

MINUTES  
BOARD OF TRUSTEES  
of the  
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY  
REGULAR BOARD MEETING  
November 12, 2012

**I. CALL TO ORDER**

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on November 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 Dr. Selby, Board President, at 4:16 p.m. Dr. Selby 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 arrived at 4:35	

Also in attendance were: Mrs. Eckel, Administrative Principal, Mrs. Molinet, Business Administrator/Board Secretary , Lisa Dougherty and Barbara Zappile.

**V. APPROVAL OF MINUTES**

Mr. Nelms made a motion for the minutes to be approved.

- Regular Meeting Minutes of October 8, 2012

Dr. Selby seconded the motion, Mrs. Blanchard abstained. Minutes were approved on 2 yes, 0 no, 1 abstention. Mrs. Blanchard’s abstention by choice counts as a quorum vote.

## **VI. CORRESPONDENCE**

None

## **VII. COMMENTS**

### A. President's Comments-

Dr. Selby suggested the Board should send a letter thanking the staff.

### B. Committee Reports

- Building and Grounds –  
Mr. Nelms commented that school made it through the storm with just a couple of leaks.
- Personnel & Negotiations –  
Dr. Selby commented that the Board needs to look at the Support Staff Agreement.
- Curriculum & Policy –  
Mrs. Blanchard commented that they have not received anything from Trenton yet.
- Finance – Mrs. Molinet commented that we should start looking at getting a meeting together. Dr. Selby suggested sending out an email to start looking at the budget.
- Public Relations – Mrs. Eckel commented that Lauren did an incredible job on the brochure and they are looking at radio ads for the open house – 15 30 second spots.

### B. Board Member Comments

Mrs. Blanchard commented that she was pleased at how the disaster was handled at the school.

### C. Faculty Comments

Mrs. Zappile addressed the BOT regarding the courses the Board needs to take on HIB and Cyber Bullying.

## **VIII. PRINCIPAL'S INFORMATION**

1. Mrs. Eckel reported a fire drill on October 2, 2012 and an Emergency Weather drill on October 4, 2012.
2. Enrollment for the month of October 2012 was 225 students.
3. As per the October 2012 Discipline Report, there were no administrative disciplinary actions and no reports of Harassment, Intimidation or Bullying.'
4. There was no substantial damage caused by Hurricane Sandy to our buildings and grounds. Due to lack of power, school was canceled on 10/29, 10/30, 10/31, 11/1 11/2, 11/5 and 11/6. Power was restored to our facility on Tuesday, 11/6 and we re-

opened Wednesday 11/7. Teachers were available on edmodo.com on Tuesday, 11/6 for homework help, questions and "class chat" with those students who were able to log on. School was held on 11/8 and 11/9, which had been scheduled to be closed for the NJEA convention. So, as of today we will most likely need to make up 7 days.

5. On Friday, 11/9 we had many students/families without power but only 10 students/families who had been displaced by the storm. The outpouring of encouragement, assistance, offers of shelter, firewood, food, clothing, blankets and showers has been overwhelming! As of today, 11/12, we have some families still without power, but everyone has returned home and to school. All busing has been restored with the exception of Hopatcong. Hopatcong students are currently being bused to/from the Hopatcong Police Station and Lenape Valley High School. Beginning tomorrow, Hopatcong buses will begin their regular routes Tuesday, 11/13.
6. Due to the storm the Open House scheduled for November 4th was canceled. It will not be rescheduled, but we are placing 15 thirty second spots on WSUS beginning later this week. The application deadline for the lottery will not be extended past December 3.
7. Due to the storm, we have extended the marking period, which normally would have ended on 11/15, will be extended until 11/21. Report Card Night on 11/20 has been canceled and will most likely be rescheduled.
8. The PTO's Tricky Tray held in October made about \$11,000. The PTO plans to put much of this money toward school technology items.
9. Last month, a Beatle's Tribute was held as an all-school assembly. The band, Mr. Steinetz and the Charters, consisted of teachers Scott Steinetz (keyboards), Leo LaBarge (drums), Donna Nadratowski (back-up), Elisabeth Hennion (back-up), Carolyn Sior (back-up), Anthony Vlahakes (back-up), Joshua Reed (solo and back-up); ~tudents Gabe Manandas (back-up), Sabrina Stripeikis (back-up), Chris Hearon (back-up); and school community members - Steve Nadratowski (bass, husband of Donna Nadratowski) and Joe Rocco (guitar, husband of Terri Rocco). The brain-child of Donna Nadratowski, who provides in-class support in one of Mr. Steinetz's Music classes, was designed as a culminating activity for the 8th grade Music unit on the Beatles. A group was going to present a video edited by the school's Video Tech today, but Hurricane Sandy has delayed production.

## **IX. BUSINESS ADMINISTRATOR'S INFORMATION**

Mrs. Molinet commented that the Audit has been completed and will be presented at the December meeting by Mrs. Mantell. There were no audit recommendations.

Due to Sandy and the closure of our sending districts some for over 2 weeks we have a cash flow situation developing as payroll is coming up in a couple of days and we have not received all of our October tuition and none of the November tuition. Our deposits in September were \$378,000 and in October we only received \$249,000. I am asking the Board allow me to make transfers from Unemployment and Capital Reserve if needed to meet our payroll obligations until the districts are back up and running and start sending their payments.

