

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*June 13<sup>th</sup>, 2016 4:00pm*

---

**I. CALL TO ORDER**

The meeting was called to order by Dr. Selby at 4:00pm

**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. The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. The Sussex County Charter School for Technology has caused notice of this meeting to be published by having the date, time and place thereof posted in the Board Administrative Offices, in the New Jersey Herald, the County Superintendent’s Office and the County Administrator.”

**III. PLEDGE OF ALLEGIANCE**

**IV. ROLL CALL**

	<b>PRESENT</b>	<b>ABSENT</b>
<b>Dr. Edwin Selby (Board President)</b>	√	
<b>Mr. Charles Teufert (Vice President)</b>	√	
<b>Ms. Wendie Blanchard</b>	√	
<b>Mr. Michael Nelms</b>		√
<b>Dr. Mary Rapuano</b>	√	
<b>Ms. Michelle Syre</b>	√	
<b>Mr. Jason Apter</b>	√	

**V. APPROVAL OF MINUTES**

Ms. Blanchard made a motion to approve the following meeting minutes, seconded by Dr. Rapuano and carried by unanimous voice vote.

- Special Meeting Minutes of May 2<sup>nd</sup>, 2016
- Special Meeting Executive Minutes of May 2<sup>nd</sup>, 2016
- Regular Meeting Minutes of May 9<sup>th</sup>, 2016
- Executive Meeting Minutes of May 9<sup>th</sup>, 2016

**VI. CORRESPONDENCE**

None heard

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*June 13<sup>th</sup>, 2016 4:00pm*

---

**VII. COMMENTS**

- A. President's Comments: Dr. Selby congratulated the students staff and faculty for a successful graduation
- B. Committee Reports
  - Building and Grounds: Mrs. Lazariuk provided an update regarding the recent Sparta Planning Board meeting.
  - Personnel & Negotiations
  - Curriculum & Policy
  - Finance
  - Public Relations: Mrs. Lazariuk thanked the PTO for their STEAM program contributions.
  - Technology
- C. Board Member Comments: Mrs. Syre thanked the PTO for assisting with graduation.
- D. Faculty/ Staff Comments
- E. Student Liaison Comments
- F. PTO Comments
- G. Presentations

**VIII. EXECUTIVE DIRECTOR'S INFORMATION**

Enrollment for the month of May, 2016, was 225 students.  
Discussion took place regarding educational software and the Student Information System.

For the month of May, 2016, a Fire Drill was held on May 12<sup>th</sup>, and a Shelter-in-Place Drill was held on May 31<sup>st</sup>.

**IX. MOBILITY UNDER ENROLLMENT**

There were 2 transfer students exiting SCCST for the month of May, 2016.

**X. BUSINESS ADMINISTRATOR'S INFORMATION**

Mr. Kepnes updated the Board regarding the roof project and that it will be completed over the summer months.

**XI. PUBLIC PARTICIPATION**

**XII. BOARD ACTION ON AGENDA ITEMS**

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*June 13<sup>th</sup>, 2016 4:00pm*

---

**BUSINESS RECOMMENDATIONS**

Mr. Teufert made a motion for the following resolutions to be approved, seconded by Ms. Blanchard and carried by a roll call vote.

Dr. Selby, yes; Mr. Teufert, yes; Ms. Blanchard, yes; Mrs. Syre, yes; Mr. Apter, yes; Dr. Rapuano, yes.

1. RESOLVED that the Board of Trustees approve the Board Secretary’s Report for the month ending May 31, 2016, as attached.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending May 31, 2016, as attached.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of May 31, 2016, 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 May 31, 2016, after a review of the Board Secretary’s monthly financial report and Treasurer of School Monies Report for the period ending May 31, 2016, 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, 2016 in the amount of \$11,500.00 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 May 31, 2016 in the amount of \$358,939.58 inclusive of May payroll in the amount of \$206,338.78 as attached.
7. RESOLVED, that the Board of Trustees approve that the following non-repairable items be removed from inventory and decommissioned:

Acer Chromebook Serial Numbers:

1	DB4A7600	11	DB567600	21	DBCD7600	31	DA577600
2	DDA07600	12	DB1B7600	22	DBF17600	32	DD687600
3	DD637600	13	DB927600	23	DD6B7600	33	DBC17600
4	DD967600	14	DB7C7600	24	DB867600	34	DB6F7600
5	DD9F7600	15	DD797600	25	DBA57600	35	DB4D7600
6	DDAE7600	16	D9D27600	26	DBAB7600	36	DA627600
7	DB917600	17	DB5D7600	27	DDB47600	37	DBAA7600
8	DB1D7600	18	DBBA7600	28	DBB47600	38	DB9E7600

