

MINUTES  
BOARD OF TRUSTEES  
of the  
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY  
REGULAR BOARD MEETING  
June 9, 2014

**I. CALL TO ORDER**

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on June 9, 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 4:04 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	
Dr. Mary Rapuano	
Dr. Ed Selby	
Mr. Charles Teufert	

Also in attendance were; Jill Eckel, Principal, Estrella Molinet, Business Administrator/Board Secretary ; Barbara Zappile, Supervisor of Curriculum; Jim Baldini, Vice Principal; Deirdre Mastrandea, CST Manager; Patrick Kane, Facilities Manager; 2 teachers, 6 students and 3 parents.

Presentation was given by the students on castle building and music videos.

**V. APPROVAL OF MINUTES**

Mr. Teufert made a motion to approve the following minutes:

- Regular Meeting Minutes of May 12, 2014

Dr. Rapuano seconded the motion and the minutes were approved on a unanimous voice vote.

## **VI. CORRESPONDENCE**

- Resignation Letter – Terri Rocco
- Tuition Reimbursement Request for Fall Semester– Hillary Kotlarz
- Resignation Letter – William Henry

## **VII. COMMENTS**

### A. President’s Comments-

Dr. Selby stated that he has only received one CSA evaluation. Asked the Board to please send back to him as soon as possible. He has been not been able to set a date for the next Strategic Planning Session but it needs to be held in the next two weeks. Glee night was great. Spoke regarding virtual school days.

### B. Committee Reports

- Building and Grounds –  
Pat Kane has the lowest quote for the Main Office floor replacement project from the Rug and Floor Store. It is a State contract contractor.  
Mr. Nelms inquired as to why the floor needed to be replaced. Mr. Kane told him that there are portions of rotted floor where the trailer was not covered and exposed to the elements, tiles are cracked and broken and missing pieces make the floor a safety hazard. Mrs. Blanchard suggested that he get additional quotes as the price seems high. Mr. Kane will get additional quotes from several other companies.  
Mr. Kane also told the Board that an ad would need to be run to replace Mr. Henry.  
He also told them that they would be changing Solid Waste Companies.
- Personnel & Negotiations –  
No meeting but that it is a negotiations year and would need to meet soon.
- Curriculum & Policy –  
None
- Finance –  
We need to make a decision about late school busing. Several options were discussed.
- Public Relations –  
Dr. Selby told the Board that it went well at the Democratic meeting he attended . The attendees were enlightened about Charters.
- Technology -  
Field test for PARCC went well-some glitches on the other end.

### C. Board Member Comments

None

D. Faculty Comments  
None

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

1. Mrs. Eckel reported a fire drill on May 19, 2014 and a Shelter-in-place Drill on May 28, 2014.
2. Enrollment for the month of May 2014 was 225 students.
3. Presentation by Barbara Zappile, ABC – HIB updated training information. Mrs. Zappile read the definition of HIB and gave presentation on the staff reporting procedures.
4. **Principal's Information**

Teachers are currently finishing up and reporting on their SGOs (Student Growth Objectives) and we are putting together summative evaluations for all staff.

50 8th grade students completed the End of the Year PARCC Field Test last week.

Nearly all 8th graders attended the Lock-In overnight from 7:30PM 5/30 to 7:00AM 5/31. The PTO provided snacks, pizza and ice cream as well as a "bouncy obstacle course." Our students and teachers had a great time staying up all night!

The PTO Tricky Tray was held in McNeice Auditorium Friday, June 6th. We thank the PTO so much for all their hard work.

1/2 days begin on June 17. June 19 is the 8th grade graduation at McNeice Auditorium 7:00PM.

The last day of school for students is Friday, June 20. Students will be signing yearbooks, participating in Field Day events and a school-wide BBQ. You are welcome to attend these events if you are able.

