

MINUTES  
BOARD OF TRUSTEES  
of the  
SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY  
REGULAR BOARD MEETING  
June 8, 2015

**I. CALL TO ORDER**

The Regular Meeting of the Board of Trustees of the Sussex County Charter School for Technology was held on June 8, 2015 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 Mr. Teufert at 4:05 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	Mr. Michael Nelms
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/Tech Co-ord; Barbara Zappile, Curriculum Supervisor, Patrick Kane, Facilities Manager; Deirdre Mastandrea, CST Supervisor

**V. APPROVAL OF MINUTES**

Mrs. Blanchard made a motion for the minutes to be approved.

Regular Meeting Minutes of May 11, 2015  
Executive Session Minutes of May 11, 2015  
Special Meeting Minutes of June 1, 2015  
Executive Session Minutes of June 1, 2015

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

## **VI. CORRESPONDENCE**

None

## **VII. COMMENTS**

### A. President's Comments

None

### B. Committee Reports

#### • Building & Grounds –

Mr. Pat Kane commented that there was a well problem today 600 feet down. Board of Health was notified the morning. An assessment was performed by Mc Gowan. Testing the wells today, next week they'll be tested again as per state regulations. The problem seems to stem from low well water due to a low water table. Bottles of water were purchased for distribution to stay on the safe side.

#### • Curriculum & Policy - none

#### • Finance – None

#### • Personnel & Negotiations –

Mrs. Blanchard stated that the work agreement is finished and will be approved tonight.

#### • Public Relations – None

Technology Committee – None

### C. Board Member Comments –

Mrs. Blanchard commented that she, Dr. Selby, and Mrs. Eckel put together a list of grants available and they will meet after the school year ends.

Mrs. Eckel reminded everyone that the graduation is June 18 at 7:00 in the Tech Auditorium.

### D. Faculty Comments –

Mrs. Eckel did a skype call with the NJ Charter School Education Partnership – an organization trying to keep the Charter movement strong in the state – they will do mock renewal visits- report on impressions, strength, weaknesses, guide through the process and expectations. Blanket fee of \$6,000.

The Charter visit in November from the Charter School Office in Trenton will give a decision on renewal by February.

### E. Student Liaison Comments

### F. PTO Liaison Comments

### G. Alumni Liaison Comments

### H. Presentations - None

## **XII. PRINCIPAL'S REPORT**

Mrs. Eckel reported a Fire Drill on May 28th and a Shelter-In-Place/Lock Down on May 29<sup>th</sup>.

Enrollment for the month of May 2015 was 225 students.

### **XIII. BUSINESS ADMINISTRATOR'S REPORT**

Mrs. Molinet reminded the board that this was her last scheduled meeting and wished to thank the Board and the Administration for the opportunity to have been of service to the Charter School for the last 6 years. The school is financially sound, and I am proud that I have been part of the growth of the school these past 6 years.

### **XIV. PUBLIC PARTICIPATION – Limited to those items on the Agenda.**

### **XV. BOARD ACTION ON AGENDA ITEMS**

#### **BUSINESS RECOMMENDATIONS**

Mr. Teufert made a motion for resolutions 1 through 11 to be approved.

1. RESOLVED that the Board of Trustees approve the Board Secretary's and Treasurer of School Monies Reports for the month ending April 30, 2015, as attached.
2. RESOLVED that the Board of Trustees approve the certification by the Board Secretary, pursuant to N.J.S.A.18 A:17-9 that as of April 30, 2015, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).
3. RESOLVED, that pursuant to NJAC 6A:23-2.11( c ), the Board of Trustees certifies that as of April 30, 2015, after a review of the Board Secretary's and Treasurer's monthly financial reports and 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.
4. 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, 2015 in the amount of \$ 26,225.00 to ensure that no line items are over expended, as attached.
5. RESOLVED, that the Board of Trustees approve the bill list for the month ending May 31, 2015 in the amount of \$ 337,150.86 inclusive of the May payroll in the amount of \$ 197,141.67, as attached.
6. RESOLVED, that the Board of Trustees authorize the Business Administrator to process additional invoices for payment for the current fiscal year and for the month of July with Board confirmation at the August meeting.
7. 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.
8. RESOLVED, that the Board of Trustees authorize the Business Administrator to close the Petty Cash account as of June 30, 2015 and reopen the Petty Cash account as of July 1, 2015.

9. 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 \$120,000 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.