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*June 13<sup>th</sup>, 2016 4:00pm*

9	DBB67600	19	DA027600	29	CF107600	39	DB007600
10	DD8F7600	20	DB457600	30	DB5C7600	40	DB4A7600
						41	DB887600

- 42. Samsung Silver Chrome - HY3A91MD617648W
- 43. HDMI I-INC Desktop Monitor - 925RY1NA00219
- 44. Toshiba Camileo B10 HD Camera/Video Recorder
- 45. Cisco White/Silver Flip Video Recorder
- 46. Kodak 8.2 Mega-Pixel Camera #KCGHK82808464

Mr. Teufert made a motion for the following resolution to be approved, seconded by Ms. Blanchard and carried by a roll call vote.

Dr. Selby, yes; Mr. Teufert, yes; Ms. Blanchard, yes; Mrs. Syre, yes; Mr. Apter, yes; Dr. Rapuano, yes.

- 8. RESOLVED, that the Board of Trustees approve the proposal by Kraft Construction for the Roof Replacement project in the amount of \$72,650.00 and authorize Steve Kepnes to execute a contract and move forward with the project.

**EDUCATION**

Mr. Teufert made a motion for the following resolutions to be approved, seconded by Ms. Blanchard and carried by a roll call vote.

Dr. Selby, yes; Mr. Teufert, yes; Ms. Blanchard, yes; Mrs. Syre, yes; Mr. Apter, yes; Dr. Rapuano, yes.

- 1. RESOLVED, that the Board of Trustees acknowledge that there were 6 suspensions for May, 2016.
- 2. RESOLVED, that the Board of Trustees acknowledge there was one (1) Harassment, Intimidation, and Bullying (HIB) Report for May, 2016.
- 3. RESOLVED, that the Board of Trustees approve the Sussex County Charter School for Technology 2016-2017 School Calendar, as per attached.
- 4. RESOLVED, that the Board of Trustees approve the following field trips, retroactively:

Date	Event	Grade	Location	Chaperones	Cost
5/17/2016	Junior Solar Sprint	7 students 7 <sup>th</sup> and 8 <sup>th</sup> Gr.	Kittatinny High School, Newton	Jason Fritts and Parents	No cost to school or students
5/20/2016	Google 20 Time	11 students 8 <sup>th</sup> Gr.	Greendell, NJ	Elyse Heine and Parents	No cost to school or students

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*June 13<sup>th</sup>, 2016 4:00pm*

---

5. RESOLVED, that the Board of Trustees approve an evening of fun for 8<sup>th</sup> grade students, at the Sussex County Charter School of Technology, on June 3<sup>rd</sup>, 2016, from 2:22 p.m. – 10:00 p.m., retroactively.
  
6. RESOLVED, that the Board of Trustees accept the No Child Left Behind (NCLB) Allocations in the amount listed below and submission to the NJ State Department of Education of the grant application:
 

TITLE I:	\$20,753
TITLE II:	\$ 2,217

Mr. Teufert made a motion for the following resolution to be approved, seconded by Ms. Blanchard and carried by a voice vote.  
 Dr. Selby, yes; Mr. Teufert, yes; Ms. Blanchard, yes; Mrs. Syre, yes; Mr. Apter, yes; Dr. Rapuano, yes.

7. RESOLVED, that the Board of Trustees vote to affirm the decision regarding two (2) HIB incidents for April, 2016, reported to the Board on May 9<sup>th</sup>, 2016, and as per attached for second review. In addition, the students' records will be expunged upon finishing their education with the Charter School.

**PERSONNEL**

Mr. Teufert made a motion for the following resolutions to be approved, seconded by Ms. Blanchard and carried by a roll call vote.  
 Dr. Selby, yes; Mr. Teufert, yes; Ms. Blanchard, yes; Mrs. Syre, yes; Mr. Apter, yes; Dr. Rapuano, yes.

1. RESOLVED, that the Board of Trustees approve Hillary Kotlarz and Jeanne Sevean, both English/LAL/Special Education teachers, to provide 5 hours per week each of Home Instruction to Student #01070, retroactively. Estimated total time of instruction is 4 weeks.
  