We are running our Summer Enrichment Program this year at a cost of \$50/week between July 8 and August 14. We are moving to STEAM focus in the program this year as well as the academic assistance we have provided in the past. Students can sign up for the following:

Motivating Math: String Art!, When Will I Ever Use This?, Origami Polyhedra, Cooking with Math, fun with Maty and Symmetry City

Amazing Art: Micrography, Photography, Tin Foil Line Relief, Haiku Straw Painting, Chihuly Inspired Art and Symmetry City

I'm Loving Language Arts: Figurative Language, Poetry and Your Senses, Music and Lyrics, Art Inspired Prose, Journalism and Skit Writing and Performance.

Amy Roberts is operating our Summer Drama camp again this Summer from July 14 - 31. Any student entering 6th - 12th grade may participate.

We are also offering our e-Learning Academy, a hybrid on-line/face time Summer School for Middle School Students between July 8 and August 14.

The Main Office is being carpeted this summer.

**IX. BUSINESS ADMINISTRATOR'S INFORMATION**

Mrs. Molinet reported to the Board on the end of year finances. Student end of year enrollment finances resulted in a loss of \$46,356 due to the movement of students during the year. For example, if a special education student leaves and is replaced by a regular student you lose the portion of special education tuition that comes with that student or if a student from a higher tuition district is replaced by a student from a lower tuition district that affects your revenue.

**IX. PUBLIC PARTICIPATION**

**XI. BOARD ACTION ON AGENDA ITEMS**

**BUSINESS RECOMMENDATIONS**

Mr. Teufert made a motion for resolutions 1 through 16 to be approved.

1. RESOLVED that the Board of Trustees approve the Board Secretary's Report for the month ending April 30, 2014, as attached.
2. RESOLVED that the Board of Trustees approve the Treasurer of School Monies Report for the month ending April 30, 2014, as attached.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of April 30, 2014, no line item account has been over-expended in violation of NJSA 18A:19-2.
4. RESOLVED, that pursuant NJSA 18A:19-2, the Board of Trustees certify that as of April 30, 2014, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending April 30, 2014, 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 May 31, 2014 in the amount of \$ 2,047.11 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 May 31, 2014 in the amount of \$333,432.98 inclusive of May's payroll in the amount of \$189,732.66 as attached.
7. RESOLVED, that the Board of Trustees authorize the Business Administrative to process additional invoices for payment for the current fiscal year and for the month of July with Board confirmation at the August meeting.
8. RESOLVED, that the Board of Trustees authorize the Business Administrator to do account transfers that may be needed to close the fiscal year with Board confirmation at the August meeting.
9. RESOLVED, that the Board of Trustees authorize the Business Administrator to close the Petty Cash account as of June 30, 2014 and reopen the Petty Cash account as of July 1, 2014.
10. RESOLVED, that the Board of Trustees approve the following resolution:

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and **WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unexpended appropriations into reserve accounts during the month of June by board resolution, and **WHEREAS**, the Sussex County Charter School for Technology wishes to transfer unexpended appropriations from the general fund into a **Maintenance** Reserve account at year end, and **WHEREAS**, the Sussex County Charter School for Technology has determined that an amount not to exceed \$50,000 is available for such propose of transfer;

**NOW THEREFORE BE IT RESOLVED**, by the Sussex County Charter School for Technology that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

11. RESOLVED, that the Board of Trustees approve the following resolution:

**WHEREAS**, Section 2.17 of the Charter Agreement states that "The School and the Board of Trustees agree to establish an escrow account of no less than \$75,000 to pay for legal and audit expenses and any outstanding pension benefits that would be associated with a dissolution should it occur."