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

Pursuant to PL 2015, Chapter 47, the Board of Trustees of the Sussex County Charter School for Technology intends to renew, award, or permit to expire the following contracts previously awarded by the board of trustees. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18.et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

Compliance with new contracts, not listed here, will be addressed prior to board action.

11. RESOLVED, that the Board of Trustees approve the No Child Left Behind (NCLB) allocations for the 2015-2016 school year.

Title I, Part A Basic	\$ 20,753
Title II, Part A	\$ 2,541
Title III	\$ 473
Total Allocation	\$ 23,767

Mrs. Blanchard seconded the motion and resolutions 1 through 11 were approved by a roll call vote. Mrs. Blanchard, yes; Dr. Rapuano, yes; Mr. Teufert, yes.

**EDUCATION**

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

1. RESOLVED, that the Board of Trustees acknowledge the Discipline Summary for May, 2015.

2. RESOLVED, that the Board of Trustees approve the HIB Report(s) for May, 2015. There were no incidents of HIB in May, 2015.
3. RESOLVED, that the Board of Trustees approve the following field trip, retroactively:

Date	Event	Grade	Location	Chaperones	Cost
5/12/15	Junior Solar Sprint Challenge	5 Selected Students	Kittatinny High School, Newton, NJ	Jason Fritts	No cost to students or SCCST

Mrs. Blanchard seconded the motion and resolutions 1 through 3 were approved by a voice vote.

**PERSONNEL**

Dr. Rapuano made a motion for resolutions 1 through 7 to be approved.

1. RESOLVED, that the Board of Trustees approve Kristine Simmons, as Speech Therapist/Literacy Coach, at a salary of \$65,000, 24 hours a week (3/4 time), no benefits.
2. RESOLVED, that the Board of Trustees approve a \$5,000 stipend for Deirdre Mastandrea to perform the Disciplinary duties in the 14-15 school year.
3. RESOLVED, that the Board of Trustees approve Kim Staerker to provide DRA testing over the summer of 2015 at \$30/hour for a maximum of 24 hours.
4. RESOLVED, that the Board of Trustees approve the following teachers to run the Summer Enrichment Program at \$30/hour, not to exceed 70 hours per person:  
 Jill Steffens  
 Jeanne Sevean  
 Donna Nadratowski  
 Hillary Kotlarz
5. RESOLVED, that the Board of Trustees approve Hillary Kotlarz to become trained and certified in Orton-Gillingham Reading Methodology at a cost of \$2,125. This includes 30 hours of training, certification training and application fee.
6. RESOLVED, that the Board of Trustees approve the title change of Elise Tooker from Health/PE Teacher to Health/PE Teacher/Grant Development.
7. RESOLVED, that the Board of Trustees approve the revisions of the Turnaround Plan to be submitted to the Charter School Office.

Mrs. Blanchard seconded the motion and resolutions 1 through 7 were approved by a roll call vote. Mrs. Blanchard, yes; Dr. Rapuano, yes; Mr. Teufert, yes.

Mrs. Blanchard made a motion for resolution 8 to be approved.

8. RESOLVED, that the Board of Trustees approve the 2015-2016 work agreement.

Dr. Rapuano seconded the motion and resolution 8 was approved by a roll call vote.

Mrs. Blanchard, yes; Dr. Rapuano, yes; Mr. Teufert, yes.

### **POLICY**

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

1. RESOLVED, that the Board of Trustees approve the following policy as a first reading:

4112.8 Nepotism

Dr. Rapuano seconded the motion and resolution 1 was approved by a roll call vote.

Mrs. Blanchard, yes; Dr. Rapuano, yes; Mr. Teufert, yes.

### **OLD BUSINESS**

#### **XVI. PUBLIC PARTICIPATION – ANY ITEM**

#### **XVII. NEW BUSINESS**

#### **XVIII. BOARD MEMBER COMMENTS**

#### **XIX. CLOSED SESSION**

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

BE IT RESOLVED, by the Sussex County Charter School for Technology on this 8 th day of June, 2015 at 5:00 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.

#### **XX. RETURN TO OPEN SESSION**

The meeting was called to public session at 6:00 PM by Mrs. Blanchard and seconded by Dr. Rapuano.

**XXI. ADJOURMENT**

There being no further business to come before the Board, it was moved by Mrs. Blanchard and seconded by Dr. Rapuano to adjourn at 6:00 p.m.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Estrella M. Molinet  
Board Secretary