

MINUTES  
BOARD OF TRUSTEES  
of the  
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY  
REGULAR BOARD MEETING  
March 11, 2013

**I. CALL TO ORDER**

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on March 11, 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 4:10p.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 Pledge of Allegiance.

**IV. ROLL CALL**

The following roll call was taken:

<u>Present</u>	<u>Absent</u>
Mr. Michael Nelms	Mrs. Wendie Blanchard
Dr. Mary Rapuano	
Dr. Ed Selby	
Mr. Charles Teufert	

Also in attendance were: Estrella Molinet, Business Administrator/Board Secretary; Patrick Kane, Building & Grounds Manager; Jim Baldini, Vice Principal; Barbara Zappile, Supervisor of Curriculum and Carolyn Sior, Teacher.

**V. APPROVAL OF MINUTES**

Dr. Rapuano made a motion for the minutes to be approved.

- Regular Meeting Minutes of February 11, 2013

Mr. Nelms seconded the motion and the minutes were approved by a unanimous voice vote.

Minutes of March 11, 2013

## **VI. CORRESPONDENCE**

- Letter of Thanks from Support Staff.
- Letter from John Domaracki for the purpose of retirement.
- Letter from Colleen Cavanaugh regarding a leave of absence.

## **VII. COMMENTS**

### A. President's Comments-

Dr. Selby received Mrs. Eckel's evaluation papers and expects a closed session in April in order to work on the Principal's evaluation.

### B. Committee Reports

- Building and Grounds –  
Mr. Kane, commented that there are no proposed capital projects, we are doing repairs on an as needed basis. Would like to look into automatic thermostats for climate control in the classrooms since there is a wide variety of temperature fluctuation.
- Personnel & Negotiations –  
None
- Curriculum & Policy –  
Mrs. Zappile commented that training for the new evaluation system needs to be done before September. We are looking at a new system that might work very well for us.
- Finance –  
Mr. Nelms let the Board know that the Finance Committee met before the meeting and went over the tentative budget.
- Public Relations –  
None

### C. Board Member Comments

Mr. Teufert said that it seems that he's always here every time there is a drill.

### D. Faculty Comments

Mrs. Sior said that the NJ Herald is coming to look at the Foundation Courses.

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

1. Mrs. Eckel reported a fire drill on February 25, 2013 and an Emergency Lock Down Drill on February 7, 2013.
2. Enrollment for the month of February 2013 was 225 students.

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

- Through conservative budgeting so far, we have been able to prepay extra principal to NJCC of \$125,000. With the last \$ 25,000 that we had scheduled from 11-12 to be paid in March.
- We have 34 full time and 5 part time staff members. We have grown to a point where it is difficult to track on paper all the necessary items that need to be tracked for the Staff. Professional development hours and certifications for each employee, attendance and sick days, vacation etc. Payroll guide and steps and health care. SMID and SMART for staff, contract templates, several audit reports and many other items that are too numerous to mention.
- I invited CDK last week to show us their personnel package. Lisa, Terri and myself attended the presentation. The software package will allow us keep accurate tracking of our personnel for reporting purposes. Installing it in April will give us the opportunity to get the users trained and provide us with year-end reports.
- I have a preliminary budget that we discussed at the Finance Meeting earlier today. The total of our Local/State/Special Ed Share is \$3.4 million which is \$133,000 more than from the October 15 enrollment count. With a 2% salary increase for the staff and the increase of 4 staff positions our salary line increases to just over \$2 million. Healthcare will need to be budgeted at 16-17% and liability insurance due to Hurricane Sandy according to our Insurer will increase about 15%.
- I want to let the Board know that we have joined NJASBO. This will allow Lisa to get some professional development in areas related to the business office. She has attended 2 seminars and has found them to be of great help.

## **X. PUBLIC PARTICIPATION**

None

## **XI. BOARD ACTION ON AGENDA ITEMS**

### **BUSINESS RECOMMENDATIONS**

Mr. Teufert 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 January 31, 2013, as attached.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending January 31, 2013, as attached.

