

SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY
REGULAR MEETING MINUTES
January 13, 2020

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 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

	PRESENT	ABSENT
Dr. Mary Rapuano (President)	X	
Ms. Stephanie DePinto (Vice President)	X	
Ms. Lesa McGuinness	X	
Ms. Anna Burke (arrived at 5:10 pm)	X	
Mr. Tom Mitchell (via phone)	X	
Mr. Louis Ruggiero	X	
Mr. Jason Apter (via phone)	X	

V. APPROVAL OF MINUTES

Ms. DePinto made a motion to approve the following minutes, seconded by Ms.

McGuinness and carried by a unanimous voice vote.

Regular Meeting Minutes of December 9, 2019

At 5:04 pm, a motion was made by Dr. Rapuano, seconded by Ms. DePinto , the Board took a brief recess to congratulate Jamie Reader as SCCST Teacher of the Year, meet the new school nurse- Colleen Puhala, and to thank Mr. Kepnes for his 3 ½ years of service to the school and Board.

At 5:18 pm, a motion was by Ms. DePinto, seconded by Ms. McGuinness, the Board came back into session.

VI. CORRESPONDENCE - None

VII. COMMENTS

A. President's Comments

- Dr. Rapuano congratulated Ms. Reader for being selected at the SCCST Teacher of the Year, as well as welcomed Ms. Colleen Puhala as the new nurse. Dr. Rapuano also extended appreciation to Mr. Kepnes for his 3 ½ years as the Business Administrator.

B. Committee Reports

- Finance: Charter will have its renewal visit during the 2020-2021 school year. The agenda also contains a reapproval of the budget for the 2019-2020 school year. Charter schools are required to approve their budgets twice yearly. Health care costs are not increasing for 2020.

C. Board Member Comments

- Ms. DePinto expressed that Mr. Kepnes would be greatly missed and his dedication to SCCST is very much appreciated.

D. Faculty/ Staff Comments - None

E. Student Liaison Comments - None

F. PTO Comments- None

G. Presentations

Welcome the new school nurse, Colleen Puhala

Congratulations to Sussex County Charter School for Technology Teacher of the Year, Jamie Reader

Appreciation for his years of service as School Business Administrator, Steve Kepnes.

VIII. SUPERINTENDENT'S INFORMATION

Mrs. Lazariuk has started the process for charter school to receive its renewal. The renewal will take place during the 2020-2021 school year. She has enlisted assistance from Mr. Rick Pressler, who will help with the renewal process. Board members will be interviewed as part of the renewal. Mrs. Lazariuk informed the Board, she will also be seeking approval for expansion at the same time as the renewal.

Enrollment for the month of December 2019, was 225 students.

For the month of December 2019, a Fire Drill was held on December 20, 2019 at 10:10 am.

For the month of December 2019, a Shelter In Place Drill was held on December 19, 2019 at 8:31am.

IX. BUSINESS ADMINISTRATOR'S INFORMATION None

X. PUBLIC PARTICIPATION None

XI. BOARD ACTIONS ON AGENDA ITEMS

BUSINESS RECOMMENDATIONS

Ms. DePinto made a motion to approve the following minutes, seconded by Ms. McGuinness and carried by a unanimous voice vote.

1. RESOLVED that the Board of Trustees approve the Board Secretary's Report for the month ending November, 2019.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending November, 2019.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that as of November 30, 2019, 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 November 30, 2019, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending November, 2019 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 2019 in the amount of \$3,200 to ensure that no line items are over expended.
- 6. RESOLVED, that the Board of Trustees approve the Check Register for the month ending December 2019 in the amount of \$255,778.16 inclusive of the Payroll amount for December 2019 in the amount of \$215,532.89.
- 7. RESOLVED, that the Board of Trustees reapprove the draft 2019-2020 budget to include the audited fund balance of \$339,777 and submit to the State of New Jersey as follows:

APPROPRIATIONS

General Fund Appropriations:	\$3,750,331.00
Debt Service Appropriations:	\$ 309,277.00
Grants	<u>\$ 90,200.00</u>
TOTAL APPROPRIATIONS:	\$4,149,808.00

REVENUE

State Charter School Aid:	\$4,033,651.00
Budgeted Fund Balance:	\$ 25,957.00
Grants	<u>\$ 90,200.00</u>
TOTAL REVENUE:	\$4,149,808.00

EDUCATION

Ms. DePinto made a motion to approve the following minutes, seconded by Ms. McGuinness and carried by a unanimous voice vote.

- 1. RESOLVED, that the Board of Trustees acknowledges the Harassment, Intimidation, and Bullying (HIB) Reports for December 2019 and Investigations for November 2019.

2. RESOLVED, that the Board of Trustees retroactively approve Permission to Dream, LLC to hold an assembly on December 10, 2019 about Appalachian Mindfulness at a cost of \$250.00.
3. RESOLVED, that the Board of Trustees retroactively approve the following Professional Development attendance for Imogene Myslinski and Kaitlin Goetchias to attend the Rutgers Center for Literacy Development on December 11, 2019 at a cost of \$155 per teacher.
4. RESOLVED, that the Board of Trustees accept a donation of a Portable Power Station (valued at \$467) from DonorsChoose.org which Mrs. DeCaprio applied for to be used in the outdoor greenhouse.

PERSONNEL

Ms. McGuinness made a motion to approve the following minutes, seconded by Ms. Burke and carried by a unanimous voice vote.

1. RESOLVED, that the Board of Trustees retroactively approve the following teacher to be compensated \$6500 (prorated) for teaching an additional class as of November 11, 2019: Britt Anderson.
2. RESOLVED, that the Board of Trustees retroactively approve teacher Francesca DeVita as of November 11, 2019, will no longer be compensated for teaching an additional class.
3. RESOLVED, that the Board of Trustees approve a salary adjustment for Micheal Bell from Bachelors to Bachelors +30, effective 1/1/2020 at the prorated amount of \$69,575.
4. RESOLVED, that the Board of Trustees approve Steve Kepnes to mentor Kim Wettstein for her Business Administrator certification at the amount of \$2000.
5. RESOLVED, that the Board of Trustees approve Pamela Brillante Substitute Administrator to conduct teacher observations (as needed) during the 2019-2020 school year.

6. RESOLVED, that the Board of Trustees approve Kerry Deckert as a substitute teacher for the 2019-2020 school year at \$90.00 per day.

XII. NEW BUSINESS

XIII. CLOSED SESSION

XV. PUBLIC PARTICIPATION

Mr. Kepnes thanked the Board, for all their support over the past 3 ½ years.

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 Ms. McGuiness to adjourn the meeting at 5:44 pm.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Kimberly Wettstein
Board Secretary

SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY
REGULAR MEETING AGENDA
ADDENDUM
January 13, 2020

PERSONNEL

1. RESOLVED, that the Board of Trustees approve Kerry Deckert as a substitute teacher for the 2019-2020 school year at \$90.00 per day.