

MINUTES
BOARD OF TRUSTEES
of the
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY
REGULAR BOARD MEETING
August 13, 2012

I. CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on June 12, 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 Mr. Teufert, Board Vice President, at 4:06 p.m. Mr. Teufert 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:

<u>Present</u>	<u>Absent</u>
Mrs. Blanchard	Mr. Nelms
Dr. Rapuano	Dr. Selby, President
Mr. Teufert, Vice President	

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

V. APPROVAL OF MINUTES

Mrs. Blanchard made a motion for the minutes to be approved.

- Regular Meeting Minutes of June 12, 2012

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

VI. CORRESPONDENCE

Letter from the Department of Education approving our 2012 – 2013 Professional Development Plan, as attached.

VII. COMMENTS

- A. President's Comments
- B. Committee Reports
 - Building and Grounds –
 - Personnel & Negotiations –
 - Curriculum & Policy –
Mrs. Blanchard and Mrs. Rapuano met and are reviewing policies
 - Finance –
 - Public Relations –
- C. Board Member Comments
- D. Faculty Comments

VIII. PRINCIPAL'S INFORMATION

1. Mrs. Eckel reported a wild life encroachment on June 4, 2012 and a fire drill on June 11, 2012.
2. Enrollment for the month of June 2012 was 200 students.
3. Mrs. Eckel has attached the Parent Satisfaction and the Staff Satisfaction surveys for discussion.
4. Dr. Selby, Jill Eckel and Amy Roberts met via video conference with Dr. Donald Treffinger of the Center for Creative Learning to discuss Talent Development and the Level of Service model used by the Center. They are considering using us as a model for their research in exchange for the cost of the program. As Dr. Selby would volunteer his time to the project as he is a member of the Leadership team at the Center for Creative Learning. Talent Development is a contemporary and inclusive approach to recognizing and developing all students' strengths, gifts and talents through student learning styles and differentiated programming. The Charter Foundation for the Arts and Sciences is interested in working with the school using this model.
5. We have hired 3 new teachers (Science/Math, Special Ed Math, and Special Ed LAL, a Child Study Team Manager as well as two additional part time aides for the upcoming school year. Scheduling is still tight and we are creatively managing it. In addition, the new Administrative Assistant has made a huge difference in the front office.
6. This is the last week of our Summer Enrichment Program. We have had, on average, 30 students per day, so it has been quite a success.

7. Pat Kane is in the process of getting a quote to put a second shed up behind the main building.
8. Jim Baldini and I will be meeting with a website designer next week to develop and upkeep a new website for the school.
9. Mr. Elliot's building is for rent again. He is asking \$1,800/month plus utilities.
10. A reminder that the Board Retreat is August 16 at the Hampton Diner 9:00AM. It has been duly advertised. You should have already returned your Board self-evaluations to NJSBA so that data will be ready to interpret by the Retreat.

IX. BUSINESS ADMINISTRATOR'S INFORMATION

Mrs. Molinet told the Board that the year-end closing was going as expected until the SCESC sent a bill at the end of June for over \$18,000 even though they had been called several times regarding any outstanding invoices. The final year end tuition enrollment figures came in at 199.6 students we lost \$27,503 for the year end tuition that we need to refund districts including the State for some Non Public Aid.

Sussex Tech's Food Service let us know that we had \$1,071.40 of Outstanding Student Balances left unpaid. We reimbursed Sodexo for the amount and we sent out letters to parents seeking reimbursement. I think a policy needs to be put into place to make sure that all outstanding monies are paid in full before everyone leaves for the summer break. This money is going to be hard to collect and it is money owed by the students. What kind of responsibility are we teaching students if we just let it go? In all we had \$46,500 less at closing than we had planned on therefore our fund balance did not increase it's pretty much even with last year.

We still have the money we encumbered to pay NJCC over the next few months and we put \$50,000 into Maintenance Reserve for future roof repair.

X. PUBLIC PARTICIPATION

XI. BOARD ACTION ON AGENDA ITEMS

BUSINESS RECOMMENDATIONS

Mrs. Blanchard made a motion for resolutions 1 through 14 to be approved and Mrs. Eckel requested the removal of resolution 13.

1. RESOLVED that the Board of Trustees approve the Board Secretary's Report for the month ending June 30, 2012, as attached.

2. RESOLVED that the Board of Trustees approve the Treasurer of School Monies Report for the month ending June 30, 2012, as attached.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of June 30, 2012, no line item account has been over-expended in violation of NJSA 18A:19-2.
4. RESOLVED, that pursuant NJSA 18A:19-2, the Board of Trustees certify that as of June 30, 2012, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending June 30, 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.
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 June 30, 2012 in the amount of \$104012.32 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 June 30, 2012 in the amount of \$431,930.37 inclusive of June's payroll in the amount of \$185,285.48 as attached.
10. RESOLVED that the Board of Trustees approve the Agreement for Local Education Agencies Consolidating School Meal Programs for the 2012-2013 school year, as attached.
11. RESOLVED, that the Board of Trustees approve the agreement between the Sussex County Charter School for Technology and First Investors to participate in a 403(b) pre-tax investment plan.
12. RESOLVED, that the Board of Trustees approve the submission of the 2011-2012 Annual Report, per attached.
13. Removed
14. RESOLVED that the Board of Trustees approve the Joint Transportation Contract Agreement for the 2012-2013 school year with Sussex County Technical School as follows:

<u>Route #</u>	<u>Dates</u>	<u>Cost</u>
L-10	9/1/12-6/30/13	\$13,776.00
SCC-T	9/1/12-6/30/13	\$82 per hour

Dr. Rapuano seconded the motion and resolutions 1 through 14 with the removal of resolution # 13 were approved by the following roll call vote: Mrs. Blanchard, yes; Dr. Rapuano, yes; Mr. Teufert, yes.

