

MINUTES
BOARD OF TRUSTEES
of the
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY
REGULAR BOARD MEETING
October 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 October 14, 2013 in the Gymnasium of the Sussex County Charter School for Technology, 385 North Church Road, Sparta, New Jersey. The meeting was called to order by Mr. Teufert, Board Vice-President, at 4:14 p.m. Mr. Teufert 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>
Mrs. Wendie Blanchard	Dr. Ed Selby
Mr. Michael Nelms	
Dr. Mary Rapuano	
Mr. Charles Teufert	

Also in attendance were; Jill Eckel, Administrative Principal; Estrella Molinet, Business Administrator/Board Secretary and five members of the staff.

V. APPROVAL OF MINUTES

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

- Regular Meeting Minutes of September 9, 2013

Dr. Rapuano seconded the motion, Mrs. Blanchard abstained from voting and the minutes were approved by a voice vote.

VI. CORRESPONDENCE

- Letter from S. Kopycienski
- Letter from State of NJ re: NJASK
- Email from Office of Charter Schools
- Letter from Jill Steffens

VII. COMMENTS

A. President's Comments-

B. Committee Reports

- Building and Grounds –

Pat Kane addressed the Board on Building and Grounds.

The Fire Dept will be conducting a drill at the school at 6:30 tonight in order to familiarize themselves with the school and the fire suppression system in place.

Received 3 quotes on the snow plowing.

Gutters and snow birds in place on the gym roof.

- Personnel & Negotiations –

None

- Curriculum & Policy –

None

- Finance –

Mr. Nelms reported on the committee meeting. The correspondence regarding the Charter Escrow account that needs to be in place to satisfy the State requirements

- Public Relations –

Radio spot was recorded. Short meeting this month. Open House November 3.

Mugs Media came and recorded a video.

C. Board Member Comments

None

D. Faculty Comments

Laurie Drake addressed the Board on the transportation to the ski area for the students' ski trips. Students are currently paying \$10 per trip to help defray the cost of the transportation; Mrs. Drake wanted to know if the Board could in some way help with the rest of the transportation cost. The Board agreed to contribute to the transportation as long as the parents are also contributing the \$10 per child per trip.

VIII. PRINCIPAL'S INFORMATION

Mrs. Eckel reported a fire drill on September 18, 2013 and an Emergency Departure Drill September 30, 2013.

2. Enrollment for the month of September 2013 was 225 students.
Two students returned to district and two new students were enrolled.

The Sussex County Technical School has changed its admissions process and is now adopting a very specific rubric for admissions:

Step 1: Applications will be ranked by shop preference according to the following:

Grade 7 Grades	40 points
Attendance	5 points
Discipline	5 points
Grade 7 NJASK Scores	30 points
Step 1 Subtotal	80 points

Step 2:

Interview	15 points
Recommendations	5 points
Step 2 Subtotal	20 points

Total Points 100 points

Individual Instruction Plans and 504s will not be considered until after this initial process is completed. We are currently waiting for more information from Sussex Technical School as to how this will affect our current 8th graders who wish to apply.

Teachers are in the process of creating benchmarks for students in order to create Student Growth Objectives (SGOs) for all of their classes/students, as per state mandate. Administration is in the process of creating an action plan to provide every assistance to support teachers' goals.

The new Teacher Evaluation System has been introduced to the teachers and will be in full effect by the end of October. Training continues during PLCs and the October 14th professional day. Each tenured teacher must have 3 evaluations per year and non-tenured teachers must have 4 evaluations per year. Most evaluations will include a pre and a post conference. At least one evaluation will be unannounced.

In addition - we have four teachers in the provisional teaching program who will need three state generated evaluations per year.

Our new Student Information System, On-Course, is proving to be a challenge, but we are all rising to the occasion. All teaching staff have had at least 6 hours of technology training and office staff has had upwards to 6 hours of technology training as well.

In regard to the HIB resolutions. Upon presentation of each month's report, you have the option to affirm, reject or modify the decisions.

The first set of foundations has just been completed: students participated in their choice of the following: Leadership and team-building activities, school banner painting, picnic table art, puzzles and puzzle creation, yoga/gymnastic exercise, guitar and music theory, gardening, juggling, debating, geocaching, strategic thinking games, walking, sewing projects and origami.

The current foundation rotations include: sewing, fashion, bug catching, all about birds, National Honor Society, Great Outdoors (fishing, fly-tying and sustainable living), Juggling, Guitar and Music Theory II, Book Talk, Knitting, Picnic Table Art II, Crafts, Problem Solving, Strategic Thinking and Library time

Jerry Morelli recently visited the school and taped a short TV ad for our school. I have forwarded it to your email addresses. I have also taped a radio spot for WSUS. Both will run prior to our Open House, November 3. Thank you very much to Laura Knutelsky for her efforts in putting these together.

Jill Steffens will be extending her maternity leave to the end of the 2nd marking period.

IX. BUSINESS ADMINISTRATOR'S INFORMATION

Completion of Audit – CAFR in Board Packet. The Audit presentation will be at the next Board meeting on November 11 by Partner Valerie Dolan.

Spoke to Mrs. Dolan regarding the Charter School Escrow Account per the Office of Charter Schools' email correspondence.

Sent the County Office the required email regarding the storm damage on September 12, 2013 to invoke the emergency provision for the repair.

