

MINUTES  
BOARD OF TRUSTEES  
of the  
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY  
REGULAR BOARD MEETING  
January 14, 2013

**I. CALL TO ORDER**

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on January 14, 2013 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 4:09p.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	Mr. Teufert
Dr. Selby	

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

**V. APPROVAL OF MINUTES**

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

- Regular Meeting Minutes of December 10, 2012

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

Minutes of January 14, 2013

## **VI. CORRESPONDENCE**

- Letter of resignation from Joshua Reed.

## **VII. COMMENTS**

Mrs. Kathi Mantell from Nisivoccia, LLP will give the audit review.

A. President's Comments-

B. Committee Reports

- Building and Grounds –  
Pat Kane spoke to the Board on the roof leakage. He's looking to use a Kevlar mastic system to seal the seams. The snow load tore off the gutters on the gym. Before putting the gutters back, he's looking to put snowbirds on the roof to melt the snow and prevent the weight from tearing the gutters off. He's working with a vendor on the entry doors security system.
- Personnel & Negotiations –  
Mrs. Blanchard would address the Board during closed session
- Curriculum & Policy –  
None
- Finance –  
Mrs. Molinet will send out an email regarding meeting dates.
- Public Relations –  
Mrs. Eckel commented that Laura Knutelsky is working on the second brochure.

B. Board Member Comments

None

C. Faculty Comments

Levels of Service

Enrolled students in HS Spanish

Teen Arts open to MS students

Evaluation Tools

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

1. Mrs. Eckel reported a fire drill on December 3, 2012 and a wild life encroachment drill on December 20, 2012.
2. Enrollment for the month of December 2012 was 225 students.
3. Mrs. Eckel spoke to the Board regarding the busing due to the changes in the calendar. Some of the bus companies have told her they would have to charge for the 2 ½ days that Charter will be making up due to the hurricane.

**IX. BUSINESS ADMINISTRATOR'S INFORMATION**

Mrs. Mantell gave the Board her audit review. She told the Board that they were fiscally sound. She would like to see a larger fund balance and understands that the Board has a mortgage that needs to be addressed before the balloon date.

Mrs. Molinet spoke to the Board regarding the October 15 enrollment numbers and the state aid figures. She also explained about Non Public Aid.

**X. PUBLIC PARTICIPATION**

None

**XI. BOARD ACTION ON AGENDA ITEMS**

**BUSINESS RECOMMENDATIONS**

Mrs. Blanchard made a motion for resolutions 1 through 7 to be approved.

1. RESOLVED that the Board of Trustees approve the Board Secretary's Report for the month ending November 30, 2012, as attached.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending November 30, 2012, as attached.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of November 30, 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 November 30, 2012, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending November 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 December 31, 2012 in the amount of \$ 1,596.00 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 December 31, 2012 in the amount of \$ 313,700.49 inclusive of December's payroll in the amount of \$176,472.18 as attached.

7. RESOLVED, that the Board of Trustees approve Estrella Molinet, Business Administrator as the Purchasing Agent and Public Agency Compliance Officer (P.A.C.O.).

Dr. Rapuano seconded the motion and resolutions 1 through 7 were approved by a unanimous roll call vote. Mrs. Blanchard, yes; Dr. Rapuano, yes; Dr. Selby, yes. Three ayes.

**EDUCATION**

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

1. RESOLVED, that the Board of Trustees approve the December, 2012 Discipline Report, as attached. There were no investigations or incidents of Harassment, Intimidation and Bullying for the month of December.
2. RESOLVED, that the Board of Trustees approve the following field trips:

Destination	Date	Group/Grade	Teacher
Martin Guitar Factory	3/15/13	8 <sup>th</sup> grade	Steinetz
Martin Guitar Factory	3/22/13	8 <sup>th</sup> grade	Steinetz

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

**PERSONNEL**

Resolution # 3 was removed due to lack of information.

Dr. Selby made a motion for resolutions 1 through 9 except for 3 to be approved.

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

Staff Member	Course	Date	Amount
L. Palumbo	Monthly Anti-Bullying Specialist Mtg	1/8/13	0
D. Mastandrea	SC Directors/Supervisors Spec Ed Mtg	1/10/13	0

2. RESOLVED, that the Board of Trustees approve the following Professional development:

Staff Member	Course	Date	Amount
L. Dougherty	School Ethics Reporting Training	1/23/13	0
D. Mastandrea	SC Directors/Supervisors Spec Ed Mtg	2/7/13	0
D. Mastandrea	SC Directors/Supervisors Spec Ed Mtg	3/7/13	0
D. Mastandrea	SC Directors/Supervisors Spec Ed Mtg	4/18/13	0
D. Mastandrea	SC Directors/Supervisors Spec Ed Mtg	5/23/13	0

E. Heine	NJ Pathways Capstone	6/7/13	0
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3. REMOVED.
4. RESOLVED, that the Board of Trustees approve Anthony Vlahakes as math home-bound instructor for student #0580 for 2.5 hours/week for 3 months at \$30.00 per hour.
5. RESOLVED, that the Board of Trustees approve Laura Knutelsky as language arts home-bound instructor for student #0580 for 2.5 hours/week for 3 months at \$30.00 per hour.
6. RESOLVED, that the Board of Trustees retroactively approve a stipend for Laura Knutelsky in the amount of \$1,977.00 to serve as Public Publicity Coordinator for the 2012-2013 school year.
7. RESOLVED, that the Board of Trustees accept, with regret, the resignation of Joshua Reed 60 days from December 14, 2012.
8. RESOLVED, that the Board of Trustees approve the revised 2012-2013 school year.
9. RESOLVED, that the Board of Trustees approve Adam Grant as Special Ed Teacher of Math at a yearly salary of \$43,452, step 1 prorated for the 2012-2013 school year.

Mrs. Blanchard seconded the motion and resolutions 1 to 2 and 4 through 9 were approved by a unanimous roll call vote. Mrs. Blanchard, yes; Dr. Rapuano, yes; Dr. Selby, yes. Three ayes.

## **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 14th day of January, 2013 at 5:45 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 6:00 PM.

**XIV. PUBLIC PARTICIPATION**

None

**XV. BOARD MEMBER COMMENTS**

None

**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 6:00 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet  
Board Secretary