

MINUTES
BOARD OF TRUSTEES
of the
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY
REGULAR BOARD MEETING
June 10, 2013

I. CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on June 10, 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 4:05 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	
Mr. Michael Nelms arrived at 4:30	
Dr. Mary Rapuano	
Dr. Ed Selby	
Mr. Charles Teufert	

Also in attendance were; Estrella Molinet, Business Administrator/Board Secretary; Barbara Zappile, Supervisor of Curriculum ;Jim Baldini, Vice Principal , Patrick Kane, Facilities Manager, Mr. Steven Bazzone and his sons Franco and Stefano Bazzone.

V. APPROVAL OF MINUTES

Mr. Teufert made a motion for the minutes to be approved.

- Regular Meeting Minutes of May 13, 2013
- Executive Session Minutes of May 13, 2013

Dr. Rapuano seconded the motion and the minutes were approved by a unanimous voice vote.

VI. CORRESPONDENCE

- Resignation Letter – John Szanyi
- Resignation Letter – Amy Roberts

VII. COMMENTS

A. President's Comments-

Dr. Selby suggested that the Board start putting down Board Goals now so that the Board can finish them at the August meeting.

B. Committee Reports

- Building and Grounds –
Mr. Kane reported to the Board on Facility scheduled summer projects.
Mr. Baldini reported to the Board on Technology scheduled summer projects.
Mr. Bazzone commented on wireless networks and reports on the internet regarding its effects. Mrs. Molinet asked Mr. Bazzone to please hold his comments to Public Participation section.
- Personnel & Negotiations –
None
- Curriculum & Policy –
None
- Finance –
None
- Public Relations –
None

C. Board Member Comments

None

D. Faculty Comments

None

VIII. PRINCIPAL'S INFORMATION

1. Mrs. Eckel reported a fire drill on May 1, 2013 and a Severe Weather drill on May 23, 2013.
2. Enrollment for the month of May 2012 was 225 students.
3. The network was compromised this weekend. The Police was called. The ramifications of the actions were discussed and the disciplinary actions taken. Mr. Bazzone commented on the disciplinary actions. Mrs. Molinet asked that he hold his comments until the Public Participation section.

IX. BUSINESS ADMINISTRATOR'S INFORMATION

Mrs. Molinet reported to the Board that the Audit has been scheduled for the end of July. That she's looking at the cash situation for the summer as money needs to be put away in the Unemployment Fund and the Maintenance Reserve fund.

X. PUBLIC PARTICIPATION

Mr. Bazzone explained that he brought his 2 sons, Franco and Stefano to teach them about the democratic meeting process. He handed the Board Secretary several internet reports that he wanted to be made part of the meeting attachments. The papers were from various internet sources reporting on children's brains and the different stages of maturity and development. Mr. Bazzone addressed the Board on their role in the detention and suspension of students and also on test taking specifically NJASK. The Board responded that schools fall under New Jersey Department of Education guidelines and the school follows the guidelines.

XI. BOARD ACTION ON AGENDA ITEMS

BUSINESS RECOMMENDATIONS

Mr. Teufert made a motion for resolutions 1 through 10 to be approved.

1. RESOLVED, that the Board of Trustees approve the Board Secretary's Report for the month ending April 30, 2013, as attached.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending April 30, 2013, as attached.
3. RESOLVED, that the Board of Trustees approve the motion that the Board Secretary certifies that, as of April 30, 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 April 30, 2013, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending April 30, 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 May 31, 2013 in the amount of \$ 102,573.42 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 May 31, 2013 in the amount of \$ 487,277.21 inclusive of May's payroll in the amount of \$176,500.61 as attached.
7. RESOLVED, that the Board of Trustees authorize the Business Administrator to process additional invoices for payment for the current fiscal year and for the month of July with Board confirmation at the August meeting.
8. RESOLVED, that the Board of Trustees authorize the Business Administrator to do account transfers that may be needed to close the fiscal year with Board confirmation at the August meeting.
9. RESOLVED, that the Board of Trustees authorize the Business Administrator to close the Petty Cash account as of June 30, 2013 and reopen the Petty Cash account as of July 1, 2013.
10. RESOLVED, that the Board of Trustees authorize the Business Administrator to transfer money into the Unemployment Trust Fund in order to fund the account for the upcoming separation agreement.

Mrs. Blanchard seconded the motion and resolutions 1 through 10 were approved by a roll call vote. Mrs. Blanchard, yes; Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert, yes.

Mr. Teufert made a motion for resolution 11 to be approved.

