

MINUTES  
BOARD OF TRUSTEES  
of the  
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY  
REGULAR BOARD MEETING  
January 21, 2015

**I. CALL TO ORDER**

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on January 21, 2015 in the Computer Lab 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 4:05 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	Wendie Blanchard
Dr. Ed Selby	Dr. Mary Rapuano
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; Mr. Vhalakes, teacher of Robotics; Robotics Team of 4 students, Rich Rennie from Sussex Tech and 4 parents.

The Presentation was moved up to this section to allow the Robotics Lego Team to give the Board and audience their presentation from the competition they attended.

**V. APPROVAL OF MINUTES**

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

- Regular Meeting Minutes of December 8, 2014

Mr. Nelms seconded the motion and the minutes were approved.

## **VI. CORRESPONDENCE**

Reimbursement request letter from Hillary Kotlarz, Special Education Teacher  
Reimbursement request letter from Elizabeth Hennion  
Letter of Resignation from Estrella Molinet

## **VII. COMMENTS**

- A. President's Comments-  
Dr. Selby said that the Foundation met, the next meeting is on February 11.
- B. Committee Reports
- Building and Grounds –  
None
  - Personnel & Negotiations –  
Closed session at end of meeting
  - Curriculum & Policy –  
None
  - Finance –
  - Rich Rennie from the Sussex Tech Business Office was introduced to the Board. Mr. Rennie spoke to the Board about his experience. Mrs. Molinet is waiting for the teacher requests sent out in December for the 15-16 budget.
  - Public Relations –  
Mrs. Eckel spoke about some of the sponsors of the Archery Club.
  - Technology -  
None
- C. Board Member Comments  
Mr. Teufert requested that the spreadsheets be sent in pdf format in the packet as he cannot open them in excel.
- D. Faculty/Staff Comments  
None
- E. Presentations –  
The Lego Robotics team gave their presentation above.

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

Mrs. Eckel reported a fire drill on December 11, 2014, and a Shelter-in-Place on December 23, 2014.

Enrollment for the month of December, 2014, was 225 students.

Project Altitude with the 8th grade continues. Challenge Day is January 23.

Some 7th graders are going to begin participating in 7 Habits of Highly Effective Teens Leadership training in January and February.

Ski/Snowboarding and Winter Sports Clubs started this month.

National School Choice Week is January 25 - 31. We are working on some surprises and activities that week.

Foundations offerings this month are: Intermediate Crochet, Film Noir, Brain Teasers, Homework Help, Drop Everything and Read, Mythbusters, Betrayal of Mankind, Debate, Marketing & Business Projects, Photoshop, "Choose Kind" (character education & team building), "Texts, Tweets & Reality (Internet safety), and "All About Me" (Building empathy for people different than ourselves.

We are looking for a few parents, students and teachers who are interested in healthy food to share their ideas with our food service and help us improve nutrition and healthy eating awareness in our community.

Losing 2 6th graders in June. Waiting list has 50 students in 6/7/8.

Spoke with Rick Pressler from School Boards – he said that each Board member should take a goal should be trying to work to incorporate it and formalize with the Strategic Plan.

**IX. BUSINESS ADMINISTRATOR'S INFORMATION**

Mrs. Molinet explained to the Board that they will be approving a revised budget tonight since the October 15<sup>th</sup> enrollment count changed the amount of funding to be received and the State requires that the budget be revised and resubmitted.

It is budget time and we are in the process of gathering all the information to start the budget process, being a negotiation year makes it difficult with salaries being the largest budget item not knowing what that will be. It would be beneficial to know the salary numbers when completing the budget.

**X. PUBLIC PARTICIPATION**

Mrs. Rush spoke to the Board regarding Scripps that the PTO is starting to use; she wanted to see if the school could make some of their supply purchases using Scripps money. Mrs. Rush was told that the school was not able to use debit/credit cards and purchases for the school are regulated by law.

**XI. BOARD ACTION ON AGENDA ITEMS**

**BUSINESS RECOMMENDATIONS**

Mr. Teufert made a motion for resolutions 1 through 9 to be approved.

1. RESOLVED, that the Board of Trustees approve the Board Secretary's Report for the month ending November 30, 2014, as attached.

2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending November 30, 2014, as attached.
3. RESOLVED, that the Board of Trustees approve the motion that the Board Secretary certifies that, as of November 30, 2014 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 November 30, 2014, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending November 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 December, 2014 in the amount of \$ 1,000.00 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 December 31, 2014 in the amount of \$ 359,193.12 inclusive of December's payroll in the amount of \$ 201,547.10, as attached.
7. RESOLVED, that the Board of Trustees approve the addition of a Co-Curricular Account in the amount of \$3,000 for start- up money for new co-curricular programs.
8. RESOLVED, that the Board of Trustees approve the revised budget for 14-15 using the audited 13-14 fund balance and the October 15, 2014 enrollment count.

Total General Fund	\$ 3,511,858
Special Revenue Fund	\$ 84,002
Total Budget	\$ 3,595,860

9. RESOLVED, that the Board of Trustees approve the transfer of excess surplus from the General Fund to the Maintenance Reserve Account in the amount of \$15,419.00 for the 13-14 Audit Year, adjusting journal entry.