**WHEREAS**, the Sussex County Charter School for Technology wishes to transfer unexpended appropriations from the general fund into the Charter School Escrow Account at year end, and

**WHEREAS**, the Sussex County Charter School for Technology has determined that an amount not to exceed \$20,000 is available for such propose of transfer;

**NOW THEREFORE BE IT RESOLVED**, by the Sussex County Charter School for Technology that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

12. RESOLVED, that the Board of Trustees approve the transfer of payment into the 2014-2015 school year from unexpended appropriations of additional principal for the New Jersey Community Capital mortgage loan which balloons in December, 2015. The payment of \$50,000 is to be scheduled on a monthly basis starting in September, 2014 at \$5,000 a month until June, 2015 so as to not impact the cash flow in the general fund over the summer months.
13. RESOLVED, that the Board of Trustees approve the Consultative Services Agreement with Kristine Simmons, BRIDGES, Speech, Language and Communication Services, LLC for the 2014-15 school year.
14. RESOLVED, that the Board of Trustees approve the non-binding Letter of Intent to Participate in the DRLAP Broadband Component E-Rate Consortium.
15. RESOLVED, that the Board of Trustees approve the agreement with Century Link for the dedicated internet upgrade and the Adtran Router to support the upgraded bandwidth service.
16. RESOLVED, that the Board of Trustees approve the Waste Management Service Agreement for Solid Waste and Recycling charges of \$229.62 a month and an initial fee of \$150 for the delivery of the container for the 3 year period starting July 1, 2014.

Dr. Rapuano seconded the motion and resolutions 1 through 16 were approved by a roll call vote. Mrs. Blanchard, yes; Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; and Mr. Teufert, yes.

Mr. Teufert made a motion for resolution 17 to be approved.

17. RESOLVED, that the Board of Trustees agrees to continue with after school busing twice a week for the 14-15 school year.

Dr. Selby seconded the motion and resolution 17 was approved by a unanimous voice vote.

Mrs. Blanchard made a motion for resolution 18 to be approved.

18. RESOLVED, that the Board of Trustees institute a yearly subscription busing program. A fee of \$200 per year per family with each additional child at \$50 in the same family. The cost breaks down to \$5 a week or \$2.50 a day if the child attends 2 days per week.

Mr. Teufert seconded the motion and resolution 18 was approved by a unanimous voice vote.

Mr. Teufert made a motion for resolution 19 to be approved.

19. RESOLVED, that the Board of Trustees approve the installation of new flooring in the Main Office not to exceed \$11,800. The Board requests a couple of more quotes and that the BA and Facilities Manager pick the most responsible quote.

Mr. Nelms seconded the motion and resolution 19 was approved by a unanimous voice vote.

Mr. Teufert made a motion for resolution 20 to be approved.

20. RESOLVED, that the Board of Trustees approve the installation of the air conditioning work in the Server room by ACK & Sons at a cost of \$5,420.00

Dr. Selby seconded the motion and resolution 20 was approved by a unanimous voice vote.

## **EDUCATION**

Dr. Selby made a motion for resolutions 1 through 8 to be approved.

1. RESOLVED, that the Board of Trustees approve the May, 2014 Discipline Report, as attached.
2. RESOLVED, that the Board of Trustees approve the May 2014 HIB Report, as attached.
3. RESOLVED, that the Board of Trustees approve the submission of the 2013-14 Self Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act, July 1, 2013 - June 30, 2014
4. RESOLVED, that the Board of Trustees approve the operation of our Summer School Program, e-Learning Academy Tuesday and Thursday, July 8 - August 14
5. RESOLVED, that the Board of Trustees approve the operation of our Summer Enrichment Program Tuesdays - Thursdays, 9:00 - Noon, July 8 - August 14.
6. RESOLVED, that the Board of Trustees approve the operation of a Summer Drama Camp, to be open to anyone entering 6th through 12th grade, Monday through Thursday, 9:00 - 3:00 July 14 - 31.
7. RESOLVED, that the Board of Trustees approve tuition reimbursement for Hillary Kotlarz for a course to be taken during the fall of 2014.
8. **WHEREAS**, School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school; and  
**WHEREAS**, the school bus driver and bus aide shall participate in the emergency exit drills; and  
**WHEREAS**, drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity; and  
**WHEREAS**, drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill;

So be it resolved that the Board of Trustees acknowledges that a school bus emergency evacuation drill was held on June 4, 2014 between 7:00AM - 7:30AM at a mutual site with the Sussex County Technical School at 105 N. Church Rd. Sparta, NJ 07871.

