

SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY
REGULAR/ REORGANIZATON MEETING MINUTES
April 10, 2017

I. CALL TO ORDER

Board Secretary, Steven Kepnes called the meeting to order at 4:00

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

	PRESENT	ABSENT
Dr. Edwin Selby	√	
Mr. Charles Teufert	√	arrived at 4:15
Ms. Wendie Blanchard	√	
Mr. Michael Nelms	√	
Dr. Mary Rapuano	√	
Ms. Michelle Syre	√	arrived at 4:24
Mr. Jason Apter	√	

Reading of Code of Ethics for School Board Members, Title 18A:12-24.1

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

- c. I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

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d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.

e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.

f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.

h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

i. I will support and protect school personnel in proper performance of their duties.

j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

V. ADMINISTRATION OF OATH AND ELECTION OF OFFICERS

Mr. Nelms made a motion seconded by Dr. Selby to appoint Mr. Apter and Mrs. DePinto to the Board of Trustees vacancies and the motion was carried by unanimous roll call vote.

ADMINISTER OATH OF OFFICE

Jason Apter and Stephanie DePinto recited their oath of office.

VI. ELECTION OF OFFICERS

A. NOMINATION AND VOTE FOR THE POSITION OF BOARD PRESIDENT

Motion by Mr. Nelms, seconded by Dr. Rapuano, to nominate Dr. Selby for **President** of the Sussex County Charter School for Technology Board of Trustees.

Motion by Dr. Rapuano, seconded by Mr. Nelms to close nominations for **President** of the Sussex County Charter School for Technology Board of Trustees

Mr. Kepnes took a roll call vote for Dr. Selby for President, which passed by unanimous vote.

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**B. NOMINATION AND VOTE FOR THE POSITION OF BOARD VICE
PRESIDENT**

Motion by Mr. Nelms, seconded by Dr. Rapuano, to nominate Mr. Teufert for **Vice-President** of the Sussex County Charter School for Technology Board of Trustees.

Motion by DePinto, seconded by Mr. Apter, to close nominations for **Vice-President** of the Sussex County Charter School for Technology Board of Trustees.

Mr. Kepnes took a roll call vote for Mr. Nelms for Vice President and the motion carried by unanimous vote.

Newly elected President assumed chair.

VII. APPOINTMENT OF COMMITTEES

Building and Grounds:	Mr. Teufert and Mrs. Syre
Personnel & Negotiations:	Mrs. DePinto and Mr. Nelms
Curriculum & Policy:	Mr. Apter and Dr. Rapuano
Finance:	Mr. Apter and Dr. Rapuano
Public Relations:	Mrs. DePinto and Mrs. Syre
Technology:	Mr. Teufert and Mr. Nelms

VIII. ACTION ON MATTERS PERTAINING TO REORGANIZATION

Mr. Teufert made a motion to approve the following resolution, seconded by Dr. Rapuano and carried by a unanimous roll call vote.

WHEREAS, the Board Bylaws outline the procedures to be used in the Reorganization Meeting, and

WHEREAS, the insurance agent has been appointed at the Reorganization Meeting by past practice, now therefore be it

RESOLVED, by the Board of Trustees of the Sussex County Charter School for Technology that all existing bylaws and policies and regulations, contract and agreements as established by act and practice of previous Boards of Trustees and courses of study are to remain in force and effect until such time as the present Board necessitates change by way of resolution, and, be it further

RESOLVED, that the Board establish use of State Contracts for purchasing throughout the school year whenever possible, and be it further

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RESOLVED, that the quote threshold be established at \$6,000 and the bid threshold at \$40,000, and be it further

RESOLVED, that the board approve continued participation in the E-Rate program: Alliance for Competitive Energy Services (ACES), and be it further

RESOLVED, that the following appointments be made for the period April 1, 2017 through March 31, 2018, or until a replacement is named:

<u>Title</u>	<u>Name of Organization</u>	<u>Amount</u>
Board Attorney	Weiner Lesniak LLP	Fee
Depository for School Funds Any bank having branches in Sussex County	PNC Bank	N/A
Depository for School Funds Any bank having branches in Sussex County	Sussex Bank	N/A
Board Newspaper New Jersey Sunday Herald	New Jersey Herald (weekly)	Fee

and, be it further

RESOLVED, that the following appointments be made through June 30, 2018:

