

# PASSAIC ARTS AND SCIENCE CHARTER SCHOOL

## BOARD MEETING MINUTES

July 28<sup>th</sup>, 2016

7:00PM

### I. Call To Order

This Regular Meeting of the Passaic Arts and Science Charter School Board of Trustees is called to order.  
Time: 6:18 PM

### II. Meeting Notice Announcement

*The New Jersey Open Public Meetings Law was enacted to insure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Board of Trustees of Passaic Arts and Science Charter School has caused notice of this regular meeting to be published by having the date, time, and place thereof posted in 'The Star-Ledger', 'Passaic County Superintendent's Office', and 'Passaic City Clerk's Office'. The Board reserves the right to act on any and all agenda items.*

### III. Flag Salute

### IV. Roll Call by Board Secretary

Ozgur Dogru(President)-Voting Member	P
Tawana Wilder (Vice President)-Voting Member	P
Ismail Oral(Board Member)-Voting Member	P
Ozlem Yasar Avcioglu(Board Member)-Voting Member	A
Julian Cabrera(Board Member)- Voting Member	P
Yasemin Kunukcu(Board Member)-Voting Member	A
Mona David (Board Member)-Voting Member	A
Nihat Guvercin (CEO/Lead Person)-Non-Voting Member	P
Mustafa Coban (SBA/Board Secretary) -Non-Voting Member	A
Christopher Lessard(Treasurer)-Non-Voting Member	A
Huran Celik (School Director-Middle/High)-Non-Voting Member	A
Yanivis Fragozo(School Director-Interm.)-Non-Voting Member	A
Durim Memedi(School Director-Elem.)-Non-Voting Member	A

### V. Public Comment

*Board President or designee opens the public comment session on any topic. Each person is limited to speak for a period of three (3) minutes and will be asked to give their full name, spell their last name and provide their address. Speakers in the first session of the public comment may address the agenda items only. Board President or designee closes the public comment session on any topic.*

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VI. Presentations/Recognition: Prospect of new building for either expansion or replacement.

VII. CEO/Lead Person's & Administrator's Reports: Mr. Nihat Guvercin, Mr. Huran Celik, Ms. Yanivis Fragozo, & Mr. Durim Memedi

<u>Grades</u>	<u>Enrollment Max Seat</u>	<u>Occupied</u>
K-2	240	
3-5	240	
6-9	258	

Motion to accept the resignation of Mr. Recep Ornek as Board Secretary, Purchasing Agent, and SBA

<b>MOTIONED BY</b>	J Cabrera		<b>SECONDED BY</b>	O Dogru		<b>PASSED</b>	Unanimously
<b>ROLL CALL</b>	<b>Ozgur Dogru</b>	<b>Tawana Wilder</b>	<b>Yasemin Kunukcu</b>	<b>Ismail Oral</b>	<b>Ozlem Y. Avcioglu</b>	<b>Julian Cabrera</b>	<b>Mona David</b>
YES	X	X		X		X	
NO							
ABSTAIN							
ABSENT			X		X		X

Motion to accept the nomination of Mustafa Coban as Board Secretary, Purchasing Agent, and SBA.

<b>MOTIONED BY</b>	J Caberera		<b>SECONDED BY</b>	Ismail Oral		<b>PASSED</b>	Unanimously
<b>ROLL CALL</b>	<b>Ozgur Dogru</b>	<b>Tawana Wilder</b>	<b>Yasemin Kunukcu</b>	<b>Ismail Oral</b>	<b>Ozlem Y. Avcioglu</b>	<b>Julian Cabrera</b>	<b>Mona David</b>
YES	X	X		X		X	
NO							
ABSTAIN							
ABSENT			X		X		X

VIII. Approval of Previous Board Meeting Minutes:

201607-01 Motion to approve the June, 2016 board meeting minutes.

<b>MOTIONED BY</b>	O Dogru		<b>SECONDED BY</b>	Ismail Oral		<b>PASSED</b>	Unanimously
<b>ROLL CALL</b>	<b>Ozgur Dogru</b>	<b>Tawana Wilder</b>	<b>Yasemin Kunukcu</b>	<b>Ismail Oral</b>	<b>Ozlem Y. Avcioglu</b>	<b>Julian Cabrera</b>	<b>Mona David</b>
YES	X	X		X		X	
NO							
ABSTAIN							
ABSENT			X		X		X

**IX. Financial Section: Mr. Mustafa Coban, Board Secretary**

201607-02 **Approval of Bills:** Motion to approve the List of the Bills (Enclosure)

201607-03 **Secretary's and Treasurer's Reports:** Motion to approve the Board Secretary's and Treasurer reports. (Enclosure)

WHEREAS, both the Report of the Secretary and the Report of the Treasurer of School Moneys are in agreement with the cash balance in the Governmental Funds as of May, 2016;

BE IT RESOLVED, that the Report of the Secretary and the Report of the Treasurer of School Moneys be accepted.

201607-04 **Transfers:** Motion to approve the list of Transfer of Funds resolution for the period ending May, 2016.

BE IT RESOLVED, by the Board of Trustees of Passaic Arts and Science Charter School that the attached inter-appropriation transfer made on the financial records of the Board affecting 2016-17 budget be affirmed and approved.

**Certification of accounts:**

a. **Board Secretary's Cert of Accounts:** Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of May, 2016, no major budgetary line item account expenditure exceeds the amount appropriated by the charter Board of Trustees.

**b. Board Certification of Accounts**

RESOLVED, that after review of the Secretary's and Treasurer's reports for May, 2016 and based upon consultation with and representations of the appropriate officials (Secretary, Treasurer, Business Administrator and Lead Person), the Board of Trustees of Passaic Arts and Science Charter School has ascertained, to the best of our knowledge and ability, with the information provided, that no major account (Current Expense, Capital Outlay, Debt Service) has been over-expended and that sufficient funds are available to meet the charter's financial obligations for the remainder of the fiscal year, and hereby certifies the charter's financial plan (the budget) as approved is being followed as revealed in the financial reports.

