

MINUTES
BOARD OF TRUSTEES
of the
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY
REGULAR BOARD MEETING
October 8, 2012

I. CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on October 8, 2012 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 4:15 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 recitation of the Pledge of Allegiance.

IV. ROLL CALL

The following roll call was taken:

Present

Mr. Nelms
Dr. Rapuano
Dr. Selby, President

Absent

Mrs. Blanchard

Mr. Teufert, Vice President

Also in attendance were: Mrs. Eckel, Administrative Principal, Mrs. Molinet, Business Administrator/Board Secretary and 1 staff member.

V. APPROVAL OF MINUTES

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

- Regular Meeting Minutes of September 10, 2012

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

VI. CORRESPONDENCE

None

VII. COMMENTS

A. President's Comments-

Dr. Selby would like the Board of Trustees to have access to Wi-fi in the building.

B. Committee Reports

- Building and Grounds –
Mr. Nelms commented that B& G will meet next month.
- Personnel & Negotiations –
Dr. Selby commented that a time needs to be arranged for support staff negotiations.
- Curriculum & Policy –
Dr. Rapuano commented that they are waiting for the report from Trenton.
- Finance – None
- Public Relations –
Lauren Knutelsky is working on the brochure, website and mailer showed the Board a sample.

B. Board Member Comments

None

C. Faculty Comments

None

VIII. PRINCIPAL'S INFORMATION

1. Mrs. Eckel reported a fire drill on September 17, 2012 and a code blue on September 19, 2012.
2. Enrollment for the month of September 2012 was 223 students.
3. We had two students transfer in September back to their district due to transportation issues. Enrollment at the end of September was therefore 223. We are in the process of filling those two seats and anticipated full enrollment before October 15.
4. There were no incidents of Harassment, Intimidation and Bullying reported or investigated for the month of September.
5. I will present the Violence, Vandalism and Substance Incidents Reported for the 2011-12 school year to the public at this time, as attached. Administration and staff are vigilant in oversight and do not hesitate to turn perpetrators of violence, vandalism, or substance abuse over to local police. The public is invited to make comments regarding this presentation.
The report was summarized in front of the Board.
6. The PTO held a successful Garage Sale in September, raising around \$900 to purchase "specials" for the Tricky Tray in October. They also had an Entertainment Book Fundraiser, Yankee Candle Sale fundraiser and helped with the Scholastic Book

Fair and held a bake sale at our two Back to School Nights. Their help was greatly appreciated.

7. Teachers have been busy creating new Foundations classes for students: upcoming for October include, among others, anti-bullying summit, Drop Everything and Walk, Board Games, Necklace Making, Computer Games, Fashion Design, Karaoke, Read and Watch/Discus Fairy Tales, Star Wars, Fantasy Football, Laptop Guardians, Puzzles, The Titanic and Soccer. We also have a board member who has volunteered to do Classic Cars and a parent who is organizing a Red Cross First Aid and CPR course for upcoming Foundations.
8. Almost 75% of our parents attended one or both of the Back to School Nights in September.
9. We had a very nice article in the *New Jersey Herald* on September 25, 2012 about our grade assemblies on the safe use of technology. The presentations were made by Sgt. Tom Rich, a police officer who also operates an organization called Always Connected.
10. Students celebrated International Peace Day this month. The United Nations General Assembly declared September 21st an international day of peace in 2002. Each year events take place all around the world that provide an opportunity to inspire individuals and empower communities to celebrate victories of peace, large and small, and to rededicate our commitment to work for more peaceful, just and sustainable societies year long.
11. The School's new website will be ready for viewing before the middle of October.

IX. BUSINESS ADMINISTRATOR'S INFORMATION

Mrs. Molinet commented that the Audit is in the process of being completed. Payroll has increased by about \$45,000 a month making our monthly cash flow tight.

X. PUBLIC PARTICIPATION

None

XI. BOARD ACTION ON AGENDA ITEMS

BUSINESS RECOMMENDATIONS

Dr. Rapuano made a motion for resolutions 1 through 9 to be approved.