<u>Title</u>	<u>Name</u>
Board Secretary/ Business Administrator	Steven Kepnes
Qualified Purchasing Agent	Steven Kepnes
ERIC West Health & Safety	Steven Kepnes
Public Agency Compliance Officer	Steven Kepnes
Treasurer of School Monies	Candace Leatham
Public School Accountant	Nisivoccia LLP
Insurance Agent of Record	Connor Strong Ins. Co
Affirmative Action Officer	Deirdre Mastandrea
“504” Officer	Deirdre Mastandrea
Title IX Coordinator	Noreen Lazariuk

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Indoor Air Quality
Integrated Pest Management Officer

and, be it further

RESOLVED, that the following petty cash funds be established:

Business Office Petty Cash \$200.00

And be it further

RESOLVED, that the following Tax Shelter/Disability providers be approved:

AFLAC; AXA Equitable; First Investors; Horizon.

And be it further

RESOLVED, that the emergency procedures described in the official Sussex Charter Emergency Management Plan be approved as recommended.

And be it further

RESOLVED that the Board of Trustees authorize the Principal and Business Administrator to implement the 2017-2018 budget once authorized and finalized, pursuant to state policies and regulations

and be it further

RESOLVED, that the Board approve the following schedule of meetings to be held by the Board of Trustees of the Sussex County Charter School for Technology at 5:00pm, at the Sussex County Charter School for Technology, 385 North Church Road, Sparta, NJ 07871:

Day and Date

Monday, May 8, 2017

Monday, June 12, 2017

Monday, August 14, 2017

Monday, September 11, 2017

Monday, October 9, 2017

Monday, November 13, 2017

Monday, December 11, 2017

Monday, January 8, 2018

Monday, February 12, 2018

Monday, March 12, 2018

Monday, April 9, 2018 - Reorganization Meeting

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and, be it further

RESOLVED, that the following Order of Business (Agenda) be approved:

REGULAR BUSINESS AGENDA

- I. Call to Order
- II. Declaration of Open Public Meetings Act
- III. Pledge of Allegiance
- IV. Roll Call
- V. Approval of Minutes
- VI. Correspondence
- VII. Comments
 - A. President's Comments
 - B. Committee Reports
 - C. Board Member Comments
 - D. Student Liaison Comments
 - E. PTO Liaison Comments
 - F. Faculty Comments
 - G. Alumni Liaison Comments
 - H. Presentations
- VIII. Executive Director's's Information
- IX. Principal's Information
- X. Business Administrator's Information
- XI. Public Participation (Agenda Items Only)
- XII. Board Action on Agenda Items
- XIII. Old Business
- XIV. Public Participation
- XV. New Business
- XVI. Board Members Comments
- XVII. Closed Session (If Required)
- XVIII. Return to Open Session to Act on Closed Session Matters as Required
- XIX. Adjournment

REORGANIZATION/REGULAR MEETING

- I. Call to Order (Board Secretary)
- II. Declaration of Open Public Meetings Act
- III. Pledge of Allegiance
- IV. Roll Call
- V. Administration of Oath of Office
- VI. Election of Officers
 - A. Call for the Nomination for the Position of Board President
Vote to Close Nominations

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Vote for the Position of Board President
Statement by Board President

- B. Call for the Nomination for the Position of Board Vice President
Vote to Close Nominations
Vote for Position of Board Vice President
Statement by Board Vice President

V. APPROVAL OF MINUTES

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

Regular Meeting Minutes of March 13, 2017.

VI. CORRESPONDENCE none heard

VII. COMMENTS

- A. President's Comments: Dr. Selby summarized what he learned at a recent workshop including ethics and health insurance savings.
- B. Committee Reports
- Building and Grounds
 - Personnel & Negotiations
 - Curriculum & Policy
 - Finance
 - Public Relations
 - Technology
- C. Board Member Comments: Mrs. Syre stated that she si sorry to see Ms. Blanchard leave the Board.
- D. Faculty/ Staff Comments
- E. Student Liaison Comments
- F. PTO Comments
- G. Presentations

VIII. EXECUTIVE DIRECTOR'S INFORMATION

Enrollment for the month of March 2017 was 217 students.

For the month of March, 2017, a Fire Drill was held on March 29, 2017 and a Shelter-in-

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Place Drill was held on March 31, 2017.

IX. PRINCIPAL'S INFORMATION

X. BUSINESS ADMINISTRATOR'S INFORMATION

XI. PUBLIC PARTICIPATION

Mrs. Mary Lou DeCaprio and her students gave a presentation on Cubes in Space.