11. RESOLVED, that the Board of Trustees approve the following resolution:
WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and
WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unexpended appropriations into reserve accounts during the month of June by board resolution, and
WHEREAS, the Sussex County Charter School for Technology wishes to transfer unexpended appropriations from the general fund into a **Maintenance** Reserve account at year end, and
WHEREAS, the Sussex County Charter School for Technology has determined that an amount not to exceed \$60,000 is available for such propose of transfer;
NOW THEREFORE BE IT RESOLVED, by the Sussex County Charter School for Technology that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Dr. Selby seconded the motion and resolution 11 was approved by a roll call vote. Mrs. Blanchard, yes; Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert, yes.

Mr. Teufert made a motion for resolutions 12 and 13 to be approved.

12. RESOLVED, that the Board of Trustees approve the payment of principal for the New Jersey Community Capital mortgage loan which balloons in December, 2015. The payment of \$50,000 is to be scheduled so as to not impact the cash flow in the general fund over the summer months.
13. RESOLVED, that the Board of Trustees approve the amendment to the NCLB grant to include the prior year carryover amounts.

Title IA	\$ 8,230
Title IIA	\$ 1,241

Mrs. Blanchard seconded the motion and resolutions 12 and 13 were approved by a roll call vote. Mrs. Blanchard, yes; Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert, yes.

EDUCATION

Mr. Teufert made a motion for resolutions 1 through 11 to be approved. Resolution 3 to be voted on separately.

1. RESOLVED, that the Board of Trustees approve the May, 2013 Discipline Report, as attached.
2. RESOLVED, that the Board of Trustees acknowledge the May, 2013 Harassment, Intimidation and Bullying Reports.
3. Moved to bottom of Education.
4. RESOLVED that the Board of Trustees approve the 2013-2014 Professional Development Plan, as attached.
5. RESOLVED, that the Board of Trustees approve the revised school calendar for the 2013-2014 school year.
6. RESOLVED, that the Board of Trustees approve the Danielson (2007) model as its teacher evaluation tool.
7. RESOLVED, that the Board of Trustees approve the New Jersey School Boards Association Chief School Administrator Evaluation as its administrator/lead person evaluation tool.
8. RESOLVED, that the Board of Trustees approve the Professional Development Plan for the 2013-2014 school year.
9. RESOLVED, that the Board of Trustees approve the Evaluation matrix for Assessing the Job Performance of Support Staff for the 2013-2014 school year.

10. WHEREAS School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school; and

WHEREAS the school bus driver and bus aide shall participate in the emergency exit drills; and

WHEREAS drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity; and

WHEREAS drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill;

The Board of Trustees acknowledges that the school bus emergency evacuation drill was held on May 30, 2013 between 7:00AM - 7:30AM at a mutual site with the Sussex County Technical School at 105 N. Church Rd. Sparta, NJ 07871.

This drill was supervised by Jill Eckel, Principal, James Baldini, Vice-Principal and Barbara Zappile, Supervisor, and included all bus routes: VT1, VT4, VT5, VT7, VT8, HT1, HT2, HT3, HT4, HT5, KST1, KST2, MI, M2, M3, R10, R18, R32, R33, and NT1.

11. RESOLVED, that the Board of Trustees approve, retroactively the following field trip:

Destination	Date	Teacher	Cost
Sussex Tech Fashion Show	5/24/13	J. Baldini	0

Mrs. Blanchard seconded the motion and resolutions 1 through 11 except for 3 were approved by a unanimous voice vote.

Mrs. Blanchard made a motion for resolution 3 to be approved.

3. RESOLVED, that the Board of Trustees approve the New Jersey Core Curriculum Content Standards as a final reading.

Dr. Rapuano seconded the motion and resolution 3 was approved by a unanimous voice vote.

PERSONNEL

Mr. Teufert made a motion for resolutions 1 through 9 to be approved except for resolutions 2 and 7 to be approved separately.

