

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

---

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

**\*Swearing in of new board member, Tom Mitchell**

The Board adjourned for a recess to honor Mr. Nelms’ and Mr. Teufert’s years of service to the Charter School. The Board reconvened at 5:17.

**V. APPROVAL OF MINUTES**

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

Regular Meeting Minutes of February12, 2018.  
Executive Session Meeting Minutes of February 12, 2018

**VI. CORRESPONDENCE**

None heard

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

---

**VII. COMMENTS**

- A. President's Comments      Dr. Selby complimented everyone for their role in the recent lock-down drill. The secretaries did an outstanding job in the main office. He also asked the Board Members to send him their committee choice for the upcoming year. He stated that both the CSA evaluation and the Board self-evaluation needs to be started.
- B. Committee Reports.
- Building and Grounds
  - Personnel & Negotiations    A brief meeting took place to review the current year's contract
  - Curriculum & Policy      Dr. Rapuano presented Policy 3282 related to the use of social media.
  - Finance
  - Public Relations
  - Technology
- C. Board Member Comments
- D. Faculty/ Staff Comments
- E. Student Liaison Comments
- F. PTO Comments
- G. Presentations

**VIII. EXECUTIVE DIRECTOR'S INFORMATION**

Enrollment for the month of February 2018, was 225 students.

For the month of February 2018, a Fire Drill was held on February 27, 2018 at 10:24 am.

For the month of February 2018, a Lock Down in conjunction with the Sparta Police Department was held on February 27, 2018 at 10:10 am.

Mrs. Lazariuk addressed various changes in the calendar for events that will take place later in the school year.

**X. BUSINESS ADMINISTRATOR'S INFORMATION**

Mr. Kepnes reviewed the proposed 2018-2019 budget.

**XI. PUBLIC PARTICIPATION**

None Heard

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

---

**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 January 2018.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending January 2018.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of January 31, 2018, 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 January 31, 2018, after a review of the Board Secretary’s monthly financial report and Treasurer of School Monies Report for the period ending January 31 2018 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 January 31, 2018 in the amount of \$7,220.00 to ensure that no line items are over expended.
6. RESOLVED, that the Board of Trustees approve the Check Register for the month ending February 2018 in the amount of \$27,839.99 and the month of January 2018 in the amount of \$391,465.01, inclusive of Payroll in the amount of \$210,817.84
7. RESOLVED, that the Board of Trustees approve the following non-repairable items be removed from inventory and decommissioned:

ACER	DB737600
DELL	CZPV242

8. RESOLVED, that the Board of Trustees approve the request for waiver of the Special Education Medicaid Initiative (SEMI) requirements, due to the low number of

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

---

students that qualify for the program. The small revenue anticipated does not justify the higher cost to implement the program.

9. RESOLVED, that the Board of Trustees approve the draft 2018-2019 budget and submission to the State NJ as follows:

APPROPRIATIONS

General Fund Appropriations:	\$3,544,622.10
Debt Service Appropriations:	\$ 309,273.00
Grants	<u>\$ 85,000.00</u>
<b>TOTAL APPROPRIATIONS:</b>	<b>\$3,938,895.10</b>

REVENUE

State Charter School Aid:	\$3,800,525.00
Budgeted Fund Balance:	\$ 53,370.10
Grants	<u>\$ 85,000.00</u>
<b>TOTAL REVENUE:</b>	<b>\$3,938,895.10</b>

**EDUCATION**

The Memorandum of Agreement (MOA) was summarized by Mrs. Lazariuk. Dr. Rapuano made a motion to approve the following items, seconded by Mr. Apter and carried by a unanimous voice vote.

1. RESOLVED, that the Board of Trustees acknowledge there were 1 Harassment, Intimidation, and Bullying (HIB) Reports for February 2018 and 2 Harassment, Intimidation, and Bullying (HIB) investigations from January that were found not to be HIB cases.
2. RESOLVED, that the Board of Trustees approve the Memorandum of agreement between SCCST & Sparta Police Department (MOA).
3. RESOLVED, that the Board of Trustees approve the following field trip, retroactively: Science Bowl 2/23/18 at Princeton with Dr. Schwartz & Mrs. Frey.
4. RESOLVED, that the Board of Trustees approve the Sussex County Charter School for Technology 2018-2019 School Calendar, as per attached.
5. RESOLVED, that the Board of Trustees approve the following upcoming field trip:

Date	Event	Grade	Location	Chaperones	Cost
4/27/18	Martin Guitar	8	Nazareth PA	Steinetz	\$15
5/4/18	Martin Guitar	8	Nazareth PA	Steinetz	\$15

**PERSONNEL**

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

---

**POLICY**

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

1. RESOLVED, that the Board of Trustees approve the second reading of Policy 5200- Attendance.
2. RESOLVED, that the Board of Trustees approve the first reading of Policy 3282- Teaching Staff Members Use of Social Networking Sites.

Discussion took place regarding implementation of consequences.

**XIII. NEW BUSINESS**

None heard

**XIV. CLOSED SESSION:**

Mrs. DePinto made a motion at 5:55, to enter into closed session for the purpose of discussing student and personnel matters. Mrs. Syre seconded the motion and the motion passed by unanimous voice vote.

**XV. RETURN TO OPEN SESSION**

Mr. Mitchell made a motion at 6:40, to enter back into open session.  
Mrs. Syre seconded the motion and the motion passed by unanimous voice vote.

Dr. Selby made a motion seconded by Dr. Rapuano to re-affirm the HIB finding from December 2017 and request that Board Counsel issue the appropriate notice to the parents.

**XVI. PUBLIC PARTICIPATION**

**XVII. BOARD MEMBER COMMENTS**

**XVIII. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mrs. DePinto and seconded by Mr. Mitchell to adjourn the meeting at 6:43 pm.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Steven Kepnes  
Board Secretary