

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY**  
**REGULAR MEETING MINUTES**  
*August 8<sup>th</sup>, 2016 4:00 p.m.*

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**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 Mr. Nelms and carried by unanimous voice vote. Dr. Rapuano abstained

Regular Meeting Minutes of July 11<sup>th</sup>, 2016.  
Executive Meeting Minutes of July 11<sup>th</sup>, 2016

**VI. CORRESPONDENCE**

Letter of retirement notification from Janet Langen, Confidential Administrative Assistant.

**VII. COMMENTS**

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- A. Vice President's Comments Mr. Teufert appointed Mrs. Syre, Dr. Rapuano and himself to the Student Achievement Committee
- B. Committee Reports
  - Building and Grounds Mrs. Syre updated the Board regarding a recent committee meeting that took place. Discussions included floor care and updates to the new building.
  - Personnel & Negotiations Ms. Blanchard briefly updated the Board regarding the status of negotiations with the Education Association.
  - Curriculum & Policy
  - Finance
  - Public Relations Ms. Blanchard informed that Board that the news letter is continually evolving
  - Technology
- C. Board Member Comments Ms. Blanchard offered kind words regarding Mr. Molinet, who recently passed away
- D. Faculty/ Staff Comments
- E. Student Liaison Comments
- F. PTO Comments Information was provided regarding the new Executive Committee
- G. Presentations none

**VIII. EXECUTIVE DIRECTOR'S INFORMATION**

Enrollment for the month of July 2016 was 223 students.

For the month of July 2016, a Shelter-in-Place Drill was held on July 21<sup>st</sup> and a Fire Drill was held on July 29<sup>th</sup>.

**IX. MOBILITY UNDER ENROLLMENT**

There were 6 transfer students exiting SCCST for the month of July 2016.

**X. BUSINESS ADMINISTRATOR'S INFORMATION**

**XI. PUBLIC PARTICIPATION** none heard

**XII. BOARD ACTION ON AGENDA ITEMS**

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**BUSINESS RECOMMENDATIONS**

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

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

1. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of July 31, 2016 no line item account has been over-expended in violation of NJSA 18A:19-2.
2. RESOLVED, that pursuant to NJSA 18A:19-2, the Board of Trustees certify that as of July 31, 2016, after a review of the Board Secretary's monthly financial report and Treasurer of School Monies Report for the period ending July 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.
3. 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 July, 2016 in the amount of \$ 3,490 to ensure that no line items are over expended, as attached.
4. RESOLVED, that the Board of Trustees approve the bill list for the month ending July 2016 in the amount of \$166,731.63 inclusive of July 2016 payroll in the amount of \$39,395.23 as attached.
5. RESOLVED, that the Board of Trustees accept the completed No Child Left Behind Act Consolidated Formula Sub-grant Allocation Notice Summary, for FY 2017, as per attached.
6. RESOLVED, that the Board of Trustees approve that the following non-repairable items be removed from inventory and decommissioned:

Item Name:	Serial(SN)/Fixed Asset(FA) Number:
1. Dell Hard Drive	FA #391
2. HP Fax Machine	FA #50
3. WiFi Broadcast Point	FA #483
4. Two Carts	SN 8755, SN 7314
5. HP Printer	FA #363
6. Miscellaneous Items	All FA #s: 320, 430, 431, 444, 445, 446, 341, 515, 512, 514

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7. RESOLVED, that the Board of Trustees approve the evaluation instrument to be used for the Board and the CSA, for the 2016-2017 school year.

**EDUCATION**

Ms. Blanchard made a motion for the following resolutions to be approved, seconded by Dr. Rapuano and carried by unanimous voice vote.

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

1. RESOLVED, that the Board of Trustees acknowledge that there were no Discipline Reports for July 2016.
2. RESOLVED, that the Board of Trustees acknowledge that there were no Harassment, Intimidation, and Bullying (HIB) Reports for July 2016.
3. RESOLVED, that the Board of Trustees approve the School Dance on October 28<sup>th</sup> hosted by the PTO (Parent Teacher Organization). Further details to be arranged with SCCST Executive Director/Principal following Board approval.
4. RESOLVED, that the Board of Trustees accept the School Anti-Bullying Assessment Report, as per attached.

**PERSONNEL**

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

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

1. RESOLVED, that the Board of Trustees accept, with regret, the notification of retirement letter from Janet Langen, Confidential Administrative Assistant, effective October 7<sup>th</sup>, 2016, as per attached.

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

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

2. RESOLVED, that the Board of Trustees approve the hiring of Terri Hawkins-Rocco, for the 12 month full-time position of Confidential Administrative Assistant, for the 2016-2017 school year at the salary of \$55,000.

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3. RESOLVED, that the Board of Trustees approve the following teachers, for the Summer Enrichment program, for the hours of 9:00 am – 12 pm at the rate of \$1,000 each, retroactively:

Ian Redmond  
 Imogen Myslinski

4. RESOLVED, that the Board of Trustees approve the following teachers to teach Summer Enrichment Basic Skills, as needed, from 12:00 pm – 1:00 pm, at a rate of \$30/hour, retroactively:

H. Kotlarz  
 J. Sevean  
 F. Cruciata

5. RESOLVED, that the Board of Trustees approve the hiring of Kristy Bodle, as a Substitute Teacher for the 2016-2017 school year, on an as needed basis at the rate of \$90 per day.

Mr. Nelms made a motion for the following resolution to be approved, seconded by Mrs. Syre and carried by a roll call vote.

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

6. RESOLVED, that the Board of Trustees approve the renewal of contracts for the following employees, for the 2016-2017 school year, beginning July 1, 2016:

Candace Leatham	Treasurer	\$2,080.80
Edward Phipps	Part-Time Custodian	\$11.22/hour
Donna Hobson	Part-Time Custodian	\$11.22/hour

**POLICY**

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

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

1. RESOLVED, that the Board of Trustees approve for a first reading the following policies:
- a. Policy # 2361-Acceptable Use of Computer Networks/Computers and Resources
  - b. Policy # 5600-Student Discipline Code of Conduct

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**XIII. NEW BUSINESS**

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

1. RESOLVED, that the Board of Trustees approve the Anti-Bullying Report that was presented.

**XIV. CLOSED SESSION**

Mrs. Syre made a motion at 4:46, to enter into closed session for the purpose of discussing negotiations and an on-going litigation matter. Ms. Blanchard seconded the motion and the motion passed by unanimous voice vote.

**XV. RETURN TO OPEN SESSION**

Ms. Blanchard made a motion at 5:05, to enter back into open session.  
Dr. Rapuano seconded the motion and the motion passed by unanimous voice vote.

**XVI. PUBLIC PARTICIPATION**

None heard

**XVII. BOARD MEMBER COMMENTS**

Dr. Rapuano inquired about the archery program. Discussion took place regarding taking students to a theatrical production during the holiday season in December.

**XVIII. ADJOURNMENT**

There being no further business to come before the Board, it was moved by Mr. Nelms and seconded by Ms. Blanchard to adjourn the meeting at 5:13 pm.

The motion was unanimously approved by a voice vote.

Respectfully Submitted,

Steven Kepnes  
Board Secretary