

# PASSAIC ARTS AND SCIENCE CHARTER SCHOOL

## BOARD MEETING MINUTES

March 23<sup>rd</sup>, 2017

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: 7:11PM

### 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 or 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	P
Julian Cabrera(Board Member)- Voting Member	P
Yasemin Kunukcu(Board Member)-Voting Member	A
Mona David (Board Member)-Voting Member	P
Nihat Guvercin (CEO/Lead Person)-Non-Voting Member	P
Mustafa Coban (SBA/Board Secretary) -Non-Voting Member	P
Christopher Lessard(Treasurer)-Non-Voting Member	A
Harun Celik (School Director-Middle/High)-Non-Voting Member	A
Yanivis Fragozo (School Director-Interm.)-Non-Voting Member	P
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 address the agenda items only. Board President or designee closes the public comment session on any topic.*

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VI. Presentations/Recognition:

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	250
3-5	240	250
6-10	320	355

VIII. Approval of Previous Board Meeting Minutes:

201703-01 Motion to approve the February, 2017 board meeting minutes.

<b>MOTIONED BY</b>	O Dogru		<b>SECONDED BY</b>	M David		<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	X	X
NO							
ABSTAIN							
ABSENT			X				

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

201703-02 **Approval of Bills:** Motion to approve the List of the Bills (Enclosure)

201703-03 **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 February, 2017;

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

201703-04 **Transfers:** Motion to approve the list of Transfer of Funds resolution for the period ending February, 2017.

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 February, 2017, 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 February, 2017 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.

Mustafa Coban  
Mr. Mustafa Coban, Board Secretary

4-28-2017  
Date

**Motion to Approve the Financial Section:**

RESOLVED that the Passaic Arts and Science Charter School accepts above-identified consent agenda item(s) numbered 201703-02 through 201703-04.

<b>MOTIONED BY</b>	M David		<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	X	X
NO							
ABSTAIN							
ABSENT			X				

**X. Regular Agenda Action Items:**

- 201703-05 Motion to approve the Lease Cancellation and Termination Agreement between Holy Rosary RC Church, Passaic, NJ and Passaic ASCS. (Enclosure)
- 201703-06 Motion to approve the waiver of participation for the SEMI-Special Education Medicaid Initiative for 2017-2018 School Year.
- 201703-07 Motion to approve the updated policy 6171.4 & 6071.4E – Special Education and Reference Manual (Enclosure).
- 201703-08 Motion to approve the membership with the NJ state interscholastic athletic association. (Enclosure)
- 201703-09 Motion to approve the authorization to negotiate and execute a lease agreement for 188 1st Street, Passaic building to be used as a middle school grades 4-8 for Passaic Arts and Science Charter School and also a building for the Clifton Campus to be used as a primary school grades K-2 for Passaic Arts & Science Charter School.
- 201703-10 Motion to approve the authorization to open bids for network, security, moving operation, improvement renovation and repairs for the interior and exterior including HVAC & MEP systems, and kitchen equipment for the subject buildings mentioned above.
- 201703-11 Motion to approve the emergency contract in the amount of \$27,500 with J& N Heating for boiler repairs at 40 Tulip Street and 7st St. Francis Way in accordance with N.J.A.C. 5:34-6.1(A-2),
- 201703-12 Motion to approve the proposed budget for 2017-2018 fiscal year. (Enclosure)
- 201703-13 Motion to approve HIB report. (Submission)- 1 Confirmed Case
- 201703-14 Motion to approve the field trip activity requests listed below. (Listed)

Program Name/Place	Date(s)	Grades/Attendees	Event Cost for School	Explanations
Model UN, NYC	3/30,3/31, & 4/1	Selected 7 <sup>th</sup> & 8 <sup>th</sup> Graders & Chaperones	\$1,980.00 Approx. for bus	World Current Events Debate
Liberty Science Center, NJ	4/26/17	Kindergarten & Chaperones	\$840.00 Approx. for bus	

**PERSONNEL/HR**

201703-15 Motion to approve the new hires, re-assignment, leaves, and resignations. (Enclosure)

Full Name	Position	FT/PT	Salary	After School	Details	Campus
Abu Jabal, Maha	Custodian	PT	\$15/hr	NA	New Hire	All Campuses
Bright, Sarah					Maternity Leave	Primary
Kidd, Rachel					Extended Leave	Middle High
Neidhardt, Alyssa					Maternity Leave	Primary
Omer Unal	Substitute Teacher	PT	\$100/day	NA	New Hire	All Campuses
Osmani, Sara					Maternity Leave	Middle High
Porter, Aisha					Maternity Leave	All Campuses
Wilkins, Nicole					Reassigned	Primary

Full Name	Position	Salary	Program Portion	(%)	Program Name	Notes
Melina Lora-Jondee	ELA teacher	\$44,000	\$3,566	8.10%	Title I	
Gulen Balci	ESL teacher		\$2,573		Title III	After school
Enas Hinawi	ESL teacher		\$3,000		Title III	After school
Jennifer Morgan	Special Education Teacher	\$47,350	\$5,189	10.95%	IDEA-preschool	

201703-16 Motion to approve the stipend payments and assigned positions listed. (No Submission)

201703-17 Motion to approve Hunterdon County ESC Cooperative Purchasing as a member.

201703-18 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
Annual FleNJ Conference, Iselin, NJ	3/31/17	Ruth Paez	\$150.00	\$0.31/mile, tolls & parking if applicable
Annual FleNJ Conference, Iselin, NJ	3/31/17	Patricia Cedeno	\$150.00	\$0.31/mile, tolls & parking if applicable
School Climate & Anti-Bullying Conference	5/24-5/26/17	Esther Arizmendi	\$190.00	\$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 201703-05 through 201703-18.

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

**XI. Executive Session.**

WHEREAS, pursuant to N.J.S.A. 10:4-12(b), the Board of Education 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 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: PM**

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:**

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							

**XIII. Adjournment:**

**TIME: 7:57 PM**

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



Mr. Coban - Board Secretary  
Respectfully Submitted