

MINUTES
BOARD OF TRUSTEES
of the
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY
REGULAR BOARD MEETING
March 11, 2014

I. CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on March 11, 2014 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. Ed 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>
Mr. Michael Nelms	Mrs. Wendie Blanchard
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; Patrick Kane, Facilities Manager; Carolyn Sior, Teacher.

V. APPROVAL OF MINUTES

VI. CORRESPONDENCE

1. Letter and Petition from Daggett, Kraemer, Gjelsvik

VII. COMMENTS

A. President's Comments-

B. Committee Reports

- Building and Grounds –

Pat Kane told the Board that the new roof is holding up well. The stained tiles in Building 1 were replaced. Building 2 has stopped leaking which means the issue is somewhere above the current snow line and not on the seams, something he will look at when the snow melts on the roof. The parking lot seems to be settling as well as the concrete on the walk. The school street signs that were removed by the township will be replaced as they have been approved at the state level.

- Personnel & Negotiations –

None

- Curriculum & Policy –

None

- Finance –

Met on February 28 regarding the budget cut of \$128,000 and how we were going to revise the preliminary budget on the table. After about 2 1/2 hours we felt we had reached a consensus on a revised budget.

- Public Relations –

None

C. Board Member Comments

D. Faculty Comments

VIII. PRINCIPAL'S INFORMATION

1. Mrs. Eckel reported a fire drill on February 28, 2014 and a Shelter-in-place drill on February 28, 2014.

2. Enrollment for the month of February 2014 was 225 students.

3. Beginning with the September 2011-12 school year, our school has conscientiously implemented the requirements found in the Anti-Bullying Bill of Rights Act by:

- Repeatedly reading through the legislation to ensure all requirements are being addressed.
- The Anti-Bullying Specialist attends monthly Anti-Bullying Specialist meetings at the Center for Prevention & Counseling in Newton, along with many other ABS' from Sussex County. During these meetings, requirements of the law and how each school is working towards implementing is discussed. The following are examples of past meeting topics: Responding and Supporting Victims of Bullying, HIBster (reporting system), Positive and Proactive Behavioral Solutions, and the Olweus Bullying Prevention Program. Gary Vermeire, NJ DOE, was the featured speaker at the 10/16/12 ABS Meeting.
- The Anti-Bullying Specialist attended the following DOE trainings: Best Practices for the Practical Implementation of the Anti-Bullying Bill of rights Act (ABR) on

9/22/12; Improving School Climate and the Conditions for Learning: Support for the Anti-Bullying Bill of Rights Act on 10/9//12

- The Anti-Bullying Coordinator attended the following trainings: Improving School Climate and the Conditions for Learning: Support for the Anti-Bullying Bill of Rights Act on 10/9//12

During the first two years of implementation of the Anti -Bullying Bill of Rights Act, our school has made progress in addressing and improving harassment, intimidation and bullying, and the school climate and culture by:

- Increasing the amount of remediation used
- Training students on HIB
- Creating an Anti-Bullying Club (the Peace Pals)
- Incorporating Anti-Bullying Lessons into Communications Classes Curriculum
- Administering School Climate Surveys
- Focusing on incorporating more school climate related activities, such as having more spirit days that involve staff and students, having more assemblies, morning announcements that include a Shout Out to students identified by staff as going above and beyond
- School Climate Team activities have focused on findings ways to improve school climate
- School-wide activities during the Week of Respect
- School-wide activities during No Name Calling Week
- Small group meetings with 6th grade girls to learn about Relational Aggression
- Red Ribbon Week celebrated with 6th grade students
- Counselor presented a Mental Health Awareness talk with 6th grade students during Health class to increase awareness and understanding of what causes mental health issues
- Character development through Charter Connections
- Connectedness Activity done with all staff during PLC
- Center for Prevention & Counseling running the following programs at Charter: Girls' Circle, Boys' Council, 7 Habits of Highly Effective Teens, Altitudes

While completing the Self-Assessment, we learned that our school has demonstrated strengths in these areas:

- Prior to the law, we were already thoroughly investigating all reports of bullying, peer conflict, peer aggression.
- Having all staff trained
- Allowing the ABS to attend initial trainings, as well as continued monthly meetings
- Week of Respect Activities
- Providing ongoing age-appropriate instruction on preventing HIB
- We typically complete investigation within 2-3 days

The Self-Assessment helped our school to identify areas for improvement in the following areas:

- Creating a more diverse School Climate Team
- More formally evaluating HIB programs, approaches and initiatives with a more diverse group of people
- Getting more School Climate Team members to attend professional development trainings on school climate
- We need to document and/or formalize ABS/ABC meetings better
- Creating a specific procedure for reporting new information on a prior HIB

During the upcoming year, our school will be working toward and seek your involvement in improving:

- Volunteers needed for School Climate Team: parents, community members, police

Projected Enrollment (seats drawn in lottery) and current waiting list for 2014-15 is included in your board packet.