Mrs. Blanchard made a motion for resolutions 15 through 17 to be approved.

15. RESOLVED, that the Board of Trustees approve the attached records retention/disposal schedule.
16. RESOLVED, that the Board of Trustees approve the Principal Waiver for the 2012-2013 school year.
17. RESOLVED, that the Board of Trustees approve Article 16 Maintenance of the Agreement Annual Addendum Form (Memorandum of Agreement) for the 2012-2013 school year.

Dr. Rapuano seconded the motion and resolutions 15 through 17 were approved by a unanimous voice vote.

EDUCATION

Mrs. Blanchard made a motion for resolutions 1 through 3 to be approved. Mrs. Blanchard was interested in who the groups were for the 3 presentations and could the Board be included. Mrs. Eckel replied and acknowledged.

1. RESOLVED, that the Board of Trustees approve the May, 2012 Discipline Report, as attached.
2. RESOLVED, that the Board of Trustees approve Sgt. Thomas Rich to do three presentations on September 21, 2012 on protecting yourself while using forms of technology such as Facebook, Twitter, texting, on-line chatting, etc. at a cost of \$2,000.
3. RESOLVED, that the Board of Trustees approve the revised calendar for the 2012-2013 school year, as attached.

Dr. Rapuano seconded the motion and resolutions 1 through 3 were approved by the following roll call vote: Mrs. Blanchard, yes; Dr. Rapuano, yes; Mr. Teufert, yes.

PERSONNEL

Mrs. Blanchard made a motion for resolutions 1 through 9 to be approved. Mrs. Molinet and Mrs. Blanchard asked questions on resolution 6.

1. RESOLVED, that the Board of Trustees approve a pro-rated health benefits waiver for Terri Rocco in the amount of \$3,333.34 for the 2012 – 2013 school year.

2. RESOLVED, that the Board of Trustees approve Laura Knultelsky as a part-time aide at a salary of \$8,688 for the 2012 - 2013 school year pending fingerprinting and Mantoux test results.
3. RESOLVED, that the Board of Trustees approve Theresa Kuhn as a part-time aide at a salary of \$8,688 for the 2012 – 2013 school year pending fingerprinting and Mantoux test results.
4. RESOLVED, that the Board of Trustees approve Jamie Zangara as a Mathematics/Science Instructor at a salary of \$43,452 (step 1) for the 2012-2013 school year pending fingerprinting and Mantoux test results.
5. RESOLVED, that the Board of Trustees approve the following Professional Development:

Staff Member	Course	Date	Amount
Amy Roberts	Classroom Management with Harry & Rosemary Wong	On-Line Course	\$123.95
Imogen Myslinski	Classroom Management with Harry & Rosemary Wong	On-Line Course	\$123.95
Jeanne Sevean	Classroom Management: The Key to Every Successful Classroom	Aug. 21 & 22, 2012	\$99
Elyse Heine	Classroom Management: The Key to Every Successful Classroom	Aug. 21 & 22, 2012	\$99
Jill Eckel	Law, Ethics and Governance for all Leaders	Aug. 27 & 28, 2012	\$300
Barbara Zappile	Law, Ethics and Governance for all Leaders	Aug. 27 & 28, 2012	\$300
James Baldini	Law, Ethics and Governance for all Leaders	Aug. 27 & 28, 2012	\$300

6. RESOLVED that the Board of Trustees approve the Organizational Chart for Sussex County Charter School for Technology, as attached.
7. RESOLVED that the Board of Trustees remove the position of Lead Teacher.
8. RESOLVED, that the Board of Trustees approve Carolyn Sior as Community Liaison for the 2012-13 school year at a stipend of \$1,977.
9. RESOLVED, that the Board of Trustees approve Carolyn Sior as Special Activities Coordinator for the 2012-13 school year at a stipend of \$1,977.

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

POLICY

XII. CLOSED SESSION

A motion was made by Mrs. Blanchard and seconded by Dr. Rapuano that the Board of Education adopts the following resolution:

BE IT RESOLVED, by the Sussex County Charter School for Technology on this 13th day of August, 2012 at 4:50 PM, as follows:

1. The Board shall recess to closed session in accordance with the Open Public Meetings Law, N.J.S.A. 10:4-12b (1), (2), (6), (7) and (8). The general nature of the discussion will involve matters confidential by law, any investigations or tactics or techniques to protect persons or public property, litigation, anticipated litigation and attorney-client matters.
2. These matters will be disclosed to the public as soon as the need for confidentiality no longer applies.
3. This resolution shall take effect immediately.
4. Action will not be taken after closed session.

XIII. RETURN TO OPEN SESSION

The meeting was called to public session at 5:09 PM.

XIV. PUBLIC PARTICIPATION

XV. BOARD MEMBER COMMENTS

Mr. Teufert stated that he wanted to avoid any conflict of interest by stating that he was a Founding member of the Educational Foundation.

XVI. ADJOURNMENT

There being no further business to come before the Board, it was moved by Mrs. Blanchard and seconded by Dr. Rapuano to adjourn at 5:10 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet
Board Secretary