

MINUTES  
BOARD OF TRUSTEES  
of the  
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY  
REGULAR BOARD MEETING  
February 11, 2014

**I. CALL TO ORDER**

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on February 11, 2014 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. Ed Selby, Board President, at 4:07 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> |
|----------------------------------|---------------|
| Mrs. Wendie Blanchard            |               |
| Mr. Michael Nelms - left at 5 pm |               |
| Dr. Mary Rapuano                 |               |
| Dr. Ed Selby                     |               |
| Mr. Charles Teufert              |               |

Also in attendance were; Jill Eckel, Administrative Principal; Estrella Molinet, Business Administrator/Board Secretary ; Jim Baldini, Vice Principal; Barbara Zappile, Supervisor of Curriculum; Patrick Kane, Facilities Manager; Carolyn Sior, Teacher; Charles Culver, Asst Technology Coord; Callie Teufert, Alumni student.

**V. APPROVAL OF MINUTES**

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

- Regular Meeting Minutes of December 9, 2013
- Regular Meeting Minutes of January 13, 2014
- Executive Session Minutes of January 13, 2014

Mr. Nelms seconded the motion and the minutes were approved on a voice vote.  
 Mrs. Blanchard and Mr. Nelms abstained from voting on the December 9 minutes.  
 Dr. Rapuano and Dr. Selby abstained from voting on the January 13 minutes.

## **VI. CORRESPONDENCE**

1. Letters from Hillary Kotlarz
2. Letters from Leo LaBarge
3. Letter from Elise Tooker
4. Weiner-Lesniak to Jill Eckel and Ed Selby (via email) 1/22
5. Daggett, Kraemer, and Gjelsvik to Weiner-Lesniak 1/15
6. SCESSC – Representative Assembly Meeting Invite
7. ERIC-WEST Safety Grant Letter

## **VII. COMMENTS**

### A. President's Comments-

Dr. Selby commented on the need to develop a program for identifying talent.

Mr. Baldini was in the process of arranging a meeting with County Administrators to introduce them to the Charter School.

### B. Committee Reports

- Building and Grounds –  
 Pat Kane told the Board that the Trane unit in the gymnasium is now fully functional. The roof that was replaced is no longer leaking. The roof on building 2 the leak resurfaced due to snow load. The walkway has heaved some and so has the parking lot in 1 spot in the center of the lot. There is no more places to put the snow. We can lose up to 6 parking spots if we have any more snow. He is planning to replace the stained tiles in building 1 and spray with a mold preventer on Monday.
- Personnel & Negotiations –  
 None
- Curriculum & Policy –  
 None
- Finance –  
 Will have a meeting before the next Board meeting.
- Public Relations –  
 None

### C. Board Member Comments

None

D. Faculty Comments

Mr. Baldini and Mr. Culver spoke to the Board regarding the PARCC online testing technology issues. Mrs. Zappile spoke to the Board on PARCC through curriculum.

**VIII. PRINCIPAL'S INFORMATION**

1. Mrs. Eckel reported a fire drill on January 6, 2014 and a table top exercise on January 31, 2014
2. Enrollment for the month of January 2014 was 225 students.
3. Principal's Information

Presentation – Rick Pressler RE: New Jersey Charter School's Association on facilitating the Board's 5 Year Strategic Planning. Mr Pressler was not able to come today.

Presentation – Carolyn Sior RE: Stock market Games CPI (Christmas Price Index) Research Game – two winners got to visit the New York Stock Exchange with their families.

Projected Enrollment (seats drawn in lottery) and current waiting list for 2014-15 is included in your board packet.

In addition to the Project Altitude program our 8th graders will be participating in this year, we have the opportunity to work with the Center for Prevention and Counseling with selected students in a Girls' Council, a Boys' Council (topics related to understanding selves and peers better), A Life Skills program (one-on-one work with students on anything students need related to life skills), and a program called "7 Habits of Highly Effective Teens" that will work with students in our 6th and 7th grade Communications classes.

58 8th graders from the Charter School applied to Sussex Tech for the 2014-15 school year. Of those, 46 were accepted, 7 were wait-listed for their shop of choice but invited to choose another shop, and 5 were non-accepts. Student, parental and Sussex Tech feedback is that our children were well-dressed, professional and articulate. Thank you to our Communications and Humanities teachers who worked with the students on their interview skills.

**IX. BUSINESS ADMINISTRATOR'S INFORMATION**

1. A transfer was made from the Maintenance Reserve Account to the General Fund Account in the amount of \$56,025 for the emergency roof repair from the September storm for the main building. The roof repairs took place over the weekend of February 1 and 2. There is some flashing and minor adjustments that are in the process of being done, weather permitting. The Maintenance Reserve Account that had \$80,000 at the beginning of the year now has \$24,052.00 left.

