vote.

3. RESOLVED, that the Board of Trustees approve the retirement from Full- Time Teacher, Carolyn Sior as of June 30<sup>th</sup>, 2018.

Mrs. Syre made a motion to approve the following items, seconded by Dr. Rapuano and carried by a unanimous voice vote.

4. RESOLVED, that the Board of Trustees approve hiring of Full-Time Classroom Aide, Pegeen Harper, for the 2017-2018 school year, at a prorated salary of \$17,000, retroactively.
5. RESOLVED, that the Board of Trustees approve the hiring of Part-Time Custodian Robert Schofield, for the 2017-2018 school year, at the rate of \$11.00 per hour.
6. RESOLVED, that the Board of Trustees approve the hiring of Substitute Custodian Kenneth Schumann, for the 2017-2018 school year, at the rate of \$11.00 per hour, as needed.

**POLICY**

Mrs. DePinto made a motion to approve the following item, seconded by Mrs. Syre and carried by a unanimous voice vote.

1. RESOLVED, that the Board of Trustees approve the first reading of Policy 5200-Attendance.

**XIII. NEW BUSINESS**

**XIV. CLOSED SESSION:**

Mrs. Syre made a motion at 5:39, to enter into closed session for the purpose of discussing an HIB claim. Mrs. McGuinness seconded the motion and the motion passed by unanimous voice vote.

**XV. RETURN TO OPEN SESSION**

Mrs. Syre made a motion at 6:18, to enter back into open session.  
Mrs. DePinto seconded the motion and the motion passed by unanimous voice vote.

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**XVI. PUBLIC PARTICIPATION**

None heard

**XVII. BOARD MEMBER COMMENTS**

A brief discussion took place regarding the Holocaust presentation.

**XVIII. ADJOURNMENT**

None heard

**XVIII. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Nelms and seconded by Mrs. DePinto to adjourn the meeting at 6:25 pm.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Steven Kepnes  
Board Secretary