

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*October 10<sup>th</sup>, 2016 4:00 p.m.*

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**I. CALL TO ORDER**

The meeting was called to order by Dr. Selby at 4:00pm

**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>Mr. Charles Teufert (Vice President)</b>	√	
<b>Ms. Wendie Blanchard</b>	√	
<b>Mr. Michael Nelms</b>	√	
<b>Dr. Mary Rapuano</b>		√
<b>Ms. Michelle Syre</b>	√	
<b>Mr. Jason Apter</b>		√

**V. APPROVAL OF MINUTES**

Mr. Teufert made a motion to approve the following meeting minutes, seconded by Ms. Blanchard and carried by unanimous voice vote.

Regular Meeting Minutes of September 12<sup>th</sup>, 2016  
Executive Meeting Minutes of September 12<sup>th</sup>, 2016

**VI. CORRESPONDENCE**

Letter of Resignation from Virginia Van Tassel, Confidential Administrative Assistant.

**VII. COMMENTS**

A. President’s Comments Dr. Selby announced that a tentative agreement has been agreed upon between the Board and the Teacher’s Association

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- B. Committee Reports
  - Building and Grounds Mrs. Syre updated the Board on many of the ongoing projects
  - Personnel & Negotiations
  - Curriculum & Policy
  - Finance
  - Public Relations
  - Technology
- C. Board Member Comments
- D. Faculty/ Staff Comments
- E. Student Liaison Comments
- F. PTO Comments: Mrs. Martin provided updates related to fund raisers. She also provided an update regarding the Halloween Dance
- G. Presentations

**VIII. EXECUTIVE DIRECTOR'S INFORMATION**

Enrollment for the month of September 2016 was 216 students.

For the month of September 2016, a Fire Drill was held on September 27<sup>th</sup> and a Shelter-in-Place Drill was held on September 30<sup>th</sup>.

**IX. MOBILITY UNDER ENROLLMENT**

There was 1 transfer student exiting SCCST for the month of September 2016.

**X. BUSINESS ADMINISTRATOR'S INFORMATION**

Presentation of Comprehensive Annual Financial Report 2015-2016, Valerie Dolan and Andrew Kucinski, Nisivoccia, LLP

**XI. PUBLIC PARTICIPATION**

**XII. BOARD ACTION ON AGENDA ITEMS**

**BUSINESS RECOMMENDATIONS**

Mr. Teufert made a motion for the following resolutions to be approved, seconded by Mr. Nelms and carried by roll call vote.

1. RESOLVED that the Board of Trustees approve the Board Secretary's Report for the month ending August 2016 as attached.

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2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending August 2016 as attached.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of September 30, 2016, 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 August 31, 2016, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending August 31, 2016 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 September 2016 in the amount of \$ 25,495.00 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 September 2016 in the amount of \$458,326.83 inclusive of September payroll in the amount of \$201,574.24 as attached.
7. RESOLVED, that the Board of Trustees approve the following non-repairable items be removed from inventory and decommissioned:

Item Name:	Serial(SN) or Fixed Asset(FA) Number:
1. Acer Chromebook	DD937600, #565
2. Acer Chromebook	DB8C7600, #631
3. Acer Chromebook	DB377600, #591
4. Acer Chromebook	DB9A7600, #577
5. Acer Chromebook	DD8C7600, #690
6. Acer Chromebook	DBBE7600, #541
7. Acer Chromebook	DB7F7600, #672
8. Acer Chromebook	DDAA7600, #695
9. Acer Chromebook	DD9C7600, #596
10. Acer Chromebook	DBB57600, #719
11. Acer Chromebook	DBAC7600, #732
12. Acer Chromebook	DD667600, #658
13. Acer Chromebook	DDB17600, #644

8. RESOLVED, that the Board of Trustees approve the 2016-2017 Consultative Services Agreement for Meghan L. Marencik, Occupational Therapist, to provide services at the rate of \$90/hour not to exceed four hours per week per month. If needed, Occupational

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Therapy evaluations, which include testing, chart/file review, classroom observations, and report write-up, will be billed at a rate of \$90/hour, as per attached, retroactively.

9. RESOLVED, that the Board of Trustees approve the 2016-2017 Agreement for Ancillary Educational Services, with the Sussex County Educational Services Commission, to provide public/itinerant program services, as needed, as per attached, retroactively.
10. RESOLVED, that the Board of Trustees approve the 2016-2017 Agreement to Provide School Social Worker Services from Danielle LaStarza, Social Worker, on an as needed basis at the rate of \$62.50 per hour, as per attached, retroactively.
11. RESOLVED, that the Board of Trustees accept the Comprehensive Annual Financial Report for the 2015-2016 school year and file the required documentation to the County Department of Education and the State NJ.

