

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*September 11, 2017*

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**I. CALL TO ORDER** The meeting was called to order at 5:00pm

**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>Mr. Michael Nelms</b>		√
<b>Dr. Mary Rapuano</b>	√	
<b>Ms. Michelle Syre</b>	√	
<b>Mr. Jason Apter</b>	√ arrived at 5:17	
<b>Ms. Stephanie DePinto</b>	√	

**V. APPROVAL OF MINUTES**

Mrs. DePinto made a motion to approve the meeting minutes, seconded by Mr. Teufert and carried by a unanimous voice vote.

Regular Meeting Minutes of August 14, 2017.

**VI. CORRESPONDENCE**

Mrs. DePinto made a motion to accept the resignation of Theresa Kuhn, seconded by Mrs. Syre and carried by a unanimous voice vote.

**VII. COMMENTS**

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- A. President's Comments Mr. Teufert summarized an email of topics that was shared by Dr. Selby. Information included the Charter's 20<sup>th</sup> anniversary, Standards Based Grading, PTO's involvement in fund raising, Professional Development for the faculty and the County School Boards Association meeting.
- B. Committee Reports.
- Building and Grounds
  - Personnel & Negotiations
  - Curriculum & Policy
  - Finance
  - Public Relations
  - Technology
- C. Board Member Comments
- D. Faculty/ Staff Comments
- E. Student Liaison Comments
- F. PTO Comments The Fall fund raisers have begun. Discount books will be sold as one of the fund raisers. The October School Dance was confirmed.
- G. Presentations

**VIII. EXECUTIVE DIRECTOR'S INFORMATION**

Enrollment for the month of August 2017, was 224 students.

For the month of August 2017, a Fire Drill was held on August 25, 2017 at 12:59pm.

For the month of August 2017, a Shelter in Place was held on August 25, 2017 at 1:04pm.

**X. BUSINESS ADMINISTRATOR'S INFORMATION**

**XI. PUBLIC PARTICIPATION**

**XII. BOARD ACTION ON AGENDA ITEMS**

**BUSINESS RECOMMENDATIONS**

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

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1. RESOLVED that the Board of Trustees approve the Board Secretary's Report for the month ending July 2017.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending July 2017.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of August 31, 2017 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 July 2017 , after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending July 2017 , 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 August, 2017 in the amount of \$4,000 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 August 2017 in the amount of \$30,891.02.
7. RESOLVED, that the Board of Trustees approve the tuition reimbursement of \$3,000 for (2) graduate courses (School Law & Psychological Foundations) taken at Saint Peters University, to Suzanne Kopycienski, Teacher of Physical Education, upon completion of courses, retroactively.
8. RESOLVED, that the Board of Trustees approve that the following non-repairable item be removed from inventory and decommissioned:

File Cabinet  
Tag Number: 01157

Macbook: 451208LCFSW  
Tag Number: 01359

**EDUCATION**

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

1. RESOLVED, that the Board of Trustees acknowledge that there were 0 Discipline Reports for August 2017.
2. RESOLVED, that the Board of Trustees acknowledge there were 0 Harassment, Intimidation, and Bullying (HIB) Reports for August 2017.
3. RESOLVED, that the Board of Trustees approve a School Self-Assessment of Determining Grades under the Anti-Bullying Bill of Rights Act. (Attached)

**PERSONNEL**

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

1. RESOLVED, that the Board of Trustees approve the resignation of Full-Time Aide Theresa Kuhn.
2. RESOLVED, that the Board of Trustees approve the resignation of Full-Time ELA Teacher Cynthia Mackowicz.
3. RESOLVED, that the Board of Trustees approve the hiring of Full-time Classroom Aide, Kyle Freeman at a salary of \$17,000.
4. RESOLVED, that the Board of Trustees approve the hiring of Science/STEM Teacher Jennifer Duncan at a salary of \$66,252.
5. RESOLVED, that the Board of Trustees approve the hiring of Science/STEM Teacher Jillian Bowne at a salary of \$57,160.
6. RESOLVED, that the Board of Trustees approve the hiring of Full-Time Classroom Aide Sonia Pardo at a salary of \$17,000.
7. RESOLVED, that the Board of Trustees approve the hiring of ELA Teacher Kyle McCall Step 2 at the salary of \$48,167.
8. RESOLVED, that the Board of Trustees approve the hiring of Full-Time Classroom Aide Mary Rowe at the salary of \$17,000.
9. RESOLVED, that the Board of Trustees approve the hiring of Full-Time Classroom Aide Michelle Bakker at the salary of \$17,000.

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10. RESOLVED, that the Board of Trustees approve a stipend of \$3,000 to Francesca Cruciata, for Junior National Honor Society.
11. RESOLVED, that the Board of Trustees approve a stipend of \$2000 to Dr. Michael Schwartz for Science Club and \$2000 for STEM club.
12. RESOLVED, that the Board of Trustees approve a stipend of \$2000 to Jeanne Sevean for Altitude Club.
13. RESOLVED, that the Board of Trustees approve the hiring of substitute Administrator Pamela Brillante for the 2017-2018 school year \$500 per day.
14. RESOLVED, that the Board of Trustees approve the hiring of substitute Administrator Noreen Risko for the 2017-2018 school year \$450 per day.
15. RESOLVED, that the Board of Trustees approve the Courtney Graziano Summer Work, \$30/hr.

**POLICY**

Mrs. Syre made a motion for the following resolution to be tabled, seconded by Dr. Rapuano and carried by a unanimous roll call vote.

1. RESOLVED, that the Board of Trustees approve the first read of a Vaping Policy. (Attached)

Mrs. DePinto made a motion for the following resolution to be approved, seconded by Mrs. Syre and carried by a unanimous roll call vote.

2. RESOLVED, that the Board of Trustees approve a second read of the Unpaid Meal Charge/Outstanding Food Service Charges. (Attached)

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

3. RESOLVED, that the Board of Trustees approve a second read of the Harassment, Bully and Intimidation (HIB) Policy. (Attached)

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

4. RESOLVED, that the Board of Trustees approve a second read of the Electronic Communication Policy. (Attached)

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Mrs. Syre made a motion for the following resolution to be approved, seconded by Mrs. DePinto and carried by a unanimous roll call vote

5. RESOLVED, that the Board of Trustees approve a second read of the Local Wellness Policy/Nutrient Standards for Meals and Other Food. (Attached)

**XIII. NEW BUSINESS**

The following motion was tabled

1. RESOLVED, that the Board of Trustees approve Lead STEM and ELA Lead Teacher job descriptions.

**XIV. CLOSED SESSION: To discuss legal issues**

Mrs. DePinto made a motion at 5:57, to enter into closed session for the purpose of discussing a legal matter. Mrs. Syre seconded the motion and the motion passed by unanimous voice vote.

**XV. RETURN TO OPEN SESSION**

Mrs. DePinto made a motion at 6:05, 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**

**XVIII. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Apter and seconded by Mrs. Syre to adjourn the meeting at 6:06 pm.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Steven Kepnes  
Board Secretary