XII. BOARD ACTION ON AGENDA ITEMS

BUSINESS RECOMMENDATIONS

Mr. Teufert made a motion for the following resolutions to be approved, 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 February 28, 2017 , as attached.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending March 31, 2017, as attached.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of March 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 February 28, 2017, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending February 28, 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 March 2017 in the amount of \$ 19,250 to ensure that no line items are over expended, as attached.

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6. RESOLVED, that the Board of Trustees approve the bill list for the month ending March 31,2017 in the amount of \$491,917.25 inclusive of March payroll in the amount of \$204,309.04 as attached.

7. RESOLVED, that the Board of Trustees approve the following non-repairable items be removed from inventory and decommissioned:

Ever Focus Computer Screen	EN-7519HMIA9AP2L5140060	
ACER	NXSHEAA0064140DBC7600	
ACER	NXSHEAA0064140DD727600	
ACER	NXSHEAA0064140DB557600	
ACER	NXSHEAA0064140DD8B7600	
ACER	NXSHEAA0064140DB577600	

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

Staff Member	Course	Date	Cost
Terri Rocco	School Law for Administrative Assistants	4/27/17	\$100.00
Susan Virga	School Law for Administrative Assistants	4/27/17	\$100.00

EDUCATION

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

1. RESOLVED, that the Board of Trustees acknowledge that there were 9 Discipline Reports for March, 2017.
2. RESOLVED, that the Board of Trustees acknowledge there were 2 Harassment, Intimidation, and Bullying (HIB) Reports for March, 2017.
3. RESOLVED, that the Board of Trustees vote to affirm, modify or reject our decision

Mr. Teufert made a motion for the following resolution to be approved, seconded by Dr. Rapuano and carried by a unanimous voice vote.

4. RESOLVED, that the Board of Trustees approve the following PIN GUARD NIGHT at Sussex County Charter School for Technology.
Date: Friday 4/28/17 (To raise funds to lower the cost of yearbooks)
Time: 7:00pm-9:00pm
Place: Gymnasium

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PERSONNEL

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

1. RESOLVED, that the Board of Trustees approve Deirdre Mastandrea, Principal, as the Affirmative Action Officer.
2. RESOLVED, that the Board of Trustees approve the following staff members as the Affirmative Action Access and Equity Team: Deirdre Mastandrea, Noreen Lazariuk, Kim Sokolewicz, and Lauren Palumbo.
3. RESOLVED, that the Board of Trustees reappoint Lauren Palumbo as School Counselor for the 2017-2018 school year at a salary of \$60,743.00 plus \$1,000 Longevity (10 month contract)
4. RESOLVED, that the Board of Trustees reappoint Terri Rocco as the Confidential Administrative Secretary to the Executive Director & Principal for the 2017-2018 school year at a salary of \$ 57,000. (12 month contract)
5. RESOLVED, that the Board of Trustees reappoint Edith Grant as the Part-Time Administrative Assistant/Child Study Team Secretary for the 2017-2018 school year at a salary of \$ 20.40 per hour. (12 month contract)
6. RESOLVED, that the Board of Trustees reappoint Susan Virga to the position of Bookkeeper for the 2017-2018 school year at a salary of \$ 51,673.00 (12 month contract).
7. RESOLVED, that the Board of Trustees reappoint Candace Leatham to the position of part-time treasurer for the 2017-2018 school year at a salary of \$ 2,122.00.
8. RESOLVED, that the Board of Trustees reappoint Kimberly Sokolewicz as School Nurse for the 2017-2018 school year at a salary of \$ 54,588.00 plus \$1,000.00 Longevity (10 month contract)
9. RESOLVED, that the Board of Trustees reappoint Dan McMickle as the Head Custodian for the 2017-2018 school year at a salary of \$ 47,960.00 (12 month contract)
10. RESOLVED, that the Board of Trustees reappoint Charles Culver as the Technology Coordinator for the 2017-2018 school year at a salary of \$ 20,400 (12 month contract)
11. RESOLVED that the Board of Trustees reappoint Daniel Bell as part-time Custodian for the 2017-2018 school year at a salary of \$ 11.22 per hour (month contract).
12. RESOLVED, that the Board of Trustees reappoint Donna Hobson as part-time Custodian for the

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2017-2018 school year at a salary of \$11.44 per hour (10 month contract).

