

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

*April 8, 2019*

---

**I. CALL TO ORDER**

The Board Secretary called the meeting 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. Mary Rapano (Board President)</b>	√	
<b>Ms. Stephanie DePinto (Vice President)</b>	√	
<b>Ms. Lesa McGuinness</b>	√	
<b>Mr. Tom Mitchell</b>		√
<b>Mr. Louis Ruggiero</b>		√

**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.

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

*April 8, 2019*

---

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. Kepnes administered the Oath Of Office to Mrs. Anna Burke**

**VI. ELECTION OF OFFICERS**

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

A motion was made by Mrs. DePinto, seconded by Ms. McGuinness, to nominate Dr. Rapuano for **President** of the Sussex County Charter School for Technology Board of Trustees.

The motion was carried by unanimous roll call vote to elect Dr. Rapuano as President.

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

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

*April 8, 2019*

---

A motion was made by Mr. McGuinness, seconded by Dr. Rapuano, to nominate Mrs. DePinto for **Vice-President** of the Sussex County Charter School for Technology Board of Trustees.

The motion was carried by unanimous roll call vote to elect Mrs. DePinto as Vice President.

**VII. APPOINTMENT OF COMMITTEES**

Building and Grounds:  
Personnel & Negotiations:  
Curriculum & Policy  
Finance:  
Public Relations:  
Technology:

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

Mrs. DePinto made a motion to approve the following items, seconded by Ms. McGuinness 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

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

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR/REORGANIZATION MEETING MINUTES**  
*April 8, 2019*

---

RESOLVED, that the following appointments be made for the period April 1, 2018 through March 31, 2019, 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, 2019:

<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 Inc. Co
Affirmative Action Officer	Noreen Lazariuk
“504” Officer	Noreen Lazariuk
Title IX Coordinator	Noreen Lazariuk
Indoor Air Quality	Noreen Lazariuk
Integrated Pest Management Officer	Noreen Lazariuk

And, be it further

RESOLVED, that the following petty cash funds be established:  
 Business Office Petty Cash \$200.00

And be it further

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

*April 8, 2019*

---

RESOLVED, that the following Tax Shelter/Disability providers be approved:  
AFLAC; AXA Equitable; First Investors; Horizon; Lincoln Investment.

And be it further

RESOLVED that the Board of Trustees authorize the Executive Director and Business Administrator to implement the 2018-2019 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 13, 2019

Monday, June 10, 2019

Monday, July 8, 2019

Monday, August 12, 2019

Monday, September 9, 2019

Monday, October 14, 2019 \*Columbus Day

Monday, November 11, 2019\*Veterans Day

Monday, December 9, 2019

Monday, January 13, 2020

Monday, February 10, 2020

Monday, March 9, 2020

Monday, April 6, 2020 Reorganization Meeting

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

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

*April 8, 2019*

---

- A. President's Comments
- B. Committee Reports
- C. Faculty Comments
- D. Board Member 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
- 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 Meeting 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.
    - Vote for the Position of Board President.
    - Statement by Board President
  - B. Call for the Nomination for the Position of Board Vice President
    - Vote for Close Nominations
    - Vote for Position of Board Vice President
    - Statement by Board Vice President
- VII. Adjournment

**V. APPROVAL OF MINUTES**

Mrs. DePinto made a motion to approve the following meeting minutes, seconded by Ms. McGuinness and carried by a unanimous voice vote.

Regular Meeting Minutes of March 11, 2019

Closed Session Meeting Minutes of March 11, 2019

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR/REORGANIZATION MEETING MINUTES**  
*April 8, 2019*

---

**VI. CORRESPONDENCE**                      None

**VII. COMMENTS**

- A.     President’s Comments              Dr. Rapuano welcomed Mrs. Burke to the Board
- B.     Committee Reports.
  - Building and Grounds
  - Personnel & Negotiations              Dr. Rapuano summarized two interviews that took place regarding the Business Administrator position.
  - Curriculum & Policy
  - Finance
  - Public Relations
  - Technology
- C.     Board Member Comments
- D.     Faculty/ Staff Comments
- E.     Student Liaison Comments
- F.     PTO Comments
- G.     Presentations:

**VIII. EXECUTIVE DIRECTOR’S INFORMATION**

Enrollment for the month of March 2019, was 225 students.

For the month of March 2019, a Fire Drill was held on March 15, 2019 at 8:58 am.

For the month of March 2019, a Shelter in Place was held on March 18, 2019 at 2:03 pm.