2. We have opened an account at Verizon Wireless for the School's Facility phone. We purchased a phone that will allow for the remote monitoring of the cameras and alarms. The phone has been delivered and is in use. Pat has been using his personal phone for the last 3 years without reimbursement. With the additions of the cameras monitoring and the fire alarm calls his data time has increased significantly. I would like to request that the Board approve some type of reimbursement to Pat for the prior use of his cell phone to conduct school business.
3. In going over the accounts for month end closing, I did an estimate of the healthcare costs for the remainder of the school year with the new rates in place and the additional staff enrolled as of January. Our July 2013 bill for dental and healthcare was \$31,700 monthly. By December the bill had risen to \$39,540 monthly due to staff increases. The January bill was \$49,705. This is due to changes made during open enrollment and the new 2014 rates. From July to January our bill has increased \$18,000 a month. From January to June there is a \$51,000 shortage in the account that will have to be transferred from other accounts. This is a recurring cost – which means it is there monthly.
4. It is suggested that at the end of the staff agreement in 2015 the Board look at healthcare and opt outs carefully during negotiations.
5. It has been a snowy winter as we all know; the snowplowing budget has been used up. The January bill due in February is \$5,130. The December bill was \$3,670. I transferred money into the account but I need to find some more funds as we still have February and March.
6. It is suggested that a new hire and new technology freeze be set in place now and for the new budget year except for replacement of staff. I would like the Board to allow the transfer of \$35,000 that was budgeted last year for Instructional Equipment in Fund 12 that has not been used as of this date to make up some of the differences incurred this year.

**IX. PUBLIC PARTICIPATION**

Miss Callie Teufert told the Board that many students applied to Tech and when they came in for their interviews, they were very professional in dress and behavior and they represented the school well.

**XI. BOARD ACTION ON AGENDA ITEMS**

**BUSINESS RECOMMENDATIONS**

Mr. Teufert made a motion for resolutions 1 through 13 and 15 to be approved.

1. RESOLVED, that the Board of Trustees approve the Board Secretary's Report for the month ending December 31, 2013, as attached.

2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending December 31, 2013, as attached.
3. RESOLVED, that the Board of Trustees approve the motion that the Board Secretary certifies that, as of December 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 December 31, 2013, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending December 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 January 31, 2014 in the amount of \$2,909.52 to ensure that no line items are over expended, as attached.
6. RESOLVED, that the Board of Trustees approve the revised bill list for the month ending December, 2013 in the amount of \$ 339,272.12 inclusive of December's payroll in the amount of \$ 194,841.83 as attached.
7. RESOLVED, that the Board of Trustees approve the bill list for the month ending January, 2014 in the amount of \$ 372,077.19 inclusive of January's payroll in the amount of \$ 188,958.86 as attached.
8. RESOLVED, that the Board of Trustees approve retroactively the transfer of \$56,025.00 from the Maintenance Reserve Account to the General Fund to proceed with the emergency roof repairs from September's storm.
9. RESOLVED, that the Board of Trustees approve the contract with Verizon Wireless for the purchase of a Facilities phone. Contract attached. The phone cost \$199, and the monthly access line will cost \$49.35 plus taxes and fees.
10. RESOLVED, that the Board of Trustees approve the reimbursement to Patrick Kane of \$1,080 for the school use of his personal phone for remote monitoring of cameras and alarms.
11. RESOLVED, that the Board of Trustees approve the submission of the application for the 2014 Safety Grant Program through the New Jersey Schools Insurance Group's ERIC WEST subfund for the purposes described in the application, in the amount of \$3,100 for the period of July 1, 2014 through June 30, 2015.
12. RESOLVED, that the Board of Trustees approve the Sussex County Educational Services Commission rates for the 2014-2015 school year as attached.

13. RESOLVED, that the Board of Trustees approve tuition reimbursements for the following teachers for the 2013-14 school year.

Hillary Kotlarz - \$1,200 - Fall, 2013  
Hillary Kotlarz - \$1,200 - Spring, 2014  
Leo LaBarge - \$1,200 - Spring, 2014  
Elise Tooker - \$1,200 - Spring, 2014

14. Removed.

15. RESOLVED, that the Board of Trustees approve HQW Architects, LLC to prepare a report for the roof in need of repair.

Mrs. Blanchard seconded the motion and resolutions 1 through 13 and 15 were approved by a roll call vote. Mrs. Blanchard, yes; Dr. Rapuano, yes; Dr. Selby, yes; and Mr. Teufert, yes.

