

MINUTES
BOARD OF TRUSTEES
of the
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY
REGULAR BOARD MEETING
May 13, 2013

I. CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on May 13, 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 4:09 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 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; Jill Eckel, Administrative Principal; Estrella Molinet, Business Administrator/Board Secretary; Barbara Zappile, Supervisor of Curriculum ;Jim Baldini, Vice Principal and Dennis Paladini, Commercial Art Teacher for the Sussex County Technical School.

V. APPROVAL OF MINUTES

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

- Reorganization/Regular Meeting Minutes of April 8, 2013

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

VI. CORRESPONDENCE

- Letter from A. Roberts
- Letter from J. Steffens

VII. COMMENTS

A. President's Comments-

Dr. Selby requested in the Board packets summary of upcoming events. Dr. Selby asked if we could look for a different venue for graduation. The CSA evaluation will be discussed in closed session following the meeting. The June meeting will include Board Goals for next year.

B. Committee Reports

- Building and Grounds –

Mrs. Molinet reported that she has asked Mr. Kane to have Lan Associates do an inspection of the facilities and provide us with a 5 year Facility Plan for Maintenance including the roofs. Mr. Szanyi will be retiring as of June 30, 2013. Mr. Selby thanked him for his many years with the Charter School. The gym floor which is coming up in a couple of spots will be repaired under warranty, and Blue Diamond is now doing single stream recycling for our recyclables.

- Personnel & Negotiations –

Mrs. Eckel reported that the ads were placed in the paper for open positions. Mrs. Roberts will continue to do scheduling and would like to do one of the productions for the school.

- Curriculum & Policy –

None

- Finance –

None

- Public Relations –

None

C. Board Member Comments

None

D. Faculty Comments

Faculty was pleased with the Teacher Appreciation and thanks the PTO.

VIII. PRINCIPAL'S INFORMATION

1. Mrs. Eckel reported a fire drill on April 15, 2013 and an Emergency Dismissal Drill on April 30, 2013.
2. Enrollment for the month of April 2013 was 225 students.
3. The Spring Musical, Dorothy in Oz, was a double night sell-out in April.

4. Our visit with Senator Oroho, and Representatives McHose-Littell, and Space had a good visit with the Charter School. Thank you to Laura Knutlesky for organizing and staging the visit, thank you Dr. Selby for representing the board. Special thanks to Ryan Myslinski and his Civics class for their inciteful and sometimes humorous questions, to Donna Nadratwoski and Elisabeth Hennion for displaying some of their very tech savvy lessons, and to Ms. Zangara and Donna Nadratowski and their Lab Tech students, who put on quite a performance for our visitors.
5. The Mystic/University of Connecticut Project “O” was a smash success.
6. We have survived our two weeks of NJASK testing here at the Charter School and have returned to our real education at hand. All students, but two completed the NJASK.
7. Our new Foundations Aviation rotation is a smash hit. Adam Grant is conspiring to have a small state trooper helicopter land at some point before the end of the year.
8. We had one allegation of Harassment, Intimidation and Bullying during the month of April. It was investigated and was deemed to be peer aggression, not HIB.
9. We are moving ahead with the New Jersey Charter Schools Board, to create a new teacher tenure and teacher evaluation policy, and should have a first reading available in June. We have selected the *Danielson 07* model for our teacher evaluation model. We need to check to see if the NJSBA model we used for the evaluation the board used for the Superintendent Evaluation is not on the selected list because their lists cover teachers and principals. We can either request permission to use the NJSBA model in the future or we can choose another model from the principal’s list.
10. New Student Orientation will be held May 22 and May 23 from 3:30 – 5. New students will have a chance to tour the campus and ask questions and parents will have the opportunity to ask questions and fill out mountains of paperwork.
11. The 8th Grade Lock In is Friday 5/31.
12. PTO Friendlies Fundraiser for the 2013-14 class 5/4.
13. 1/2 days begin Monday 6/17 – Monday 6/24.
14. The School’s Dorney Park Trip is Friday 6/21.
15. Graduation is Monday 6/24 at 7:00PM in McNeice Auditorium

IX. BUSINESS ADMINISTRATOR’S INFORMATION

We made a principal payment to NJCC of \$50,000 in May which brings our principal to about \$205,000 from \$430,000. The Personnel package is up and running. I’ve been in touch with the Auditor and the Fixed Asset Company.

X. PUBLIC PARTICIPATION

Mr. Dennis Paladini spoke to the Board regarding the Spring Evening Fashion Show that he puts on every year. This year the show will benefit the Northern New Jersey Veterans Memorial Cemetery. Mr. Paladini spoke to the Board about the involvement that Mr. Baldini has in the event and that current and former students participate in the show. Mr. Paladini asked the Board for support of the function to allow participation by the students and Mr. Baldini at the event.

XI. BOARD ACTION ON AGENDA ITEMS

BUSINESS RECOMMENDATIONS

Mr. Teufert made a motion for resolutions 1 through 10 to be approved.