2. RESOLVED, that the Board of Trustees approve the renewal of contracts for the following Confidential Support Staff employees for SY2016-2017:

Patrick Kane	Confidential School Facilities Coordinator	\$52,921.68
Janet Langen	Confidential Administrative Assistant	\$39,490.32 plus Longevity \$1,000
Virginia Van Tassel	Confidential Administrative Assistant	\$36,414
Susan Virga	Confidential Adm.Asst. to BA/Bookkeeper	\$49,876.98

3. RESOLVED, that the Board of Trustees approve the renewal of the employment contract

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*June 13<sup>th</sup>, 2016 4:00pm*

---

for Steven Kepnes, as Part-time Business Administrator/Board Secretary, for the 2016-2017 school year at a salary of \$32,000.

4. RESOLVED, that the Board of Trustees approve Carol LaStarza, Learning Disabilities Teacher Consultant, as a Special Education Consultant for the 2016-2017 school year.
5. RESOLVED, that the Board of Trustees approve the following individuals for summer employment as custodians at the hourly rate listed:
  - Ian Redman: \$11.00 per hour
  - Jonah Clark: \$10.00 per hour
6. RESOLVED, that the Board of Trustees accept, with regret, the resignation of Laura Ciccolella, Teacher of Science, verbal notification only.
7. RESOLVED, that the Board of Trustees accept, with regret, the resignation of Stephanie Andolino, Teacher of Mathematics, as per attached.
8. RESOLVED, that the Board of Trustees approve the following teachers to attend IDE training this summer for a maximum of 6 days at a rate of \$125/day:
  - Imogen Myslinski
  - Jason Fritts
  - Ian Redmond
  - Hillary Kotlarz
  - Courtney Graziano
  - Jamie Reader
  - Jesse Lerch
  - Carolyn Sior
  - Jamie Zangara Fritts
  - Jeanne Sevean
  - Robin Scheffler
  - Jill Steffens
  - Laurie Drake
9. RESOLVED, that the Board of Trustees approve the following teachers as teachers for the Summer Enrichment program, for the hours of 9:00 am – 12:00 pm at the rate of \$2,000:
  - Jeanne Sevean
  - Hillary Kotlarz
  - Francesca Cruciata
10. RESOLVED, that the Board of Trustees approve the following teachers as substitute teachers in the Summer Enrichment program at a rate of \$125/day:
  - Courtney Graziano
  - Ian Redmond
  - Michael Bell
11. RESOLVED, that the Board of Trustees approve Courtney Graziano as a per diem Summer Enrichment teacher at the rate of \$125/ day from 9:00 a.m. – 12:00 p.m.

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*June 13<sup>th</sup>, 2016 4:00pm*

---

Francesca Cruciata  
Jeanne Sevean  
Hillary Kotlarz

12. RESOLVED, that the Board of Trustees approve the following teachers to teach Summer Enrichment Basic Skills, as needed, from 12:00 p.m. – 1:00 p.m, at a rate of \$30/hour:
13. RESOLVED, that the Board of Trustees approve Michael Bell to revise Math Curriculum and Data Assessments over the summer at the rate of \$2,500.
14. RESOLVED, that the Board of Trustees approve Courtney Graziano to assist in the revision of Math Curriculum and Data Assessment over the summer at the rate of \$1,500.
15. RESOLVED, that the Board of Trustees approve the renewal of employment contract for Charles Culver as Part-Time Technology Coordinator at the salary of \$15,000.

**XIII. POLICY**

**XIV. NEW BUSINESS**

Dr. Selby opened a conversation regarding a Board retreat and self-evaluation. Mr. Teufert informed the Board to focus on areas in which a three or less was achieved. A summary of results was reviewed.

**XV. CLOSED SESSION**

Mr. Teufert made a motion at 5:04, to enter into closed session for the purpose of discussing the Executive Director's evaluation. Mr. Apter seconded the motion and the motion passed by unanimous voice vote.

**XVI. RETURN TO OPEN SESSION**

Mr. Teufert made a motion at 5:32, to enter back into open session. Mrs. Syre seconded the motion and the motion passed by unanimous voice vote.

**XVII. PUBLIC PARTICIPATION**

None heard

**XVIII. BOARD MEMBER COMMENTS**

Ms. Blanchard inquired about the summer packet. During enrichment, teaching will be taking place. Discussion took place regarding whether or not a summer packet should be required.

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*June 13<sup>th</sup>, 2016 4:00pm*

---

**XIX. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Teufert and seconded by Ms. Blanchard to adjourn the meeting at 5:39 pm.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Steven Kepnes  
Board Secretary

**Attachments**

2016-2017 SCCST School Calendar  
April 2016 HIB Report for Second Review  
May 2016 HIB Report