

MINUTES  
BOARD OF TRUSTEES  
of the  
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY  
REGULAR BOARD MEETING  
December 10, 2012

**I. CALL TO ORDER**

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on December 10, 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 Mrs. Blanchard, Board Trustee, at 4:10 p.m. Mrs. Blanchard 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
	Mr. Teufert

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

**V. APPROVAL OF MINUTES**

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

- Regular Meeting Minutes of November 12, 2012

Mrs. Blanchard seconded the motion and the minutes were approved by a unanimous voice vote. All Ayes.

## **VI. CORRESPONDENCE**

- Letter from Nisivoccia regarding the 2012 Audit.

## **VII. COMMENTS**

~~Mrs. Kathi Mantell from Nisivoccia, LLP will give the audit review.~~ Mrs. Mantell was not able to attend.

- A. President's Comments-
- B. Committee Reports
  - Building and Grounds –  
Pat Kane commented on the winter usage of Sport Teams and the Board approved.
  - Personnel & Negotiations –  
None
  - Curriculum & Policy –  
The paperwork will be sent to NJSBA
  - Finance –  
None
  - Public Relations – Mrs. Eckel commented that the second printing of the brochure will be coming out.
- B. Board Member Comments  
None
- C. Faculty Comments  
None

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

1. Mrs. Eckel reported a fire drill on November 12, 2012 and an Emergency Dismissal Drill on November 21, 2012
2. Enrollment for the month of November 2012 was 225 students.
3. A presentation was given to the Board by Mrs. Eckel and Mrs. Nadratowski on the Beatles Tribute. This was an 8<sup>th</sup> grade unit on Beatles music. Teachers and Students participated in the tribute singing and playing to the popular hits, the students from Video Productions filmed the event.
4. There was no lottery this time there were exactly 75 seats. A waiting list is in the process of being built for the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade.

**IX. BUSINESS ADMINISTRATOR'S INFORMATION**

Due to our sending districts having been closed almost two weeks in the aftermath of Hurricane Sandy we received no tuition revenue in time for the November payroll. Mrs. Molinet with the Board's approval at the November meeting transferred \$25,000 from Unemployment to the General Fund to cover any shortfall that was created until the revenue started coming in again. On November 30 the Unemployment Fund was paid back the Loan of \$25,000 since the districts have caught up on their tuition payments.

As Lisa made phone calls to see if districts would be able to speed up their payments the districts were very cooperative.

**X. PUBLIC PARTICIPATION**

None

**XI. BOARD ACTION ON AGENDA ITEMS**

**BUSINESS RECOMMENDATIONS**

Mr. Nelms 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 October 31, 2012, as attached.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending October 31, 2012, as attached.
3. RESOLVED, that the Board of Trustees approve the motion that the Board Secretary certifies that, as of October 31, 2012, 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 October 31, 2012, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending October 31, 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 November 30, 2012 in the amount of \$ 1,482.85 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 November 30, 2012 in the amount of \$320,654.35 inclusive of November's payroll in the amount of \$178,482.77 as attached.

7. RESOLVED, that the Board of Trustees acknowledge receipt and acceptance of the Comprehensive Annual Financial Report (CAFR) and Auditor's Management Report for the year ended June 30, 2012, as submitted.
8. RESOLVED, that the Board of Trustees acknowledge and accept that there are no audit recommendations for the year ended June 30, 2012.

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. Rapuano, yes.

### **EDUCATION**

Mrs. Blanchard made a motion for resolutions 1 through 3 to be approved.

1. RESOLVED, that the Board of Trustees approve the November, 2012 Discipline Report, as attached. There were no incidents of HIB.
2. RESOLVED, that the Board approve the revised 2012-2013 School Calendar.
3. RESOLVED, that the Board of Trustees approve the following after school activity:

Destination	Date	Group/Grade	Teacher
Mountain Creek, Vernon NJ	1/3, 10, 17, 24, 31 2012 & 2/13 2013	All grades	L. Drake

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

### **PERSONNEL**

Mrs. Blanchard made a motion for resolutions 1, 3 and 4 to be approved. Resolution 2 was tabled for a later date.

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

Staff Member	Course	Date	Amount
Sue Kopycienski	US All Star Track & Field Coaching Clinic	12/13 & 12/14/12	85.00
Pat Kane	CEFM Emergency Seminar	12/7/12	233.00

2. Removed for a later date.

3. 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.
4. 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.

Mr. Nelms seconded the motion and resolutions 1,3 and 4 were approved by a unanimous voice vote. All Ayes.

### **POLICY**

Mrs. Blanchard made a motion for resolution 1 and 2 to be approved.

1. WHEREAS School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school; and

WHEREAS the school bus driver and bus aide shall participate in the emergency exit drills; and

WHEREAS drills shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity; and

WHEREAS drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill;

The Board of Trustees acknowledges that the school bus emergency evacuation drill was held on October 25, 2012 between 7:00AM - 7:30AM at a mutual site with the Sussex County Technical School at 105 N. Church Rd. Sparta, NJ 07871.

This drill was supervised by Jill Eckel, Principal, James Baldini, Vice-Principal and Barbara Zappile, Supervisor, and included all bus routes: VT1, VT2, VT4, VT5, VT7, VT8, HT1, HT2, HT3, HT4, HT5, KST1, KST2, MI, M2, M3, R10, R18, R32, R33, and NT1.

2. WHEREAS the primary goal of the Sussex County Technical School's Teacher Cadet Program is designed to encourage academically able students who possess exemplary interpersonal and leadership skills to consider teaching as a career; and

WHEREAS a goal of the program is to provide these talented future community leaders with insights about teachers and schools so that they will be civic advocates of education; and

WHEREAS individual Charter Teachers have voluntarily agreed to mentor the eight Sussex County Technical School Cadets;

BE IT THEREFORE RESOLVED, that the Board of Trustees approve that the eight 12th grade students from the Sussex County Technical School be mentored by Charter School teachers and serve as Teacher Cadets in their classrooms 1 period per day beginning in February, 2013 and ending in May, 2013.

Dr. Rapuano seconded the motion and resolutions 1 and 2 were approved by a unanimous voice vote. All Ayes.

**XII. CLOSED SESSION**

**XIII. RETURN TO OPEN SESSION**

**XIV. PUBLIC PARTICIPATION**

**XV. BOARD MEMBER COMMENTS**

Mrs. Blanchard commented on the picture of a former student with 2 of his students. Also on the book Far from the Tree a book about special needs children.

**XVI. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mrs. Blanchard and seconded by Mr. Nelms to adjourn at 5:13 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet  
Board Secretary