1. RESOLVED that the Board of Trustees approve the Board Secretary's Report for the month ending March 31, 2013, as attached.
2. RESOLVED that the Board of Trustees approve the Treasurer of School Monies Report for the month ending, March 31, 2013, as attached.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of March 31, 2013, no line item account has been over-expended in violation of NJSA 18A:19-2.
4. RESOLVED, that pursuant to NJSA 18A:19-2, the Board of Trustees certify that as of March 31, 2013, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending March 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 April 30, 2013 in the amount of \$ 2,414.23 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 April 30, 2013 in the amount of \$ 299,603.29 inclusive of April's payroll in the amount of \$ 175,261.77 as attached.
7. RESOLVED, that the Board of Trustees approve the attached Resolution to amend the NJSBAIG Bylaws in accordance with Article IX(C)
8. RESOLVED, that the Board of Trustees approve a \$50,000 payment of additional principal to New Jersey Community Capital.

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9. RESOLVED, that the Board of Trustees approve the early release of the June payment to Build with Purpose for the Loan Administration Fee, year 3, in the amount of \$19,939.90.
10. RESOLVED, that the Board of Trustees approve the return of tuition payments made by West Milford for students that did not attend Sussex Charter in the amount of \$13,928.

Dr. Rapuano seconded the motion and resolutions 1 through 10 were approved by a roll call vote. Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; Mr. Teufert, yes.

EDUCATION

Mr. Nelms made a motion for resolutions 1 through 7 to be approved.

1. RESOLVED, that the Board of Trustees approve the School Application for Approval to Operate Summer School July 9, 2013 to August 15, 2013.
2. RESOLVED, that the Board of Trustees approve the District Application for Approval to Operate a Summer School July 9, 2013 to August 15, 2013.
3. RESOLVED, that the Board of Trustees approve the April 2013 Discipline Report as attached.
5. RESOLVED, that the Board of Trustees approve the revised end of year calendar for 2012-2013 school year as attached.
6. RESOLVED, that the Board of Trustees approve the 2013-2014 Calendar attached.
7. RESOLVED, that the Board of Trustees approve 2013-2014 Holiday Calendar attached.

Dr. Rapuano seconded the motion and resolutions 1 through 7 were approved by a unanimous voice vote.

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

8. RESOLVED, that the Board of Trustees approve a Field Trip to Vo-Tech on Friday, May 24, 2013 in preparation for 4 students for the Fashion Show with Mr. Baldini as chaperone. Transportation to be provided by the parents at no cost to the district.

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

PERSONNEL

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

- 1. RESOLVED, that the Board of Trustees appoint Ms. Geraldine Czarkowski as a Full Time Aide for the 2013 – 2014 school year at a salary of \$23,142.
- 2. RESOLVED, that the Board of Trustees appoint Ms. Theresa Kuhn as a Full Time Aide for the 2013-2014 school year at a salary of \$18,632.
- 3. RESOLVED, that the Board of Trustees approve retroactively the following Professional Development:

Staff Member	Course	Date	Amount
Lisa Dougherty	CDK Accounting Workshop	5/2/13	0
Lisa Dougherty	CDK Personnel Workshop	5/9/13	0
Terri Rocco	CDK Personnel Workshop	5/9/13	0

- 4. RESOLVED, that the Board of Trustees retroactively approve Hillary Kotlarz, Jeanne Sevean, Geraldine Czarkowski and Kim Green to work 1 day per week beyond their contracted day re-mediating students at a stipend of \$25.00/session
- 5. RESOLVED, that the Board of Trustees approve the following Summer Enrichment staff at \$30 per hour for up to 70 hours for the 2013-2014 school year.
Donna Nadratowski
Jeanne Sevean
Jill Steffens
Hillary Kotlarz
Imogen Myslinski
- 6. RESOLVED that the Board of Trustees approve the following Substitute Summer Enrichment at \$30 per hour.
Jaime Reader
- 7. RESOLVED, that the Board of Trustees approve the maternity leave for Jill Steffens, Humanities Teacher, as attached.
- 8. RESOLVED, that the Board of Trustees approve with regret the letter of resignation from Amy Roberts.

Mr. Nelms seconded the motion and resolutions 1 through 8 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 the following resolution to be approved.

9. RESOLVED, that the Board of Trustees grant Mr. Baldini Compensation Time for the days of May 20 to May 23, 2013.

Dr. Selby seconded the motion and the resolution was approved by a unanimous voice vote.

POLICY

Mr. Nelms made a motion for the following resolutions to be approved.

1. RESOLVED, that the Board of Trustees approve the following new policies as second readings:

5141.4 Child Abuse
5145.11 Questioning and Apprehension

2. RESOLVED, that the Board of Trustees approve the following revisions to policies as second readings:

1330 Use of School Facilities
3327 Relations with Vendors
4111 Recruitment, Selection and Hiring
5131.6 Substance Abuse
6142.10 Acceptable Use of Technology

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

XII. CLOSED SESSION

A motion was made by Dr. Selby 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 May, 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 5:25 PM.

PERSONNEL

Mr. Nelms made a motion for the following resolution to be approved.

10. RESOLVED, that the Board of Trustees approve the Principals' evaluation.

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 5:29 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet
Board Secretary