### **EDUCATION**

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

1. RESOLVED, that the Board of Trustees acknowledge the 2012-13 School Performance Report.
2. RESOLVED, that the Board of Trustees acknowledge the January 2014 Discipline Report. There were no reported cases of Harassment, Intimidation or Bullying.
3. RESOLVED, that the Board of Trustees approve student participation in the following programs related to asset building, self-esteem, life skills and peer relationships.

Project Altitude - 8th Grade students in Winter/Spring 2014, 8th graders in 2014-15 and 8th graders in 2015-16) Grant funded by Newton Memorial Hospital - working with Center for Prevention and Counseling, Pass It Along and American Way.

Girls' Council - selected students - working with Center for Prevention and Counseling

Boy's Council - selected students - working with Center for Prevention and Counseling

Life Skills Counseling - selected students one-on-one - Center for Prevention and Counseling (grant from NJ Department of State, Faith-Based Initiatives (Program is not faith-based)

"7 Habits of Highly Effective Teens" - in 6th and 7th grade Communications classes Center for Prevention and Counseling

Dr. Rapuano seconded the motion and resolutions 1 through 3 were approved by a roll call vote. Mrs. Blanchard, yes; Dr. Rapuano, yes; Dr. Selby, yes; and Mr. Teufert, yes.

**PERSONNEL**

Dr. Rapuano made a motion for resolutions 1 through 4 to be approved.

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

| Staff Member                                  | Course                              | Date                               | Amount                |
|---|-------------------------------------|------------------------------------|-----------------------|
| J. Sevean, D. Mastandrea, LaBarge, H. Kotlarz | NJ Council for Exceptional Children | 3/17/14                            | \$95.00<br>Per person |
| C. Sior                                       | NJ Ask District Test Coord Training | 3/17/14                            | 0                     |
| Lauren Palumbo                                | Monthly ABS Meeting                 | 4/1/14, 6/3/14                     | 0                     |
| Deirdre Mastandrea                            | Special Ed Coord Mtg                | 2/13/14, 3/13/14, 4/10/14, 5/22/14 | 0                     |

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

| Staff Member  | Course                        | Date     | Amount    |
|---|-------------------------------|----------|-----------|
| Carolyn Sior, Anthony Vlahakes<br>Jamie Zangara, Jason Fritts<br>Kim Staerker | In-House 6 hour Workshop-Math | 12/16/13 | \$2000.00 |

3. RESOLVED, that the Board of Trustees approve The Nursing Services Plan for Kimberly Sokolewicz for the 2013-2014 School Year.
4. RESOLVED, that the Board approve a stipend of \$25/class for Elisabeth Hennion to teach two or three additional Spanish classes per day during Donna Nadratowski's 2 weeks of sick leave absences beginning January 29, 2014.

Mrs. Blanchard seconded the motion and resolutions 1 through 4 were approved by a roll call vote. Mrs. Blanchard, yes; Dr. Rapuano, yes; Dr. Selby, yes; and Mr. Teufert, yes.

**POLICY**

**X. CLOSED SESSION**

WHEREAS, the Open Public Meetings Act, Chapter 231, P.L. 1975, section N.J.S.A. 10:4-12b permits the exclusion of the public from a meeting or portion of a meeting of this public body in certain circumstances and

WHEREAS, the Board must consider, which is/are exempt from public discussion pursuant to the Act;

- 1. Matter which by express provision of law is rendered confidential
- 2. Release of information which would impair receipt of federal funds
- 3. Individual Privacy/Student Matters
- 4. Negotiations
- 5. Real estate matters
- 6. Disclosure could impair public safety
- 7. Pending/Anticipated Litigation
- 8. Terms and conditions of employment
- 9. Deliberations involving imposition of specific civil penalty

NOW THEREFORE BE IT RESOLVED that the Board of Trustees adjourn to executive session at 5:56 p.m. to discuss the above mentioned matters to the exclusion of all others. Matters discussed may or may not be made public this evening. Resulting action may or may not be taken following re-entry into regular session.

Mr. Teufert made the motion to adjourn into closed session.

Dr. Rapuano seconded the motion and the Board of Trustees went into closed session on a unanimous voice call vote.

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

Mr. Teufert made a motion at 6:05 pm to return to open session.

Dr. Rapuano seconded the motion and the Board of Trustees returned to open session by a unanimous voice call vote.

### **XIV. PUBLIC PARTICIPATION**

### **XV. BOARD MEMBER COMMENTS**

### **XVI. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Teufert and seconded by Dr. Rapuano to adjourn at 6:05 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet  
Board Secretary