In addition to the Project Altitude program our 8th graders will be participating in this year, we have the opportunity to work with the Center for Prevention and Counseling with selected students in a Girls' Council, a Boys' Council (topics related to understanding selves and peers better), A Life Skills program (one-on-one work with students on anything students need related to life skills), and a program called "7 Habits of Highly Effective Teens" that will work with students in our 6th and 7th grade Communications classes.

58 8th graders from the Charter School applied to Sussex Tech for the 2014-15 school year. Of those, 46 were accepted, 7 were wait-listed for their shop of choice but invited to choose another shop, and 5 were non-accepts. Student, parental and Sussex Tech feedback is that our children were well-dressed, professional and articulate. Thank you to our Communications and Humanities teachers who worked with the students on their interview skills.

IX. BUSINESS ADMINISTRATOR'S INFORMATION

- Our NJCC loan is down to about \$143,000 from \$430,000. The loan is due December, 2015. By making additional principal payments we have saved a large amount of interest since the loan is at 8% interest. If we continue this approach we will be able to pay it on a timely basis and not have to look for additional financing.
- We met at a finance meeting after the special meeting on Friday, February 28. Our technology department met with us so we could ascertain what the technology needs are for the coming 2 years, what the PARRC needs are and how we can work to accomplish meeting these needs. I think the meeting went well as we now have a clearer picture of the direction that we are headed. We are going to be looking at some of the e-rate bids that are coming in to fill some of the needs.

- I have a preliminary budget for 14-15 that we discussed at the Finance Meeting on February 28. The total of our Local/State/Special Ed Share is \$3.2 million which is a decrease of \$128,000 from the October 15 enrollment count. This impacts our resources greatly. If you add a 2% salaries increase for the staff and the increase of 2 positions from part time to full time; healthcare costs have increased as more staff takes advantage of the State Health Plan. Our Property Insurance has increased also. Every payroll increase impacts our Worker's Comp rate. Our PERS annual liability has gone up by \$4,000. In reality the \$128,000 loss of revenue is a small part of a much larger picture when you add increases that we have no control over. A preliminary budget was in the board packet, as you can see it is still a work in process, decisions will need to be made this week as the budget submission deadline is fast approaching.
- Our new tuition is tentatively \$13,904 for a regular ed student and \$17,858 for a special ed student.

IX. PUBLIC PARTICIPATION

Miss Callie Teufert's workshop is scheduled for May 8.

XI. BOARD ACTION ON AGENDA ITEMS

BUSINESS RECOMMENDATIONS

Mr. Teufert made a motion for resolutions 1 through 9 to be approved.

1. RESOLVED, that the Board of Trustees approve the Board Secretary's Report for the month ending January 31, 2014, as attached.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending January 31, 2014, as attached.
3. RESOLVED, that the Board of Trustees approve the revised Treasurer of School Monies Report for the month ending December 31, 2014, as attached. The payroll account was not correct due to an additional payroll done during that month.
4. RESOLVED, that the Board of Trustees approve the motion that the Board Secretary certifies that, as of January 31, 2014, no line item account has been over-expended in violation of NJSA 18A:19-2.
5. RESOLVED, that pursuant NJSA to NJSA 18A:19-2, the Board of Trustees certify that as of January 31, 2014, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending January 31, 2014, 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.

6. 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 February 28, 2014 in the amount of \$53,313.11 to ensure that no line items are over expended, as attached.
7. RESOLVED, that the Board of Trustees approve the bill list for the month ending February, 2014 in the amount of \$ 374,544.89 inclusive of February's payroll in the amount of \$ 190,281.18 as attached.
8. Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2014-15 school year, and

Whereas, the Sussex County Charter School for Technology desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students for the 2014-2015 budget year.

Now Therefore Be It Resolved that the Sussex County Charter School for Technology hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Sussex an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2014-15 school year.