1. RESOLVED that the Board of Trustees approve the revised Treasurer of School Monies Report for the month ending June 30, 2012, as attached.
2. RESOLVED that the Board of Trustees approve the Board Secretary's Report for the month ending July 31, 2012, as attached.
3. RESOLVED that the Board of Trustees approve the Treasurer of School Monies Report for the month ending July 31, 2012, as attached.

4. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of July 31, 2012, no line item account has been over-expended in violation of NJSA 18A:19-2
5. RESOLVED, that pursuant NJSA 18A:19-2, the Board of Trustees certify that as of July 31, 2012, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending July 31, 2012, 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 Board Secretary's Report for the month ending August 31, 2012, as attached.
7. RESOLVED that the Board of Trustees approve the Treasurer of School Monies Report for the month ending August 31, 2012, as attached.
8. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of August 31, 2012, no line item account has been over-expended in violation of NJSA 18A:19-2
9. RESOLVED, that pursuant NJSA 18A:19-2, the Board of Trustees certify that as of August 31, 2012, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending August 31, 2012, 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.

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

Dr. Selby made a motion for resolutions 10 and 11 to be approved.

10. 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 August 31, 2012 in the amount of \$ 13,950.42 to ensure that no line items are over expended, as attached.
11. RESOLVED that the Board of Trustees approve the bill list for the month ending August 31, 2012 in the amount of \$295,436.29 inclusive of August's payroll in the amount of \$54,491.85 as attached.

Mr. Nelms seconded the motion and resolutions 10 and 11 were approved by the following roll call vote: Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes.

Dr. Rapuano made a motion for resolutions 12 through 16 to be approved.

12. RESOLVED that the Board of Trustees retroactively approve the services agreement with Bridges Speech, Language and Communication Services, LLC for Speech and Language Therapy for the 2012 – 2013 school year, as attached.
13. RESOLVED that the Board of Trustees approved the following three new Student Activities Accounts:
 - Class of 2013
 - Class of 2014
 - Class of 2015
14. RESOLVED that the Board of Trustees accept the Individuals with Disabilities Act Grant Allocation for the 2013 fiscal year in the amount of \$49,284.
15. RESOLVED that the Board of Trustees approve the Charter Agreement between Sussex County Charter School for Technology and the New Jersey Commissioner of Education and the New Jersey Department of Education.
16. RESOLVED that the Board of Trustees approve an agreement to allow the Sussex Tech Basket Ball teams to practice in the Charter gym on the following dates:

December, 2012: 12/12, 12/13, 12/14, 12/17, 12/19
January, 2013: 1/2, 1/4, 1/7, 1/9, 1/11, 1/16, 1/18, 1/23, 1/25, 1/30
February, 2013: 2/1, 2/6, 2/15, 2/20, 2/22, 2/25

in exchange for free use of the auditorium for the school's Tricky Tray and Graduation (Pending agreement of Sussex Technical School's Board of Education.)

Mr. Nelms seconded the motion and resolutions 12 through 16 were approved by a unanimous voice vote. All Ayes.

EDUCATION

Mr. Nelms made a motion for resolutions 1 through 7 to be approved.

1. RESOLVED that the Board of Trustees approve the September, 2012 Discipline Report, as attached.
2. RESOLVED that the Board of Trustees approve the following field trips:

Destination	Date	Group/Grade	Teacher
Stony Hill Corn Maze – Chester NJ	10/22/12	6 th	C. Sior
Sussex Tech High School	10/24/12	Anti-Bullying Summit	L. Palumbo
Castle Theatre – Budd Lake NJ	11/6/12	Poe Play	J. Steffens
Sussex Tech High School	11/16/12	6 th	C. Sior

Thomas Edison National Park West Orange NJ	3/27/13	6 th	C. Sior
Thomas Edison National Park West Orange NJ	3/28/13	6 th	C. Sior
Thomas Edison National Park West Orange NJ	3/38/13	6 th	C. Sior
Mystic Seaport/Project Oceanology Mystic Ct/Groton Ct	5/8/13- 5/10/13	8 th	C. Sior
Martin Guitar Factory Nazareth, PA	3/27/13	8 th	S. Steinetz
Martin Guitar Factory Nazareth, PA	3/28/13	8 th	S. Steinetz

