

**SUSSEX COUNTY CHARTER SCHOOL FOR TECHNOLOGY
REGULAR/REORGANIZATION MEETING AGENDA**

April 9, 2018

I. CALL TO ORDER

Board Secretary will call the meeting to order

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

	PRESENT	ABSENT
Dr. Edwin Selby (Board President)		
Ms. Michelle Syre (Vice President)		
Mr. Tom Mitchell		
Dr. Mary Rapuano		
Ms. Lesa McGuinness		
Mr. Jason Apter		
Ms. Stephanie DePinto		

Reading of Code of Ethics for School Board Members, Title 18A:12-24.1

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

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- c. I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

V. ADMINISTRATION OF OATH AND ELECTION OF OFFICERS

ADMINISTER OATH OF OFFICE
Michelle Syre
Mary Rapuano

VI. ELECTION OF OFFICERS

A. NOMINATION AND VOTE FOR THE POSITION OF BOARD PRESIDENT

Motion by _____, seconded by _____, to nominate _____ for **President** of the Sussex County Charter School for Technology Board of Trustees.

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Motion by _____, seconded by _____, to close nominations for **President** of the Sussex County Charter School for Technology Board of Trustees.

B. NOMINATION AND VOTE FOR THE POSITION OF BOARD VICE PRESIDENT

Motion by _____, seconded by _____, to nominate _____ for **Vice-President** of the Sussex County Charter School for Technology Board of Trustees.

Motion by _____, seconded by _____, to close nominations for **Vice-President** of the Sussex County Charter School for Technology Board of Trustees.

Newly elected president assumes chair.

VII. APPOINTMENT OF COMMITTEES

Building and Grounds:
Personnel & Negotiations:
Curriculum & Policy
Finance:
Public Relations:
Technology:

VIII. ACTION ON MATTERS PERTAINING TO REORGANIZATION

WHEREAS, the Board Bylaws outline the procedures to be used in the Reorganization Meeting, and

WHEREAS, the insurance agent has been appointed at the Reorganization Meeting by past practice, now therefore be it

RESOLVED, by the Board of Trustees of the Sussex County Charter School for Technology that all existing bylaws and policies and regulations, contract and agreements as established by act and practice of previous Boards of Trustees and courses of study are to remain in force and effect until such time as the present Board necessitates change by way of resolution, and, be it further

RESOLVED, that the Board establish use of State Contracts for purchasing throughout the school year whenever possible, and be it further

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RESOLVED, that the quote threshold be established at \$6,000 and the bid threshold at \$40,000, and be it further

RESOLVED, that the board approve continued participation in the E-Rate program: Alliance for Competitive Energy Services (ACES), and be it further

RESOLVED, that the following appointments be made for the period April 1, 2018 through March 31, 2019, or until a replacement is named:

<u>Title</u>	<u>Name of Organization</u>	<u>Amount</u>
Board Attorney	Weiner Lesniak LLP	Fee
Depository for School Funds any bank having Branches in Sussex County	PNC Bank	N/A
Depository for School Funds Any bank having branches In Sussex County	Sussex Bank	N/A
Board Newspaper New Jersey Sunday Herald	New Jersey Herald (weekly)	Fee

And, be it further

RESOLVED, that the following appointments be made through June 30, 2019:

<u>Title</u>	<u>Name</u>
Board Secretary/ Business Administrator	Steven Kepnes
Qualified Purchasing Agent	Steven Kepnes
ERIC West Health & Safety	Steven Kepnes
Public Agency Compliance Officer	Steven Kepnes
Treasurer of School Monies	Candace Leatham
Public School Accountant	Nisivoccia LLP
Insurance Agent of Record	Connor Strong Inc. Co
Affirmative Action Officer	Noreen Lazariuk
“504” Officer	Noreen Lazariuk
Title IX Coordinator	Noreen Lazariuk
Indoor Air Quality	Noreen Lazariuk
Integrated Pest Management Officer	Noreen Lazariuk

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And, be it further

RESOLVED, that the following petty cash funds be established:
Business Office Petty Cash \$200.00

And be it further

RESOLVED, that the following Tax Shelter/Disability providers be approved:
AFLAC; AXA Equitable; First Investors; Horizon; Lincoln Investment.

And be it further

RESOLVED that the Board of Trustees authorize the Executive Director and Business Administrator to implement the 2018-2019 budget once authorized and finalized, pursuant to state policies and regulations

And be it further

RESOLVED, that the Board approve the following schedule of meetings to be held by the Board of Trustees of the Sussex County Charter School for Technology at 5:00pm, at the Sussex County Charter School for Technology, 385 North Church Road, Sparta, NJ 07871:

Day and Date

Monday, May 14, 2018

Monday, June 11, 2018

Monday, July 9, 2018

Monday, August 13, 2018

Monday, September 10, 2018

Monday, October 8, 2018

Monday, November 12, 2018

Monday, December 10, 2018

Monday, January 14, 2019

Monday, February 11, 2019

Monday, March 11, 2019

Monday, April 8, 2019 Reorganization Meeting

And, be it further

RESOLVED, that the following Order of Business (Agenda) be approved:

REGULAR BUSINESS AGENDA

I. Call to Order

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- II. Declaration of Open Public Meetings Act
- III. Pledge of Allegiance
- IV. Roll Call
- V. Approval of Minutes
- VI. Correspondence
- VII. Comments
 - A. President's Comments
 - B. Committee Reports
 - C. Board Member Comments
 - D. Student Liaison Comments
 - E. PTO Liason Comments
 - F. Faculty Comments
 - G. Alumni Liaison Comments
 - H. Presentations
- VIII. Executive Director's Information
- IX. Principal's Information
- X. Business Administrator's Information
- XI. Public Participation (Agenda Items Only)
- XII. Board Action on Agenda Items
- XIII. Old Business
- XIV. Public Participation
- XV. New Business
- XVI. Board Members Comments
- XVII. Closed Session (If Required)
- XVIII. Return to Open Session to Act on Closed Session Matters as Required
- XIX. Adjournment