3. RESOLVED, that the Board of Trustees approve the motion that the Board Secretary certifies that, as of January 31, 2013, 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 January 31, 2013, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending January 31, 2013, 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 28, 2013 in the amount of \$ 50.00 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 February 28, 2013 in the amount of \$ 351,288.83 inclusive of February's payroll in the amount of \$178,979.36 as attached.
7. RESOLVED, that the Board of Trustees approve the \$50,000 payment for additional principal to New Jersey Community Capital as attached on the bill list.

Mr. Nelms seconded the motion and resolutions 1 through 7 were approved by a roll call vote. Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert, yes.

Mr. Teufert made a motion for resolutions 8 through 10 to be approved.

8. Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2013-14 school year, and

Whereas, the Sussex County Charter School for Technology desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students for the 2013-2014 budget year.

Now Therefore Be It Resolved that the Sussex County Charter School for Technology hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Sussex an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2013-14 school year.

9. RESOLVED, that the Board of Trustees approve the Lawn Maintenance Contract with Countryside Landscaping for the period April 2013 through November 2013 for a total cost of \$3,626, per attached. There is no increase from previous year.

10. RESOLVED, that the Board of Trustees approve the proposal for the installation by CDK of the Personnel Management Software at a cost of \$13,130. The installation cost and first year license fee for the software is \$11,930 and \$1,200 for the 3 additional users at \$400 for the licensing and installation. This is a one-time charge. Subsequent Annual License Fee is billed at the prevailing rate.

Dr. Rapuano seconded the motion and resolutions 8 through 10 were approved by a roll call vote. Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert, yes.

### EDUCATION

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

1. RESOLVED, that the Board acknowledge the Discipline Report for February, 2013. There were no incidents of Harassment, Intimidation or Bullying investigated.
2. RESOLVED, that the Board of Trustees approve the following field trips:

Destination	Class	Teacher	Date	Cost
Rockaway Theaters	Drama Club	Cavanaugh/Roberts	3/20/13	20

3. RESOLVED, that the Board of Trustees approve the following assembly:

Assembly	Date	Cost
St. Baldrick's Assembly	March 28, 2013	No cost

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

### PERSONNEL

Dr. Rapuano made a motion for resolutions 1 and 2 to be approved. Resolution # 3 was removed pending further information.

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

Staff Member	Course	Date	Cost
L. Palumbo	Anti Bullying Mtg	2/12/13	0
D. Mastandrea	Goal Writing, Kittatiny HS	2/21/13	0
H. Kotlarz	Goal Writing, Kittatiny HS	2/21/13	0
L. Dougherty	NJASBO Pension Workshop	2/26/13	\$50
J. Sevean	YEA School Support Network	3/6/13	0

2. RESOLVED, that the Board of Trustees approve Suzanne Kopycienski as substitute custodian. At the rate of \$11.00 per hour.
3. Removed

Mr. Teufert seconded the motion and resolutions 1 and 2 were approved by a unanimous voice vote.

## **POLICY**

### **XII. CLOSED SESSION**

A motion was made by Mr. Teufert 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 11th day of March, 2013 at 5:20 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 of Personnel.
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 might be taken after closed session.

### **XIII. RETURN TO OPEN SESSION**

The meeting was called to public session at 5:40 PM.

## **PERSONNEL**

Dr. Rapuano made a motion for the following resolution to be approved.

4. RESOLVED, that the Board of Trustees grant employee CC an unpaid leave of absence contingent on receipt of a doctor's note and that she continues to pay her portion of her healthcare benefits. Before returning to work a doctor's note will be required.

Mr. Teufert seconded the motion and the resolution was approved by a roll call vote.

Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert, yes.

### **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 Mr. Nelms and seconded by Mr. Teufert to adjourn at 5:44 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet  
Board Secretary