**X. PUBLIC PARTICIPATION**

None

**XI. BOARD ACTION ON AGENDA ITEMS**

**BUSINESS RECOMMENDATIONS**

Mr. Teufert made a motion for resolutions 1 through 8 to be approved.

1. RESOLVED that the Board of Trustees approve the Board Secretary's Report for the month ending September 30, 2012, as attached.
2. RESOLVED that the Board of Trustees approve the Treasurer's Report for the month ending September 30, 2012, as attached.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of September 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 September 30, 2012 after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending September 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 September 30, 2012 in the amount of \$ 3,907.52 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 September 30, 2012 in the amount of \$362,710.60 inclusive of September's payroll in the amount of \$191,609.87 as attached.

7. 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 October 31, 2012 in the amount of \$ 929.95 to ensure that no line items are over expended, as attached.
8. RESOLVED that the Board of Trustees approve the bill list for the month ending October 31, 2012 in the amount of \$302,842.86 inclusive of October's payroll in the amount of \$178,262.00 as attached.

Mrs. Blanchard seconded the motion and resolutions 1 through 8 were approved by a unanimous roll call vote. Mrs. Blanchard, yes; Mr. Nelms, yes; Dr. Selby, yes; Mr. Teufert, yes.

Dr. Selby made a motion for resolution 9 to be approved.

9. RESOLVED that the Board of Trustees allow the Business Administrator to do a temporary transfer of funds from available cash in other bank accounts to supplement the cash in the General Fund to cover the November payroll. Due to the State of Emergency from Hurricane Sandy, the school districts having been closed due to the lack of power and other services for at least a week if not more have not sent in their payments to the Charter School, therefore causing a lack of sufficient funds to fund the November payroll. As soon as the districts start sending in their payments the funds will be reinstated into their proper accounts.

Mr. Nelms seconded the motion and resolutions 9 was approved by a unanimous roll call vote. Mrs. Blanchard, yes; Mr. Nelms, yes; Dr. Selby, yes; Mr. Teufert, yes.

Mr. Teufert made a motion for resolution 10 to be approved.

10. RESOLVED that the Board of Trustees approve the attached contract with First Student, Inc. for transportation services for the attached list of field trips.

Mrs. Blanchard seconded the motion and resolutions 10 was approved by a unanimous voice vote. All Ayes.

### **EDUCATION**

Mr. Teufert made a motion for resolutions 1 through 3 to be approved.

1. RESOLVED that the Board of Trustees approve the October, 2012 Discipline Report, as attached.
2. RESOLVED that the Board of Trustees approve the following field trip:

Destination	Date	Group/Grade	Teacher
Liberty Science Center-Jersey City NJ	11/29/12	6 <sup>th</sup>	L.Drake/J Zangara

3. RESOLVED that the Board of Trustees approve the revised agreement with the Sussex County Educational Services Commission for ancillary services for the 2012-2013 school year as attached.

Mr. Nelms seconded the motion and resolutions 1 through 3 were approved by a unanimous voice vote. All Ayes.

**PERSONNEL**

Mr. Teufert made a motion for resolutions 1 through 4 to be approved. Resolution 4 was tabled.

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

Staff Member	Course	Date	Amount
L. Palumbo	Anti Bullying Specialist Meeting	10/16/12	\$0

2. RESOLVED that the Board of Trustees issue an excused absence to those teachers who could not rearrange their schedules to teach on our Emergency Days, November 8 and November 9, 2012.
3. RESOLVED that the Board of Trustees issue a compensation day to those employees who worked on our Emergency Days, November 8 and November 9, 2012.
4. ~~RESOLVED that the Board of Trustees approve the Support Staff Work Agreement as a first reading.~~

Mrs. Blanchard seconded the motion and resolutions 1 through 3 were approved by a unanimous voice vote. All Ayes.

**POLICY**

Mrs. Blanchard made a motion for resolution 1 to be approved.

1. RESOLVED that the Board of Trustees approve the following job descriptions as second readings:

Lead person/CSA/Principal  
 Receptionist/Confidential Secretary  
 Administrative Assistant  
 Business Administrator/Board Secretary  
 Assistant to the Business Administrator Board Secretary  
 Treasurer of School Moneys  
 Assistant Principal/Disciplinarian  
 Supervisor of Curriculum and Instruction

Supervisor of Buildings and Grounds  
Custodian  
School Nurse  
Subject Area Teacher  
Special Education Teacher  
Health and Physical Education Teacher  
Classroom Aide  
Anti-Bullying Coordinator  
Anti-Bullying Specialist

Mr. Teufert seconded the motion and resolution 1 was approved by a unanimous voice vote.  
All Ayes.

**XII. CLOSED SESSION**

**XIII. RETURN TO OPEN SESSION**

**XIV. PUBLIC PARTICIPATION**

**XV. BOARD MEMBER COMMENTS**

**XVI. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Nelms and seconded by Mrs. Blanchard to adjourn at 5:05 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet  
Board Secretary