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

Minutes of June 10, 2013

Staff Member	Course	Date	Amount
L. Dougherty	NJASBO – Central Office Workshop	5/22/13	\$50
T. Rocco	NJASBO – Central Office Workshop	5/22/13	\$50

2. Moved to the bottom of resolution 9.
3. RESOLVED, that the Board of Trustees approve a Student Council stipend for Jaime Reader in the amount of \$500 for the first marking period. This coverage is due to the maternity leave of Jill Steffens who is the Student Council Advisor.
4. RESOLVED, that the Board of Trustees approve the Student Council stipend change from \$2,000 to \$1,500 for Jill Steffens who will be on maternity leave for the first marking period.
5. RESOLVED, that the Board of Trustees approve a stipend of \$2,000 for Jeanne Sevean to operate an after-school anti-bullying program, Charter Connections, in the 2013-14 school year.
6. RESOLVED, that the Board of Trustees approve a stipend of \$2,000 for Lauren Palumbo to operate an after-school anti-bullying program, Charter Connections, in the 2013-14 school year.
7. Moved to the bottom of resolution 2
8. RESOLVED, that the Board of Trustees reappoint Barbara Zappile as Anti-Bullying Coordinator for the 2013-14 school year.
9. RESOLVED, that the Board of Trustees reappoint Lauren Palumbo as Anti-Bullying Specialist for the 2013-14 school year.

Mrs. Blanchard seconded the motion and resolutions 1 through 9 except for 2 and 7 were approved by a roll call vote.

Mrs. Blanchard, yes; Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert, yes.

Dr. Rapuano made a motion for resolution 2 to be approved. The Board expressed their sincere appreciation for Mr. Szanyi's many years of service to the Charter School and wish him a happy and healthy retirement.

2. RESOLVED, that the Board of Trustees approve with regret the letter of resignation from John Szanyi for the purpose of retirement.

Mrs. Blanchard seconded the motion and resolution 2 was approved by a roll call vote.
Mrs. Blanchard, yes; Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert, yes.

Mrs. Blanchard made a motion for resolution 7 to be approved. The Board expressed their sincere best wishes to Mrs. Roberts in her new position.

7. RESOLVED, that the Board of Trustees accept, with regret, the resignation of Amy Roberts effective 7/1/2013.

Mrs. Blanchard seconded the motion and resolution 7 was approved by a roll call vote. Mrs. Blanchard, yes; Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert, yes.

The Board set aside resolutions 10 through 12 to be discussed in closed session.

10. RESOLVED, that the Board of Trustees approve the Administrative Contract between the Board of Trustees and Jill Eckel.
11. RESOLVED, that the Board of Trustees approve the Administrative Contract between the Board of Trustees and James Baldini.
12. RESOLVED, that the Board of Trustees approve the Administrative Contract between the Board of Trustees and Barbara Zappile.

Dr. Rapuano made a motion for resolutions 13 and 15 to be approved. The Board asked questions of Mrs. Zappile regarding the resolutions for clarification.

13. RESOLVED, that the Board of Trustees approve the Agreement and Release contract between the Board of Trustees and Employee # 167.
14. Moved to bottom of resolution 15.
15. RESOLVED, that the Board of Trustees approve the appointment of Jillian Esposito as Teacher of Social Studies at a salary of \$44,321 Step 2, for the 2013-2014 school year, pending fingerprinting and Mantoux testing.

Mr. Teufert seconded the motion and resolutions 13 and 15 were approved by a roll call vote. Mrs. Blanchard, yes; Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert, yes.

Mrs. Blanchard made a motion for resolutions 14, 16 and 17 to be approved. The Board asked questions of Mrs. Zappile regarding the resolutions for clarification.

14. RESOLVED, that the Board of Trustees approve Jesse Lerch as 1st Marking Period maternity leave replacement for Jill Steffens (Language Arts) at \$100 a day pending certification and fingerprinting.

16. RESOLVED, that the Board of Trustees approve the appointment of Pamela Rogers as Instructor of Science at a salary of \$45, 207, step 3, for the 2013-2014 school year pending fingerprinting.
17. RESOLVED, that the Board of Trustees approve the appointment of Jesse Lerch as Permanent Sub at a salary of \$100 a day starting on the first day of the second marking period for the 2013-2014 school year. Pending certification and fingerprinting.

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

Dr. Selby made a motion for the following resolution to be approved.

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

Mr. Teufert seconded the motion and the resolutions were approved by a unanimous voice vote. Mr. Teufert then excused himself and left the meeting.

XII. CLOSED SESSION

A motion was made by Dr. Selby 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 10th day of June, 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 6:25 PM.

PERSONNEL

Dr. Rapuano made a motion for the following resolution to be approved.

RESOLVED, that the Board of Trustees call a special meeting on July 8th, 2013 to attend to Board Goals, Personnel matters and Principal evaluation.

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

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

RESOLVED, that the Board of Trustees allow the Business Administrator to advertise for an Anticipated Opening for the position of Assistant to the Business Administrator/Bookkeeper with a minimum of an Associates Degree.

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

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 Dr. Selby to adjourn at 6:30 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet
Board Secretary