9. RESOLVED, that the Board of Trustees approve the submission of the grant application for the 2014 Safety Grant program through the New Jersey Schools Insurance Group's ERIC West Subfund for the purpose described in the application, in the amount of \$3,100.00 for the period July 1, 2014 through June 30, 2015.

Mr. Nelms seconded the motion and resolutions 1 through 9 were approved by a roll call vote. Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; and Mr. Teufert, yes.

EDUCATION

Mr. Teufert made a motion for resolutions 1 through 9 to be approved.

1. RESOLVED, that the Board acknowledge the Discipline Report for February, 2014. There were no incidents of Harassment, Intimidation or Bullying investigated.
2. RESOLVED, that the Board of Trustees approve retroactively the following Events/Fundraisers:

Program Name	Class	Teacher	Date	Purpose
Girls' Circle	7 th 8 th	L. Palumbo	3/3/14 & 3/10/14	Prevention Program

3. RESOLVED, that the Board of Trustees approve the following Event/Fundraisers:

Program Name	Class	Teacher	Date	Purpose
The Passion & Purpose Workshops	8 th grade	E. Tooker	3/31, 4/1 & 4/3/14	Project Altitude
Girls' Circle	7 th 8 th	L. Palumbo	3/17, 3/24, 3/31, 4/7, 4/14, 4/28, & 5/5	Prevention Program
7 Habits of a Highly Effective Teen	6 th 7 th	L Palumbo	3/12, 3/17, 3/21, 3/24, 3/27,	Prevention, Leadership Skills, Social Competencies

4. RESOLVED, that the Board of Trustees approve the following field trips:

Destination	Date	Grade/Group	Teacher	Cost
Green Township School	3/13/14	Short Story Writers	J Sevean/E Heine	Busing

5. RESOLVED, that the Board of Trustees acknowledge the Discipline summary for February 2014.
6. RESOLVED, that the Board of Trustees affirm the findings of the Harassment, Intimidation and Bullying Report for February 2014.
7. RESOLVED, that the Board of Trustees approve the revised 2013-2014 school calendar.
8. RESOLVED, that the Board of Trustees approve the NJ Department of Education, Office of Special Education Program Contract for Parent Survey: Cohort 8.
9. RESOLVED, that the Board of Trustees acknowledge the School Grade Report required for the Anti-Bullying Bill of Rights Act (attached)

Score

- 14/15 HIB Programs, Approaches or Other Initiatives
 - 9/9 Training on the BOT Approved HIB Policy
 - 15/15 Other Staff Instruction and Training
 - 6/6 Curriculum and Instruction with HIB and Related Information and Skills
 - 9/9 HIB Personnel
 - 6/6 School Level HIB Incident Reporting Procedures
 - 12/12 HIB Investigative Procedures
 - 3/3 HIB Reporting
- 74/75 School Grade

Information regarding HIB program is detailed in the Principal's Information and is also available with the School Report Card on the School Website.

Dr. Rapuano seconded the motion and resolutions 1 through 3 were approved by a roll call vote. Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; and Mr. Teufert, yes.

PERSONNEL

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

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

Staff	Dates	Destination	Course	Cost
Elise Tooker	4/7/14-4/8/14	Bally's Atlantic City	NJ Charter Schools Conference	\$320.00 Badges Hotel cost @ \$62.
Jillian Esposito	4/7/14-4/8/14	Bally's Atlantic City	NJ Charter Schools Conference	\$320.00 Badges Hotel cost @ \$62.
Jamie Zangara-Fritts	4/7/14-4/8/14	Bally's Atlantic City	NJ Charter Schools Conference	\$320.00 Badges Hotel cost @ \$62.
Jason Fritts	4/7/14-4/8/14	Bally's Atlantic City	NJ Charter Schools Conference	\$320.00 Badges Hotel cost @ \$62.

2. RESOLVED, that the Board of Trustees approve Jennifer Contino to the position of substitute for the 2013-2014 school year pending sub certificate verification.

Mr. Nelms seconded the motion and resolutions 1 and 2 were approved by a roll call vote. Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; and Mr. Teufert, yes.

POLICY

X. CLOSED SESSION

XIII. RETURN TO OPEN SESSION

XIV. PUBLIC PARTICIPATION

XV. BOARD MEMBER COMMENTS

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 4:50 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet
Board Secretary