

PASSAIC ARTS AND SCIENCE CHARTER SCHOOL

BOARD MEETING MINUTES

November 17th, 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: 7:13 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	A
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	P
Nihat Guvercin (CEO/Lead Person)-Non-Voting Member	A
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	P
Yanivis Fragozo(School Director-Interm.)-Non-Voting Member	P
Durim Memedi(School Director-Elem.)-Non-Voting Member	P

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.

VI. **Presentations/Recognition:** Discussion was brought up regarding inconvenient parent/teacher conference schedule. There should be evening hours offered.

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	252	252
3-5	252	252
6-9	360	364

VIII. **Approval of Previous Board Meeting Minutes:**

201611-01 Motion to approve the October, 2016 board meeting minutes.

MOTIONED BY	M David		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		

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

201611-02 **Approval of Bills:** Motion to approve the List of the Bills (Enclosure)

201611-03 **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 October, 2016;

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

201611-04 **Transfers:** Motion to approve the list of Transfer of Funds resolution for the period ending October, 2016.

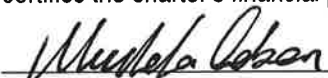
BE IT RESOLVED, by the Board of Trustees of Passaic Arts and Science Charter School that the attached inter-appropriation transfer made on the financial records of the Board affecting 2016-17 budget be affirmed and approved.

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 October, 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 October, 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

12-15-2016
Date

Motion to Approve the Financial Section:

RESOLVED that the Passaic Arts and Science Charter School accepts above-identified consent agenda item(s) numbered 201611-02 through 201611-04.

MOTIONED BY	T Wilder		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
NO							
ABSTAIN							
ABSENT	X		X		X		

X. Regular Agenda Action Items:

201611-05 Motion to approve the iLearn Schools PARCC Prep Test (iPARCC) guidelines. (Enclosure)

201611-06 Motion to approve the adoption of the following policies (Enclosure):

1330: Use of School Facilities, 3510: Operation and Maintenance of Plant, 3515: Smoking Prohibition, 4110, 4210 Tenure Acquisition and Dismissal – Charter

201611-07 Motion to approve the projected student enrollment numbers and add Clifton as a second district of resident to PASCS.

WHEREAS Passaic Arts and Science Charter School's Charter School Application (its Charter) was granted by the New Jersey Commissioner of Education in 2012; and

WHEREAS the Board of Trustees of Passaic Arts and Science Charter School has determined that an amendment to its Charter, to authorize expanding student enrollment, and adding the city of Clifton, NJ to the charter's district of residence would be beneficial; and

WHEREAS a proposed enrollment chart, reflecting the School's authorized grade levels and maximum student enrollment upon approval of the proposed charter amendment, is attached hereto; and

WHEREAS the proposed charter amendment would not change the mission, goals or objectives of the school; and

WHEREAS a charter amendment requires approval of the Commissioner of Education after an opportunity for comment has been provided to the board of education of the charter school's district of residence and the Executive County Superintendent;

NOW, THEREFORE, BE IT RESOLVED that the Lead Person is hereby authorized and directed to submit a request for approval of the proposed amendment of the school's Charter to the Commissioner of Education, and to forward a copy of the request to the Superintendent of the Passaic Public Schools District, Superintendent of the Clifton Public Schools District, and to the Executive County Superintendent of Passaic County.

Option 1:

Grade Level	2016-17 (Current)	2017-18	2018-19	2019-20
K	80	200	200	200
1	80	200	200	200
2	80	200	200	200
3	80	92	200	200
4	80	92	92	200
5	80	92	92	92
6	80	92	92	92
7	80	92	92	92
8	80	92	92	92
9	80	80	92	92
10	60	80	80	92
11		60	80	80
12			60	80
Total	860	1372	1572	1712

If the school is **denied** the ability to add another campus in grades K-2, the school is requesting the following as its new enrollment chart to add additional students per section:

Option 2:

Grade Level	2016-17 (Current)	2017-18	2018-19	2019-20
K	80	100	100	100
1	80	100	100	100
2	80	100	100	100
3	80	92	100	100
4	80	92	92	100
5	80	92	92	92
6	80	92	92	92
7	80	92	92	92
8	80	92	92	92
9	80	80	92	92
10	60	80	80	92
11		60	60	80
12			60	80
Total	860	1072	1152	1212

201611-08 Motion to approve HIB report at the enclosed form. (No Submission)

201611-09 Motion to approve the field trip activity requests listed below. (Listed)

Program Name/Place	Date(s)	Grades/Attendees	Event Cost for School	Explanations
240 th Anniversary of Gen'l George Washington crossing the Passaic River.	11/18/16	Grades 9 & 10	Approx. for bus \$260	Social Studies
Wallington Lanes, Wallington, NJ	12/15/16	Grades 9 & 10	Approx. for bus \$150	CCP/AP Activity

PERSONNEL/HR

201611-10 Motion to approve the new hires, re-assignment, leaves, and resignations. (Enclosure)

Full Name	Position	FT/PT	Salary	After School	Details	Campus
Bagnuolo, Daryl	Security	PT	\$20.50/hr		New Hire	
Balci, Gulen					Maternity Leave	
Kearns, Brian	Security	PT	\$20.50/hr		New Hire	
Kidd, Rachel					Maternity Leave	
Ustunkol, Ali Bekir					Transferred to Bergen ASCS	
Vaillancourt, Melissa					Resigned	
Name	Position	Full Salary	Hire Date	%	Program Portion	Program
Kohler, Glori	MMT	\$5,000				

201611-11 Motion to approve the stipend payments and assigned positions listed. (Enclosure)

201611-12 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
Maximizing Literacy Achievement, Clark, NJ	12/7/16	Karen Shkop	\$175.00	\$0.31/mile, tolls & parking if applicable
Maximizing Literacy Achievement, Clark, NJ	12/7/16	Tiffany Angulo	\$175.00	\$0.31/mile, tolls & parking if applicable
Legal One NJ	12/9/16	Esther Arizmendi	\$150.00	\$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 201611-05 through 201611-13.

MOTIONED BY	M David		SECONDED BY	J Cabrera		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 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:

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: 7:42 PM

MOTIONED BY	J Cabrera		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. Coban - Board Secretary
Respectfully Submitted