3. RESOLVED that the Board of Trustees approve the School-Parent-Student Compact for the 2012-13 school year, as attached.
4. RESOLVED that the Board of Trustees acknowledge that October 1 - October 5th, 2012 is to be observed as a "Week of Respect." The Sussex County Charter School for Technology will recognize the importance of character education and will provide instruction focusing on the prevention of harassment, intimidation and bullying.
5. RESOLVED that the Board of Trustees acknowledge that October 15 - 19, 2012 is to be observed as "School Violence Awareness Week." The Sussex County Charter School for Technology will participate in activities to prevent school violence including student discussion on conflict resolution, issue of student diversity and tolerance. Programs will also be provided to school employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident at school.
6. RESOLVED that the Board of Trustees acknowledge that October 22 - 25, 2012 is to be observed as "Red Ribbon Week." Sussex County Charter School 6th graders will engage in activities that will allow them to help bring drug awareness issues to the students of the school at large.
7. RESOLVED that the Board of Trustees acknowledge the Violence, Vandalism and Substance Incidents Report for the 2011-12 School Year as attached.

Dr. Rapuano seconded the motion and resolutions 1 through 7 were approved by a unanimous voice vote. All Ayes.

PERSONNEL

Mr. Nelms made a motion for resolutions 1 through 4 to be approved.

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

Staff Member	Course	Date	Amount
L. Palumbo	Post-Traumatic Stress Management Training & Psychological First Aid	11/15/12 & 11/16/12	\$195
Staff	Managing a Crisis in Your School	10/8/2012	\$500
K. Sokolewicz	School Nurse in-service	10/8/12	\$0
L. Palumbo	Dept of Ed Training	10/9/12	\$0
B. Zappile	Dept of Ed Training	10/9/12	\$0
B. Zappile	G. Dodge Poetry Festival	10/11/12	\$0
I. Myslinski	G. Dodge Poetry Festival	10/11/12	\$0
H. Kotlarz	G. Dodge Poetry Festival	10/11/12	\$10
J. Steffens	G. Dodge Poetry Festival	10/11/12	\$10
E.Heine	G. Dodge Poetry Festival	10/11/12	\$10
J. Sevean	G. Dodge Poetry Festival	10/11/12	\$10

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

Staff Member	Course	Date	Amount
L. Palumbo	Best Practices for the Practical Implementation Of the Anti-Bullying Bill of Rights Act	9/19/12	\$0
L. Palumbo	John Halligan Presentation at Sussex Tech	10/5/12	\$0

3. RESOLVED that the Board of Trustees approve Nancy Baty as a Substitute Nurse for the 2012-2013 school year, pending fingerprinting and Mantoux test results.
4. RESOLVED that the Board of Trustees approve Nancy Baty as a Substitute Teacher for the 2012-2013 school year, pending fingerprinting and Mantoux test results.

Dr. Selby seconded the motion and resolutions 1 through 4 were approved by a unanimous voice vote. All Ayes.

POLICY

Dr. Rapuano made a motion for resolutions 1 and 2 to be approved.

1. RESOLVED that the Board of Trustees approve the following job descriptions as first readings:

Lead person/CSA/Principal
 Receptionist/Confidential Secretary
 Administrative Assistant
 Business Administrator/Board Secretary
 Assistant to the Business Administrator Board Secretary
 Treasurer of School Moneys
 Assistant Principal/Disciplinarian
 Supervisor of Curriculum and Instruction
 Supervisor of Buildings and Grounds

Custodian
School Nurse
Subject Area Teacher
Special Education Teacher
Health and Physical Education Teacher
Classroom Aide
Anti-Bullying Coordinator
Anti-Bullying Specialist

2. RESOLVED that the Board of Trustees approve the Parent Involvement Policy for the 2012-2013 school year, as attached.

Mr. Nelms seconded the motion and resolutions 1 and 2 were approved by a unanimous voice vote. All Ayes.

XII. CLOSED SESSION

XIII. RETURN TO OPEN SESSION

XIV. PUBLIC PARTICIPATION

Mrs. Eckel commented on HIB reporting that students felt comfortable going to teachers and reporting incidents.

XV. BOARD MEMBER COMMENTS

Dr. Selby noted that there would be an update on teacher evaluations in November.

XVI. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Nelms and seconded by Dr. Rapuano to adjourn at 5:14 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet
Board Secretary