**X. BUSINESS ADMINISTRATOR’S INFORMATION**

**XI. PUBLIC PARTICIPATION**                      None heard

**XII. BOARD ACTION ON AGENDA ITEMS**

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

*April 8, 2019*

---

**BUSINESS RECOMMENDATIONS**

Mrs. DePinto made a motion to approve the following items, seconded by Ms. McGuinness 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 2019.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending February 2019.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of February 28, 2019, 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, 2019, after a review of the Board Secretary’s monthly financial report and Treasurer of School Monies Report for the period ending February 28, 2019 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 February,2019 in the amount of \$70,950.00 to ensure that no line items are over expended.
6. RESOLVED, that the Board of Trustees approve the Check Register for the month ending March 2019 in the amount of \$414,390.07, inclusive of the Payroll for March in the amount of \$222,210.04.
7. RESOLVED, that the Board of Trustees approve the following non-repairable items be removed from inventory and decommissioned:

DELL	8XWTK82
ACER	DB8F7600
DELL	2JB NB62
DELL	9QM8B52

Mrs. DePinto made a motion at 5:47, to enter into closed session for the purpose of discussing a student matter. Ms. McGuinness seconded the motion and the motion passed by unanimous voice vote.

Mrs. DePinto made a motion at 6:00, to enter back into open session.  
Ms. McGuinness seconded the motion and the motion passed by unanimous voice vote.



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

*April 8, 2019*

---

**EDUCATION**

Ms. McGuinness made a motion to approve the following items, seconded by Mrs. DePinto and carried by a unanimous roll call vote.

1. RESOLVED, that the Board of Trustees acknowledges the Harassment, Intimidation, and Bullying (HIB) Reports for March 2019 and (HIB) investigations for February 2019.
2. RESOLVED, that the Board of Trustees approve the Sussex County Charter School for Technology 2019-2020 school calendar days.
3. RESOLVED, that the Board of Trustees approve PARCC testing May 6<sup>th</sup>-8<sup>th</sup>, 2019.
4. RESOLVED, that the Board of Trustees approve an OSCAR Pet Adoption day Saturday May 18<sup>th</sup>, 2019, sponsored by SCCST Pet Rescue Club.
5. RESOLVED, that the Board of Trustees approve Mrs. DeCaprio and the SWE Club participating in the Solar Sprint at Kittatinny High School on May 14<sup>th</sup> at a cost of \$159.00 for transportation.
6. RESOLVED, that the Board of Trustees approve NJHS induction ceremony on May 14<sup>th</sup>, 2019.
7. RESOLVED, that the Board of Trustees approve the 8<sup>th</sup> grade class trip to Salem MA and Boston MA, May 15<sup>th</sup>-May 17<sup>th</sup>, 2019 through Gerber Tours.

Faculty Attending:	Nurses:
Noreen Lazariuk	Jeanne VanAuken
Jaime Reader	Seanna Krauss
Sue Kopy	
Jillian Schoonover	
Jessica Martin	

**PERSONNEL**

Mrs. DePinto made a motion to approve the following items, seconded by Ms. McGuinness and carried by a unanimous roll call vote.

1. RESOLVED, that the Board of Trustees approve the hiring of substitute nurse, Carrie Loewrigkeit for the 2019-2020 school year \$125.00 per day.
2. RESOLVED, that the Board of Trustees approve the hiring of substitute nurse, Jeanne VanAuken for the 2019-2020 school year \$125.00 per day.

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

*April 8, 2019*

---

3. RESOLVED, that the Board of Trustees approve Noreen Lazariuk, Superintendent, as the Affirmative Action Officer.
4. RESOLVED, that the Board of Trustees approve Noreen Lazariuk, Superintendent, as School Safety Specialist.
5. RESOLVED, that the Board of Trustees approve Noreen Lazariuk, Superintendent, as the School Liaison to the Sparta Police Department.
6. RESOLVED, that the Board of Trustees approve the hiring of substitute nurse, Nancy Baty for the 2019-2020 school year \$125.00 per day.
7. RESOLVED, that the Board of Trustees reappoint Candace Leatham to the position of part-time treasurer for the 2019-2020 school year at a salary of \$2,245.00.(12 month contract)
8. RESOLVED, that the Board of Trustees reappoint Charles Culver as Technology Coordinator for the 2019-2020 school year at a salary of \$21,579.00(12 month contract)
9. RESOLVED, that the Board of Trustees reappoint Dan McMickle as Head Custodian for the 2019-2020 school year at a salary of \$50,733.00 (12 month contract)
10. RESOLVED, that the Board of Trustees reappoint Robert Schofield as Part-Time Custodian for the 2019-2020 school year at an hourly rate of \$11.64 per hour (12 month contract)
11. RESOLVED, that the Board of Trustees reappoint Donna Hobson as Part-Time Custodian for the 2019-2020 school year at an hourly rate of \$12.10 per hour (12 month contract)
12. RESOLVED, that the Board of Trustees reappoint Sue Virga to the position of Confidential Administrative Assistant to the Business Administrator/Bookkeeper for the 2019-2020 school year at a salary of \$55,660.00 (12 month contract)
13. RESOLVED, that the Board of Trustees reappoint Edith Grant as Confidential Secretary for the 2019-2020 school year at a salary of \$40,620.00 (12 month contract)
14. RESOLVED, that the Board of Trustees reappoint Jessica Martin as Confidential Secretary for the 2019-2020 school year at a salary of \$43,370.00 (12 month contract)
15. RESOLVED, that the Board of Trustees reappoint Cindy Pappa as Part-Time School Psychologist for the 2019-2020 school year at a salary of \$37,023.00 (12 month contract)
16. RESOLVED, that the Board of Trustees reappoint a Pegeen Harper as a Teachers Aide for the 2019-2020 school year at a salary of \$17,983.00 (10 month contract)