**EDUCATION**

Mr. Teufert made a motion for the following resolutions to be approved, seconded by Mrs. Syre and carried by roll call vote.

1. RESOLVED, that the Board of Trustees acknowledge that there were four (4) Discipline Reports for September 2016, as per attached.
2. RESOLVED, that the Board of Trustees acknowledge that there was one (1) incident of Harassment, Intimidation, and Bullying (HIB) for September 2016, as per attached.
3. RESOLVED, that the Board of Trustees acknowledge our gratefulness to Mr. Gary Krauss for donating his time and equipment to provide Security/Parking and Traffic Control to both Back to School Nights.
4. RESOLVED, that the Board of Trustees acknowledge our gratefulness to Mr. Michael White for donating his time and the equipment to modify the septic lids by Building 2.
5. RESOLVED, that the Board of Trustees approve the revision of Article 16, Annual Review and Revisions of Agreement, in the Memorandum of Agreement Between the SCCST and Sparta Law Enforcement Officials, as per attached. A complete copy of the Memorandum of Agreement is also attached, for your review.

**PERSONNEL**

Mr. Teufert made a motion for the following resolutions to be approved, seconded by Ms. Blanchard and carried by roll call vote.

1. RESOLVED, that the Board of Trustees approve the tuition reimbursement of \$2,400, for two three-credit Masters courses taken at Kean University, to Imogen Myslinski, Teacher of English/LAL, upon completion of the courses, retroactively.

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2. RESOLVED, that the Board of Trustees approve the following 2016-2017 stipend to be paid:

Name:	Title:	Amount:
Lauren Palumbo	I&RS Specialist	\$2,000

3. RESOLVED, that the Board of Trustees approve the following corrected 2016-2017 stipend to be paid:

Name:	Title:	Amount:
Robin Scheffler	Drama Club Advisor	*\$3, 000 (*not \$2,000)

4. RESOLVED, that the Board of Trustees approve the hiring of Jason Kiss, Interim Facilities Manager, at the per diem rate of \$150 per day beginning September 14<sup>th</sup>, 2016, to an end date to be determined, retroactively.

5. RESOLVED, that the Board of Trustees approve Mrs. Jeanie Van Auken as a volunteer who will serve as nurse for the upcoming 8<sup>th</sup> grade Boston trip in May 2017.

6. RESOLVED, that the Board of Trustees approve the following corrected amount of pay, for Janine Frey, who served as a substitute teacher from September 13<sup>th</sup>, 2016, to September 21<sup>st</sup>, 2016, retroactively:

Name:	Title:	Amount:
Janine Frey	Substitute Teacher	*\$125 per day (*not \$90 per day)

7. RESOLVED, that the Board of Trustees approve the hiring of Janine Frey, as Teacher of Mathematics, at the salary of \$47,975 (Step 5) beginning September 22<sup>nd</sup>, 2016, through June 30<sup>th</sup>, 2017, retroactively.

8. RESOLVED, that the Board of Trustees approve applying Title I funds in the amount of \$15,000 to offset the salary of Francesca Cruciatu for the 2016-2017 school year.

Mr. Teufert made a motion for the following resolutions to be approved, seconded by Mr. Nelms and carried by roll call vote.

9. RESOLVED, that the Board of Trustees accept, with regret, the letter of resignation from Virginia Van Tassel, Confidential Administrative Assistant, as per attached.

**POLICY**

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**XIII. NEW BUSINESS**

**XIV. CLOSED SESSION**

Mr. Teufert made a motion at 4:44, to enter into closed session for the purpose of discussing negotiations and personnel. Ms. Blanchard seconded the motion and the motion passed by unanimous voice vote.

**XV. RETURN TO OPEN SESSION**

Mr. Teufert made a motion at 5:15, to enter back into open session.  
Mrs. Syre seconded the motion and the motion passed by unanimous voice vote.

**XVI. PUBLIC PARTICIPATION**

None heard

**XVII. BOARD MEMBER COMMENTS**

None heard

**XVIII. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Nelms and seconded by Ms. Blanchard to adjourn the meeting at 5:16 pm.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Steven Kepnes  
Board Secretary