  
Mr. Mustafa Coban, Board Secretary

July 28, 2016  
Date

**Motion to Approve the Financial Section:**

RESOLVED that the Passaic Arts and Science Charter School accepts above-identified consent agenda item(s) numbered 201607-02 through 201607-04.

MOTIONED BY	T Wilder		SECONDED BY	O Dogru		PASSED	Unanimously
ROLL CALL	Ozgur Dogru	Tawana Wilder	Yasemin Kunukcu	Ismail Oral	Ozlem Y. Avcioglu	Julian Cabrera	Mona David
YES	X	X		X		X	
NO							
ABSTAIN							
ABSENT			X		X		X

**X. Regular Agenda Action Items:**

201607-05 Motion to approve the Danielson's Model Teacher Evaluation Tool (Enclosure)

201607-06 Motion to approve the Stronge Model Administrator Evaluation Tool (Enclosure)

201607-07 Motion to approve the revised Tuition Reimbursement Policy with a cap amount of \$25,000 total distribution for the school. (Enclosure)

201607-08 Motion to approve HIB report at the enclosed form. (No Submission)

201607-09 Motion to approve the field trip activity requests listed below. (No Submission)

Program Name/Place	Date(s)	Grades/Attendees	Event Cost for School	Explanations

**PERSONNEL/HR**

201607-10 Motion to approve the new hires, re-assignment, leaves, and resignations. (No Submission)

201607-11 Motion to approve the stipend payments and assigned positions listed. (No Submission)

201607-12 Motion to approve the attendance to and costs of the following workshops/conferences/programs as requested by the following faculty members listed below.

WHEREAS, the **Faculty and Board Members listed below** will be attending workshops; and

WHEREAS, the attendance at stated functions are accepted as work related and within the scope of the work responsibilities of the attendee; and

WHEREAS, the attendance at the functions are accepted as promoting delivery of instruction, furthering efficient operation of the school district; and fiscally prudent, and

WHEREAS, the travel and related expenses particular to attendance at these functions are expected to exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter; be it

RESOLVED, that the board finds the cost of attendance, including all registration fees, and statutorily authorized travel and related expense and the excess expenses particular to attendance at this functions as unavoidable, be it

RESOLVED, that the excess is justified and therefore reimbursable.

Program Name/Place	Date	Employees/Board members	Event Cost	Travel & Other Costs
AP Summer Institute, Edison, NJ	August 1 – August 4, 2016	Alban Biba	\$900.00	\$0.31/mile, tolls & parking if applicable

**Motion to Approve the Agenda Action Items:**

RESOLVED that the Passaic Arts and Science Charter School accepts above-identified consent agenda item(s) numbered 201607-05 through 201607-12.

MOTIONED BY	T Wilder		SECONDED BY	O Dogru		PASSED	Unanimously
ROLL CALL	Ozgur Dogru	Tawana Wilder	Yasemin Kunukcu	Ismail Oral	Ozlem Y. Avcioglu	Julian Cabrera	Mona David
YES	X	X		X		X	
NO							
ABSTAIN							
ABSENT			X		X		X

**XI. Executive Session.**

WHEREAS, pursuant to N.J.S.A. 10:4-12(b), the Board of Education may exclude the public from that portion of a public meeting at which the Board discusses any of the matters described at N.J.S.A. 10:4-12(b)(1)-(9);

NOW, THEREFORE, BE IT RESOLVED that the Board of Education shall forthwith enter into closed session to discuss the following matter(s) concerning:

- Matters rendered confidential by state or federal law
- Personnel

- [ ] Appointment of a public official
- [ ] Matters covered by the attorney-client privilege
- [ ] Pending or anticipated litigation
- [ ] Pending or anticipated contract negotiations
- [ ] Protection of the safety or property of the public
- [ ] Matters which would constitute an unwarranted invasion of privacy
- [ ] Matters in which the release of information would impair a right to receive Funds from the United States Government
- [ ] Matters concerning collective negotiations and/or the negotiation of terms and Conditions of employment of employees of the Board of Education
- [ ] Possible imposition of a civil penalty or suspension

BE IT FURTHER RESOLVED that said discussion may be disclosed to the public when the reasons for discussing and acting upon it in closed session no longer exist.

**Motion to enter into Executive Session:**

**TIME:**

MOTIONED BY			SECONDED BY			PASSED	
ROLL CALL	Ozgur Dogru	Tawana Wilder	Yasemin Kunukcu	Ismail Oral	Ozlem Y. Avcioglu	Julian Cabrera	Mona David
YES							
NO							
ABSTAIN							
ABSENT							

**Motion to return to Public Session:**

**TIME:**

MOTIONED BY			SECONDED BY			PASSED	
ROLL CALL	Ozgur Dogru	Tawana Wilder	Yasemin Kunukcu	Ismail Oral	Ozlem Y. Avcioglu	Julian Cabrera	Mona David
YES							
NO							
ABSTAIN							
ABSENT							

**XII. Other Items:**

**XIII. Adjournment:**

**TIME: 6:54 PM**

MOTIONED BY	Ismail Oral		SECONDED BY	T. Wilder		PASSED	Unanimously
ROLL CALL	Ozgur Dogru	Tawana Wilder	Yasemin Kunukcu	Ismail Oral	Ozlem Y. Avcioglu	Julian Cabrera	Mona David
YES	X	X		X		X	
NO							
ABSTAIN							
ABSENT			X		X		X

  
 Mr. Mustafa Coban - Board Secretary

*Respectfully Submitted*