REORGANIZATION/REGULAR MEETING

- I. Call to Order (Board Secretary)
- II. Declaration of Open Public Meeting Act
- III. Pledge of Allegiance
- IV. Roll Call
- V. Administration of Oath of Office
- VI. Election of Officers
 - A. Call for the Nomination for the Position of Board President
 - Vote to Close Nominations.
 - Vote for the Position of Board President.
 - Statement by Board President
 - B. Call for the Nomination for the Position of Board Vice President
 - Vote for Close Nominations
 - Vote for osition of Board Vice President
 - Statement by Board Vice President
- VII. Adjournment
- V. **APPROVAL OF MINUTES**

Regular Meeting Minutes of March 12, 2018.
Closed Session Meeting Minutes of March 12, 2018

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VI. CORRESPONDENCE

VII. COMMENTS

- A. President's Comments
- B. Committee Reports.
 - Building and Grounds
 - Personnel & Negotiations
 - Curriculum & Policy
 - Finance
 - Public Relations
 - Technology
- C. Board Member Comments
- D. Faculty/ Staff Comments
- E. Student Liaison Comments
- F. PTO Comments
- G. Presentations

VIII. EXECUTIVE DIRECTOR'S INFORMATION

Enrollment for the month of March 2018, was 225 students.

For the month of March 2018, a Fire Drill was held on March 27, 2018 at 9:53 am.

For the month of March 29 2018, a Shelter in Place was held on March 29, 2018 at 12:06 pm.

X. BUSINESS ADMINISTRATOR'S INFORMATION

XI. PUBLIC PARTICIPATION

XII. BOARD ACTION ON AGENDA ITEMS

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BUSINESS RECOMMENDATIONS

1. RESOLVED that the Board of Trustees approve the Board Secretary’s Report for the month ending February 2018.
2. RESOLVED, that the Board of Trustees approve the Treasurer of School Monies Report for the month ending February 2018.
3. RESOLVED that the Board of Trustees approve the motion that the Board Secretary certifies that, as of February 28, 2018, 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 February 28, 2018, after a review of the Board Secretary’s monthly financial report and Treasurer of School Monies Report for the period ending February 28 2018 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 February 28, 2018 in the amount of \$1,650.00 to ensure that no line items are over expended.
6. RESOLVED, that the Board of Trustees approve the Check Register for the month ending March 2018 in the amount of \$417,213.84, inclusive of March 2018 payroll in the amount of \$213,904.23.
7. RESOLVED, that the Board of Trustees approve the following non-repairable items be removed from inventory and decommissioned:

ACER	NXSHEAA00641
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8. RESOLVED, that the Board of Trustees approve the 2018-2019 budget and submission to the State NJ as follows:

APPROPRIATIONS

General Fund Appropriations:	\$4,013,751.00
Grants	<u>\$ 85,000.00</u>
TOTAL APPROPRIATIONS:	\$4,098,751.00

REVENUE

State Charter School Aid:	\$4,013,751.00
Grants	<u>\$ 85,000.00</u>
TOTAL REVENUE:	\$4,098,751.00

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EDUCATION

1. RESOLVED, that the Board of Trustees acknowledge there were 1 Harassment, Intimidation, and Bullying (HIB) Reports for March 2018 and 1 Harassment, Intimidation, and Bullying (HIB) investigations from February that was found to be a HIB case.
2. RESOLVED, that the Board of Trustees approve the Sussex County Charter School for Technology 2017-2018 school calendar days, retroactively: See Attached.
3. RESOLVED, that the Board of Trustees approve the donation of (2) EZ-Robot Revolution Robot- Adventure Bot and (1) EZ-Robot Revolution Robot- Roll over funded by Donorschoose.org.
4. RESOLVED, that the Board of Trustees approve PARCC testing April 30th- May 4th, 2018.
5. RESOLVED, that the Board of Trustees approve an OSCAR Pet Adoption day Saturday April 21, 2018, sponsored by SCCST Pet Rescue Club.
6. RESOLVED, that the Board of Trustees approve hosting a Harlem Wizards fundraising event October 2018 at Morris County Community College along with The Rose House.
7. RESOLVED, that the Board of Trustees approve the amended date to the following upcoming field trip:

Date	Event	Grade	Location	Chaperones	Cost
6/5/2018	Martin Guitar	8	Nazareth PA	Steinetz	\$15

PERSONNEL

1. RESOLVED, that the Board of Trustees approve the hiring of substitute nurse, Carrie Loewrigkeit for the 2017-2018 school year \$125.00 per day.
2. RESOLVED, that the Board of Trustees reappoint Candace Leatham to the position of part-time treasurer for the 2018-2019 school year at a salary of \$2,122.00.

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POLICY

1. RESOLVED, that the Board of Trustees approve the second reading of Policy 3282-Teaching Staff Members Use of Social Networking Sites.

XIII. NEW BUSINESS

XIV. CLOSED SESSION:

XV. RETURN TO OPEN SESSION

XVI. PUBLIC PARTICIPATION

XVII. BOARD MEMBER COMMENTS

XVIII. ADJOURNMENT

Attachments

3282 Teaching Staff Members- Use of Social Networking Sites
2017-2018 Amended School Calendar