

MINUTES  
BOARD OF TRUSTEES  
of the  
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY  
REGULAR BOARD MEETING  
July 8, 2013

**I. CALL TO ORDER**

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on July 8, 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 4:10 p.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>
Mrs. Wendie Blanchard arrived at 4:15	
Mr. Michael Nelms	
Dr. Mary Rapuano	
Dr. Ed Selby	
Mr. Charles Teufert	

Also in attendance were; Jill Eckel, Administrative Principal; Estrella Molinet, Business Administrator/Board Secretary; Barbara Zappile, Supervisor of Curriculum and Patrick Kane, Facilities Manager.

**V. APPROVAL OF MINUTES**

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

- Regular Meeting Minutes of June 10, 2013
- Executive Session Minutes of June 10, 2013

Mr. Nelms seconded the motion and the minutes were approved by a voice vote. Mr. Teufert abstained from voting on the executive session.

## **VI. CORRESPONDENCE**

- Resignation Letter
- Opra Request Letter

## **VII. COMMENTS**

### A. President's Comments-

Dr. Selby was impressed by the number of parents at graduation.

Dr. Selby commented that there would be a closed session today in order to complete the CSA evaluation, look at district goals for the coming year, discuss the DOE Assessment and review Administrative contracts.

### B. Committee Reports

- Building and Grounds –  
Mr. Kane reported to the Board that summer projects are running ahead of schedule. He's receiving quotes on duct cleaning for Indoor Air quality.
- Personnel & Negotiations –  
Will be going over contracts later in the evening.
- Curriculum & Policy –  
None
- Finance –  
None
- Public Relations –  
None

### C. Board Member Comments

None

### D. Faculty Comments

Summer School starts tomorrow.

## **VIII. PRINCIPAL'S INFORMATION**

1. Mrs. Eckel reported a fire drill on June 3, 2013 and a Suspicious package Drill on June 12, 2013
2. Enrollment for the month of June 2013 was 225 students.
3. Laura Knutelsky suggested bringing people in to see the school versus going out to speak at other schools.
4. Real estate people have the wrong impression about the Charter School.
5. Policy related to granting of tenure and tenure charges.
6. Had a conference call from the Charter Office regarding changing the comparison to Sussex Wantage and the letter regarding the test scores. One of eleven charter schools that received letter.

7. Sussex County Community College is looking into a Dark Fiber Project and they would like to come and speak to the Board about the project and the financial commitment.

**IX. BUSINESS ADMINISTRATOR'S INFORMATION**

Mrs. Molinet reported that she transferred \$15,000 into the Unemployment Fund, \$20,000 into the Maintenance Reserve, and \$50,000 to add to the PO for NJCC for additional Principal payments. The PARCC part of the healthcare reform has been postponed until 2015. There were 26 resumes received for the bookkeeper position and 6 were called in for interviews.

**X. PUBLIC PARTICIPATION**

**XI. BOARD ACTION ON AGENDA ITEMS**

**BUSINESS RECOMMENDATIONS**

Mr. Teufert made a motion for resolutions 1 through 15 to be approved and 16 and 17 removed.

1. RESOLVED that the Board of Trustees approve the Board Secretary's Report for the month ending May 31, 2013, as attached.
2. RESOLVED that the Board of Trustees approve the Treasurer of School Monies Report for the month ending May 31, 2013, as attached.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of May 31, 2013, no line item account has been over-expended in violation of NJSA 18A:19-2.
4. RESOLVED, that pursuant NJSA 18A:19-2, the Board of Trustees certify that as of May 31, 2013, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending May 31, 2013, 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 June 30, 2013 in the amount of \$ 38,359.01 for F10 and \$3,406.94 for F40 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 June 30, 2013 in the amount of \$352,526.81 inclusive of June's payroll in the amount of \$215,753.48 as attached.

7. RESOLVED, that the Board of Trustees approve the Transfer of \$15,000 from the General Fund to the Unemployment Fund for the year ending June 30, 2013.
8. RESOLVED, that the Board of Trustees approve the transfer of \$20,000 from the General Fund to the Maintenance Reserve Account for the year ending June 30, 2013.
9. RESOLVED, that the Board of Trustees accept the 2014 Individuals with Disabilities Education Act - Part A (IDEA-A) grant allocation in the amount of \$50,967.00
10. RESOLVED, that the Board of Trustees accept the 2014 No Child Left Behind Consolidated Formula Sub-grant (NCLB) allocation in the following amounts:

Title I Part Basic, Concentration, Targeted & EFIG	\$21,168
<u>Title II Part A</u>	<u>2,391</u>
Total Allocation	\$23,559
11. RESOLVED, that the Board of Trustees approve the submission of the 2014 Individuals with Disabilities Education Act - Part A (IDEA-A) grant.
12. RESOLVED, that the Board of Trustees approve the submission of the 2014 No Child Left Behind Consolidated Formula Sub-grant (NCLB).
13. RESOLVED, that the Board of Trustees approve the Agreement for the Local Education Agencies (LEA) Consolidating School Meal Program with Sussex County Technical School.
14. RESOLVED, that the board approve changing the \$2,000 stipend for the after school Anti-Bullying Club to a \$2,000 stipend as the Anti-bullying Specialist.
15. RESOLVED, that the Board of Trustees approve the Contract from Bridges Speech, Language and Communication Services (Kristine Simmons) with Sussex County Charter School for Technology for the 2013-2014 School Year.
16. Removed
17. Removed

Dr. Rapuano seconded the motion and resolutions 1 through 15 were approved by a roll call vote. Mrs. Blanchard, yes; Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert, yes.

## EDUCATION

Mrs. Blanchard made a motion for resolutions 1 through 4 to be approved.

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

Staff	Course	Date	Amount
Laura Knutelsky	Monarch Butterfly	Aug 13-14, 2013	0

2. RESOLVED, that the Board of Trustees acknowledge the 2012-2013 Discipline Report.
3. RESOLVED, that the Board of Trustees acknowledge the 2012-2013 Harassment, Intimidation and Bullying Report. There were no reported incidents of HIB in June. There were 8 reported incidents of HIB reported for 2012-13 and 0 were deemed to be incidents of HIB.
4. RESOLVED, that the Board of Trustees approve the NJDOE School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act.

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

### **PERSONNEL**

Dr. Selby made a motion to discuss resolutions 5 and 6 before voting.

Mrs. Blanchard seconded the motion and the motion was approved unanimously by a voice vote.

Mr. Teufert made a motion for resolutions 1 through 3 to be approved with changes.

1. RESOLVED, that the Board of Trustees approve the Administrative Contract between the Board of Trustees and Jill Eckel.
2. RESOLVED, that the Board of Trustees approve the Administrative Contract between the Board of Trustees and James Baldini.
3. RESOLVED, that the Board of Trustees approve the Administrative Contract between the Board of Trustees and Barbara Zappile.

Dr. Selby made a motion for resolutions 4 through 8 to be approved

4. RESOLVED, that the Board of Trustees approve the revised contract for Deirdre Mastandrea in the position of Special Education Coordinator at a salary of \$55,000 for September 1, 2013 to June 30, 2014.
5. RESOLVED, that the Board of Trustees approve Elise Tooker in the position of Teacher of Physical Education/Health at a salary of \$45,207, Step 3, for the 2013-2014 School Year, pending all fingerprints.
6. RESOLVED, that the Board of Trustees approve Jason Fritts as maternity leave replacement for Laurie Drake (Science) September 3, 2013 to January 31, 2014 (1<sup>st</sup> & 2<sup>nd</sup> Marking Periods)

at a salary of \$100.00 per day, pending fingerprints and Mantoux.

7. RESOLVED, that the Board of Trustees accept, with regret, the notice of resignation of Lisa Dougherty, Bookkeeper, effective August 23, 2013 as per attached.
8. RESOLVED, that the Board of Trustees approve Joseph Farrell as summer custodian at a salary of \$9.00 per hour for July and August.

Dr. Rapuano seconded the motion and resolutions 14, 16 and 17 were approved by a roll call vote. Mrs. Blanchard, yes; Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert, yes.

### **POLICY**

Mr. Teufert made a motion for the following resolution to be approved.

1. RESOLVED, that the Board of Trustees approve the following policies as second readings:  
Principal Evaluation  
Evaluation of Tenured and non-Tenured teaching positions

Dr. Rapuano seconded the motion and the resolution was approved by a unanimous voice vote.

### **XII. CLOSED SESSION**

A motion was made by Mrs. Blanchard and seconded by Dr. Rapuano that the Board of Education adopts the following resolution:

BE IT RESOLVED, by the Sussex County Charter School for Technology on this 8th day of July, 2013 at 5:10 PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters of Personnel.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.
4. Action might be taken after closed session.

### **XIII. RETURN TO OPEN SESSION**

The meeting was called to public session at 5:25 PM to discuss Board Goals.

Board Goal points to consider:

- Bring in future Board members to change the Board makeup example - current parents.
- Suggestion that a Board member should be a member of the Foundation to give it guidance.

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- Board members could attend other districts Board of Education meetings.
- Board Retreat in the fall.
- Explore other ways to become educational hub of community.
- Establish a speaker's bureau.
- Develop list of alumni emails.
- Survey alumni as to their success after Charter.
- Participate in National Competitions.
- Establish an Alumni Association.

**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 5:50 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet  
Board Secretary