X. PUBLIC PARTICIPATION

XI. BOARD ACTION ON AGENDA ITEMS

BUSINESS RECOMMENDATIONS

Mrs. Molinet removed resolutions 1 through 4 as the treasurer's report was not ready.

Mrs. Blanchard made a motion for resolutions 5 through 11 to be approved.

1. Removed.
2. Removed.
3. Removed.
4. Removed.
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, 2013 in the amount of \$ 5,000 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, 2013 in the amount of \$373,229.11 inclusive of September's payroll in the amount of \$193,831.96 as attached.

7. RESOLVED, that the Board of Trustees approve the revised bill list for the month ending July 31, 2013 in the amount of \$201,827.59 inclusive of July's payroll in the amount of \$46,842.48 as attached. A difference of \$657.38 in the payroll due to an error in the summer school posting.
8. RESOLVED, that the Board of Trustees approve Saturday School 1 time per month from 9:00 - 1:00PM. This class will be supervised by a minimum of 2 teachers, one special ed teacher and a regular ed teacher at \$75.00/per session each.
9. RESOLVED, that the Board of Trustees approve the Annual Charter School Fiscal Questionnaire for the 2013-2014 school year.
10. RESOLVED, that the Board of Trustees approve the REAP Grant Award notification for the 2013-2014 school year in the amount of \$24,306.00.
Grant award # S358A133261
11. RESOLVED, that the Board of Trustees approve the opening of an escrow account per the Charter School Agreement of 2012. The account is to be funded yearly as per the Agreement to reach a sum of \$75,000 by December 2017. The Agreement states that the law requires the escrow account in case of dissolution for auditing and legal closing fees.

Mr. Teufert seconded the motion and resolutions 5 through 11 were approved by a roll call vote. Mrs. Blanchard, yes; Mr. Nelms, yes; Dr. Rapuano, yes; Mr. Teufert, yes.

EDUCATION

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

1. RESOLVED, that the Board of Trustees approve, retroactively the following field trips:

Destination	Date	Group/Grade	Teacher
Sussex Tech – Peer Mentoring	9/27/13	6 th , 7 th , & 8 th	L. Palumbo

2. RESOLVED, that the Board of Trustees approve the following field trips:

Destination	Date	Group/Grade	Teacher
Sussex Tech – Peer Mentoring	9/27/13	6 th , 7 th & 8 th	L. Palumbo
Sussex Tech – Peer Mentoring	10/18, 11/15, 12/18, 1/17/14 2/14, 3/14, 4/4 & 5/8/14	6 th , 7 th & 8 th	L. Palumbo
Sussex Tech – The Summit	10/23/13	Anti-Bullying Club	Sevean, Palumbo
Sussex Tech – WOW Factor	10/28/13	75 students	Sior
Lentini Farm – Trebuchet/Corn Maze	10/30/13	65 – 6 th grade	Knutelsky
Sussex tech – The Symphony	11/22/13	75 Students	Sior

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

PERSONNEL

Mrs. Blanchard made a motion for resolution 1 through 9 to be approved.

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

Staff Member	Course	Date	Amount
D. Mastandrea	Spec Ed Dir Mtg	9/19/13	0
L. Palumbo	Monthly ABS Meetings	11/5/13, 12/3/13, 1/7/14, 3/3/14, 4/1/14, 5/6/14, &	0
J. Zangara-Fritts & A. Grant	6 th Annual Special Ed & Mathematic Preparing for Common Core Stnd	1/8/14	\$179.00 each

2. RESOLVED, that the Board of Trustees accept the resignation of Suzanne Kopycienski as Basketball Coach.
3. RESOLVED, that the Board of Trustees approve Geraldine Czarkowski to utilize the Sick Leave Donation Policy upon depletion of her accrued sick days as per policy.
4. RESOLVED, that the Board of Trustees approve eligible employees to contribute sick days to Geraldine Czarkowski's sick bank as per policy.
5. RESOLVED, that the Board of Trustees acknowledge that October 7th - October 11th, 2013 is to be observed as a "Week of Respect." The Sussex County Charter School for Technology will recognize the importance of character education and will provide instruction focusing on the prevention of harassment, intimidation and bullying.
6. RESOLVED, that the Board of Trustees acknowledge that October 21st – October 25th, 2013 is to be observed as "School Violence Awareness Week." The Sussex County Charter School for Technology will participate in activities to prevent school violence including student discussion on conflict resolution, issue of student diversity and tolerance. Programs will also be provided to school employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident at school.
7. RESOLVED, that the Board of Trustees acknowledge that October 21st – October 25th, 2013 is to be observed as "Red Ribbon Week." Sussex County Charter School 6th graders will engage in activities that will allow them to help bring drug awareness issues to the students of the school at large.
8. RESOLVED, that the Board of Trustees acknowledge the Discipline summary for September, 2013.

9. RESOLVED, that the Board of Trustees affirm the findings of the Harassment, Intimidation and Bullying Report for September, 2013.

Mr. Nelms seconded the motion and resolutions 1 through 9 were approved by a unanimous voice vote.

POLICY

XII. CLOSED SESSION

XIII. RETURN TO OPEN SESSION

XIV. PUBLIC PARTICIPATION

XV. BOARD MEMBER COMMENTS

Board members commented on how beautiful the landscaping looked outside.

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 5:10 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet
Board Secretary