This drill was supervised by Jill Eckel, Principal, James Baldini, Vice-Principal and Barbara Zappile, Supervisor, and included all bus routes: HT1, HT2, HT3, HT4, HT5, HT6, R10, R18, R32, R33, KT1, KT2, M1, M2, M3, VT1, VT2, VT4, VT5, VT6, VT7, VT8, Q006, ROC1 and T1.

Mrs. Blanchard seconded the motion and resolutions 1 through 8 were approved by a unanimous voice vote.

Mr. Teufert made a motion for resolution 9 to be approved with the recommended edits.

9. RESOLVED, that the Board of Trustees approve the 2014-15 Parent-Teacher Handbook.

Mrs. Blanchard seconded the motion and resolution 9 was approved by a roll call vote.  
Mrs. Blanchard, yes; Mr. Nelms, yes; Dr. Rapuano, yes; Dr. Selby, yes; and Mr. Teufert, yes.

### **PERSONNEL**

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

1. RESOLVED, that the Board of Trustees approve Virginia Van Tassel as the Administrative/ Child Study Team Secretary for the 2013-2014 school year at a prorated salary of \$2,827 prorated June 2, 2014-June 30, 2014(12 month contract).
2. RESOLVED, that the Board of Trustees approve Virginia Van Tassel as the Administrative/ Child Study Team Secretary for the 2014-2015 school year at a salary of \$35,000. (12 month contract).
3. RESOLVED, that the Board of Trustees approve a stipend of \$400.00 for Virginia Van Tassel for sub-calling for the 2014-2015 school year.

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

Mr. Teufert made a motion for resolution 4 to be approved with regret.

4. RESOLVED, that the Board of Trustees accept with regret the letter of resignation from Terri Rocco.

Mrs. Blanchard made a motion for resolution 4 to be approved by a unanimous voice vote.

Mr. Teufert made a motion for resolution 5 to be approved.

5. RESOLVED, that the Board of Trustees approve Daniel Hennigan for summer laborer at \$10.00 per hour (20 hours weekly) for the summer of 2014.

Dr. Selby seconded the motion and resolution 5 was approved by a unanimous voice vote.

### **POLICY**

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

1. RESOLVED, that the Board of Trustees approve the following policy revisions as final readings:

- 1100 Communicating with the Public
- 2131 Lead Person
- 3327 Relations with Vendors
- 2224 Non-discrimination & Affirmative Action
- 4111.1 Non-discrimination & Affirmative Action
- 5114 Suspension and Expulsion
- 5131 Conduct and Discipline
- 5131.1 Harassment, Intimidation and Bullying Policy
- 5131.5 Vandalism and Violence
- 5141 Health
- 5141.4 Child Abuse
- 5145.4 Equal Educational Opportunity
- 6121 Non-discrimination & Affirmative Action
- 6142.10 Acceptable Use of Technology
- 6145 Athletic and Extra-Curricular Activities
- 6147.1 Standards of Proficiency
- 6171.4 Special Education
- 9200 Orientation and Training of Board Members

Mr. Nelms seconded the motion resolution 1 was approved on a unanimous voice vote.

### **XII. CLOSED SESSION**

A motion was made by Mrs. Blanchard and seconded by Dr. Selby that the Board of Education adopts the following resolution:

BE IT RESOLVED, by the Sussex County Charter School for Technology on this 9th day of June, 2014 at 5:50 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 may be taken after closed session.

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

The meeting was called to public session at 6:15 PM by Dr. Selby and seconded by Mr. Teufert.

Mrs. Blanchard made a motion for the following resolution to be approved.

RESOLVED, that the Board of Trustees approve that the CSA will take a minimum of 4 consecutive weeks' vacation starting no later than July 15, 2014 and will be allowed to take her 10 expiring vacation days at the time, with the understanding that she will not be doing school related work.

Mr. Teufert seconded the motion and the resolution was approved on a unanimous voice 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. Nelms and seconded by Dr. Selby to adjourn at 6:20 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet  
Board Secretary