Mr. Nelms seconded the motion and resolutions 1 through 9 were approved by a unanimous roll call vote: Mr. Nelms, yes; Dr. Selby, yes; and Mr. Teufert, yes.

Mr. Teufert made a motion for resolution 10 to be approved.

10. RESOLVED, that the Board of Trustees approve the request for a waiver from participation in the SEMI program for the 2015-2016 school year.

Mr. Nelms seconded the motion and resolution 10 was approved by a unanimous voice vote.

**EDUCATION**

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

1. RESOLVED, that the Board of Trustees acknowledge the Discipline Summary for December 2014.
2. RESOLVED, that the Board of Trustees approve the range of responses to HIB Reports for December 2014. There were 3 reports of HIB in December, 2014. Upon investigation, one incident was deemed to be HIB. The others were remediated under the code of discipline.
3. RESOLVED, that the Board of Trustees approve the following field trips, retroactively:

Date	Destination	Grade	Teacher(s)	Cost
11/4/14	Pax Amicus Theatre – Edgar Allan Poe Play	8th	Jeanne Sevean Jill Steffens Kim Green	\$16 plus \$9 for busing = \$25/person (No cost to school)
11/21/14	NJ Symphony Performance	6 <sup>th</sup>	Jamie Zangara-Fritts Elise Tooker	\$7 plus \$5 for busing = \$12/person (No cost to school)
12/17/14	County College of Morris Planetarium	7th	Jason Fritts Jillian Esposito	\$10 per person (includes busing) (No cost to school)

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

Mr. Teufert made a motion for resolutions 4 and 5 to be approved.

4. RESOLVED, that the Board of Trustees approve tutorial services for student #0799, through St. Clare's Children's Crisis Intervention Services, at a rate of \$54.00/day – 5 hours per week. Estimated duration no longer than 2 weeks.
5. RESOLVED, that the Board of Trustees acknowledge the Electronic Violence, Vandalism, and Substance Abuse Report for September 1, 2014 - December 31, 2014 as follows:

<b>Electronic Violence, Vandalism, and Substance Abuse Report September 1, 2014 - December 31, 2014</b>					
Date	Incident Type	Victim (s)	Offender(s)	Description	Remedial Actions
9/9/2014	confirmed HIB	1	2	Students making fun of another student on the bus because of a speech impediment	Offenders: parent conferences (phone), remediation assignment
10/10/2014	confirmed HIB	4	2	students continued racial comments at lunch table, despite numerous requests to stop	Offender 1: parent conference (phone), remediation assignment, detention Offender 2: OSS - 1 day,

					reentry conference, remediation assignment
11/24/2014	confirmed HIB	1	1	student making fun of another student because of perception he is gay	Offender: ISS - 1 day, parent conference (phone), remediation assignment
12/23/2014	confirmed HIB	1	2	students making fun of another student perceived to be Jewish by making racial/regligious slurs and other inappropriate comments	Offenders: parent conferences (phone), counseling, remedial assignment

Mr. Nelms seconded the motion and resolutions 4 and 5 were approved by a unanimous roll call vote: Mr. Nelms, yes; Dr. Selby, yes; and Mr. Teufert, yes.

**PERSONNEL**

Dr. Selby made a motion for resolutions 1 through 3 to be approved.

1. RESOLVED, that the Board of Trustees approve the tuition reimbursement, in the amount of \$1,200.00 to Hillary Kotlarz upon successful completion of a 3 credit masters course, Universal Design for Teachers (SPC 5820-00), to be taken in the Spring 2015 semester at William Paterson University.
2. RESOLVED, that the Board of Trustees approve eligible employees to contribute sick days to Geraldine Czarkowski’s sick bank, as per board policy.
3. RESOLVED, that the Board of Trustees approve the contract for Meghan L. Marencik, Occupational Therapist, retroactively. Her services will not exceed 4 hours per week @ the rate of \$90 per hour.

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

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 Estrella Molinet, Business Administrator.

Mr. Nelms seconded the motion and resolution 4 was approved by a unanimous voice vote.

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

5. RESOLVED, that the Board of Trustees approve tuition reimbursement of \$1,095.20 to Elizabeth Hennion upon successful completion of two-three credit courses “Introduction to Educational Technology” (EDTC 623) and “Using Integrated Software Across the Curriculum” (EDTC 625) to be completed in the Spring Semester of 2015 through New Jersey City University.

Mr. Teufert seconded the motion and resolution 5 was approved by a unanimous roll call vote: Mr. Nelms, yes; Dr. Selby, yes; and Mr. Teufert, yes.

## **POLICY**

### **XI. CLOSED SESSION**

A motion was made by Mr. Nelms and seconded by Mr. Teufert that the Board of Education adopts the following resolution:

BE IT RESOLVED, by the Sussex County Charter School for Technology on this 21st day of January, 2015 at 5:10 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, negotiations, 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 will not be taken after closed session.

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

The meeting was called to public session at 5:55 PM by Dr. Selby and seconded Mr. Teufert.

### **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 5:55 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet  
Board Secretary