13. RESOLVED, that the Board of Trustees reappoint Geraldine Czarkowski as Full-Time Classroom Aide for the 2017-2018 school year at a salary of \$ 25,050.00. (10 month contract)
14. RESOLVED, that the Board of Trustees reappoint Kimberly Green as Part-Time Classroom Aide for the 2017-2018 school year at a salary of \$20,076.00 plus \$1,500.00 Longevity, (10 month contract).
15. RESOLVED, that the Board of Trustees reappoint Theresa Kuhn as a Full-Time Classroom Aide for the 2017-2018 school year at a salary of \$20,168.00, (10 month contract).
16. RESOLVED, that the Board of Trustees reappoint Kristine Simmons as the Speech Therapist/Literacy Coach for the 2017-2018 school year at a salary of 67,059, (10 month contract).
17. RESOLVED, that the Board of Trustees approve the hiring of Pegeen Haper as a part-time summer custodian, from July 7, 2017-August 12, 2017 at the rate of \$11.00 per hour.
18. RESOLVED, that the Board of Trustees approve the renewal of contracts, for the following teachers, for SY2017-2018

NAME	POSITION	STEP	SALARY (INC LONGEVITY)
Baldini, James	Social Studies	20 / MD	75,078
Bell, Michael	Math	16	64,493
Cruciata, Francesca	Math	10	57,402
DeCaprio, Mary Lou	Science	5	52,103
Fialcowitz, Nicholas	Health/Physical Education	5	53,103
Frey, Janine	Math	3	50,126
Goetchius, Kaitlin	English	5	52,103
Graziano, Courtney	Math	16	64,493
Kopycienski, Suzanne	Health/Physical Education	12	65,993
Kotlarz, Hillary	Reading Teacher	10	59,902
Lerch, Jesse	STEAM	2	48,167
Mackowicz, Cynthia	English Lang Arts Literacy	12 / MD	62,673
Mirena, Elyse		2	48,167
Myslinski, Imogen	Writing	10	58,402
Reader, Jaime	Social Studies	4	52,105
Scheffler, Robin	ELAL/Disabilities	5 / MD	55,103
Schumann, Elisabeth	World Language	3 / MD	31,875
Schwartz, Michael	STEM	16 / MD	67,493
Sevean, Jeanne	Language Arts/Handicapped	8 / MD	59,719

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Sior, Carolyn	Math/Handicapped	17	67,259
Steffens, Jill	Language Arts Literacy	13 / MD	64,842
Steinetz, Scott	Music	13	38,005.20

POLICY

Mrs. Syre made a motion to approve the following resolution, seconded by Mr. Teufert and carried by a unanimous voice vote.

1. RESOLVED, that the Board of Trustees approve the second reading of the amendment to Policy II-Board of Trustees as listed below:

a. Each member shall serve after the expiration of his/her term until the appointment and qualification of his/her successor (NJSA 54-16).

b. A member shall be considered "in attendance" of a Board Meeting if they are able to participate by cell phone or some other electronic means of communication.

b c. A member who fails to attend three consecutive regular meetings of the Board without good cause may be removed from office on the affirmation of votes of a majority of the remaining Board members, provided that:

- i. The member's removal was proposed a the immediately preceding Board meeting and
- ii. Notice of the proposed removal was given to the affected member at least 10 days in advance of the meeting at which the vote will be taken.

e d. A vacancy on the Board shall forthwith be reported to the President of the Board of Trustees. The Board President shall solicit applications for Board membership and make suggestions to the Board concerning potential replacements. Replacement shall be ratified by majority vote of the remaining Board members. (NJSA 18A:12-2 ; 12-3)

XIII. NEW BUSINESS

None heard

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XIV. CLOSED SESSION

Mr. Teufert made a motion at 5:27, to enter into closed session for the purpose of discussing HIB and a recent discipline issue. Mrs. Syre seconded the motion and the motion passed by unanimous voice vote.

XV. RETURN TO OPEN SESSION

Mrs. Syre made a motion at 5:42, to enter back into open session.
Dr. Rapuano seconded the motion and the motion passed by unanimous voice vote.

XVI. PUBLIC PARTICIPATION

Parents of a student who was identified as an HIB victim spoke in defense of another boy (a friend of the victim). They expressed concern over the student having to write an essay over the issue.

XVII. BOARD MEMBER COMMENTS

It was suggested that Ms. Blanchard facilitate a retreat for the Board.

XVIII. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mr. Nelms and seconded by Dr. Rapuano to adjourn the meeting at 5:45 pm.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Steven Kepnes
Board Secretary