

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY  
REORGANIZATION MEETING MINUTES**

*April 11, 2016*

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**I. CALL TO ORDER**

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

**II. DECLARATION OF OPEN PUBLIC MEETINGS ACT**

In accordance with the requirements of the Open Public Meetings Act, 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, the County Superintendent's Office, and the County Administrator, with copies of such notice delivered or mailed electronically to the New Jersey Herald.

**III. PLEDGE OF ALLEGIANCE**

**IV. ROLL CALL**

<b>Board of Trustee</b>	<b>Term</b>	
Jason Apter	2016 - 2017	Absent
Wendie Blanchard	2013 - 2017	√
Michael Nelms	2015 - 2018	√
Mary Rapuano	2016 - 2018	√
Edwin Selby	2016 - 2019	√
Michelle Syre	2016 - 2018	√
Charles Teufert	2016 - 2019	√

**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.
- 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.

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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**

**ADMINISTER OATH OF OFFICE**

The following Board Members reaffirmed their Oath of Office  
Dr. Mary Rapuano, Dr. Edwin Selby, Mr. Charles Teufert

**VI. ELECTION OF OFFICERS**

**A. NOMINATION AND VOTE FOR THE POSITION OF BOARD PRESIDENT**

A motion was made by Mr. Teurfert, seconded by Mr. Nelms, to nominate Dr. Selby for **President** of the Sussex County Charter School for Technology Board of Trustees.

A motion was made by Mr. Teurfert, seconded by Dr. Rapuano, to close nominations for President of the Sussex County Charter School for Technology Board of Trustees.

The motion for Dr. Selby as President was carried by unanimous roll call vote. Mr. Apter was absent

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

A motion was made by Ms. Blanchard, seconded by Mr. Nelms, to nominate Mr. Teufert for **Vice-President** of the Sussex County Charter School for Technology Board of Trustees.

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A motion was made by Ms. Blanchard, seconded by Dr. Rapuano, to close nominations for **Vice-President** of the Sussex County Charter School for Technology Board of Trustees.

The motion for Mr. Teufert as Vice President was carried by unanimous voice vote. Mr. Apter was absent.

**VII. APPOINTMENT OF COMMITTEES BY PRESIDENT**

The following members were appointed to the respective committees by Dr. Selby, President of the Board:

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

**VIII. ACTION ON MATTERS PERTAINING TO REORGANIZATION**

Mr. Teufert made a motion for the following resolutions to be approved, seconded by Ms. Blanchard and carried by voice vote. Mr. Apter was absent

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, contracts 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

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 the continued participation in the E-rate program; Alliance for Competitive Energy Services (ACES), and be it further

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Mr. Teufert made a motion for the following resolutions related to appointments to be approved, seconded by Ms. Blanchard and carried by voice vote. Mr. Apter was absent

RESOLVED, that the following appointments be made for the period April 1, 2016 through March 31, 2017, or until a replacement is named:

<u>Title</u>	<u>Name of Organization</u>	<u>Amount</u>
Board Attorney	Weiner Lesniak LLP	Fee
Public School Accountant	Nisivoccia LLP	As Negotiated
Insurance Agent of Record	Connor Strong Ins. Co. Barbara Travis	As per policies in Force
Medical Inspector	Dr. David Markel	\$500 per year
Health Insurance	NJ State Health Benefits	Per Enrollment

<u>Title</u>	<u>Name of Organization</u>	<u>Amount</u>
Depository for School Funds Any bank having branches in Sussex County	PNC Bank	Financial School Funds
Depository for School Funds Any bank having branches in Sussex County	Sussex Bank	Financial School Funds

and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes.

Board Newspaper	New Jersey Herald/ New Jersey Sunday Herald	Fee
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and, be it further

RESOLVED, that the following appointments be made through June 30, 2017:

<u>Title</u>	<u>Name</u>
Board Secretary	Steven Kepnes
Purchasing Agent	Steven Kepnes, QPA
ERIC West Health & Safety	Steven Kepnes
Public Agency Compliance Officer	Steven Kepnes

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Treasurer of School Monies	Candace Leatham
Affirmative Action Officer	Deirdre Mastandrea
“504” Officer	Deirdre Mastandrea
Title IX Coordinator	Noreen Lazariuk
Indoor Air Quality	Patrick Kane
Integrated Pest Management Coord	Patrick Kane

Mr. Teufert made a motion for the following resolutions to be approved, seconded by Ms. Blanchard and carried by voice vote. Mr. Apter was absent.

RESOLVED, that the following Petty Cash Funds be established:

Business Office Petty Cash	\$200.00
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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 authorize the Principal and Business Administrator to implement the 2016-2017 budget once authorized and finalized, pursuant to state policies and regulations

Mr. Teufert made a motion for the following resolution to be approved, seconded by Mr. Nelms and carried by voice vote. Mr. Apter was absent.

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 the Sussex County Charter School for Technology, 385 North Church Road, Sparta, NJ 07871:

<u>Day and Date</u>	<u>Time</u>
Monday, May 9, 2016	7:00 p.m.
Monday, June 13, 2016	4:00 p.m.
Monday, July 11, 2016	7:00 p.m.
Monday, August 8, 2016	4:00 p.m.
Monday, September 12, 2016	7:00 p.m.
Monday, October 10, 2016	4:00 p.m.
Monday, November 14, 2016	7:00 p.m.
Monday, December 12, 2016	4:00 p.m.

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Monday, January 9, 2017	7:00 p.m.
Monday, February 13, 2017	4:00 p.m.
Monday, March 13, 2017	7:00 p.m.
Monday, April 10, 2017 - Reorganization Meeting	4:00 p.m.

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 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 – Any Item
- 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

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REORGANIZATION 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 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
  - VII. Appointment of Committees by the President
  - VIII. Action on Matters Pertaining to Reorganization
  - IX. Adjournment
- \*Note 1. The Public is invited to attend all meetings and will be given an opportunity to discuss their concerns with the Board. Formal action will be taken at Regular meetings.
- \*Note 2. The Order of Business is subject to change at the discretion of the Board President.

**IX. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Nelms and seconded by Ms. Blanchard to adjourn at 4:14 pm.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Steven Kepnes  
Board Secretary