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

*April 8, 2019*

---

17. RESOLVED, that the Board of Trustees reappoint a Nick Russell as a Teachers Aide for the 2019-2020 school year at a salary of \$17,983 (10 month contract)
18. RESOLVED, that the Board of Trustees reappoint a Mary Rowe as a Teachers Aide for the 2019-2020 school year at a salary of \$17,983 (10 month contract)
19. RESOLVED, that the Board of Trustees reappoint a Kim Green as a Teachers Aide for the 2019-2020 school year at a salary of \$21,237 with \*longevity \$1,500 (10 month contract)
20. RESOLVED, that the Board of Trustees approve the renewal of contracts, for the following teachers, for SY2019-2020:

<b>NAME</b>	<b>POSITION</b>	<b>SALARY</b>	<b>STEP</b>
Andersen, Britt	Art	\$60,323	Masters Step 9
Anderson, Nicole	Math	\$53,127	BA Step 5
Andresen, Sarah	English	\$52,129	BA Step 4
Baldini, James	Social Studies	\$74,602	Masters Step 20*longevity \$2,000
Bell, Michael	Math	\$68,075	BA Step 18
Schoonover, Jill	Science/STEM	\$60,323	Masters Step 9
DeVito, Francesca	Math/Disabilities	\$60,697	BA Step 12
DeCaprio, Mary Lou	Science	\$55,184	BA Step 7
Duncan, Jennifer	Science/STEM	\$69,783	Masters Step 17
Fialcowitz, Nicholas	Health/Physical Education	\$55,184	BA Step 7 *longevity \$1,000
Goetchius, Kaitlin	ELAL/Disabilites	\$58,184	Masters Step 7
Graziano, Courtney	Math	\$68,075	BA Step 18
Kopycienski, Suzanne	Health/Physical Education	\$68,075	BA Step 18 *longevity \$1,500
Kotlarz, Hillary	Reading Teacher	\$62,197	BA+30, Step 12 *longevity \$1,000
Wettstein, Kim	Math	\$69,783	Masters Step 17
Myslinski, Imogen	Writing	\$60,697	BA Step 12 *longevity \$1,000
Reader, Jaime	Social Studies	\$54,145	BA Step 6*longevity \$1,000
Scheffler, Robin	ELAL/Disabilities	\$58,184	Masters Step 7
Schumann, Elisabeth	World Language	\$33,676	Masters Step 5
Sevean, Jeanne	Language Arts/Handicapped	\$61,426	Masters Step 10*longevity \$1,500
Steffens, Jill	Language Arts Literacy	\$67,276	Masters Step 15*longevity \$1,500
Steinetz, Scott	Music	\$38,566	BA Step 15
Michael Schwartz	STEM	\$71,075	Masters Step 18
Lauren Palumbo	School Counselor	\$64,866	Masters Step 13*longevity \$1000
Lillian MacRae	School Nurse	\$57,323	BA Step 9

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR/REORGANIZATION MEETING MINUTES**  
*April 8, 2019*

---

**POLICY**

**XVI. PUBLIC PARTICIPATION**                      None Heard

**XVII. BOARD MEMBER COMMENTS**

Mrs. DePinto and the Board thanked Jessica Martin for her good work while Mrs. Lazariuk was absent.

**XVIII. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mrs. DePinto and seconded by Ms. McGuinness to adjourn the meeting at 6:13 pm.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Steven Kepnes  
Board Secretary