

# PASSAIC ARTS AND SCIENCE CHARTER SCHOOL

## BOARD MEETING MINUTES

September 29<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: 7:07PM

### 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	A
Ozlem Yasar Avcioglu(Board Member)-Voting Member	A
Julian Cabrera(Board Member)- Voting Member	P
Yasemin Kunukcu(Board Member)-Voting Member	P
Mona David (Board Member)-Voting Member	P
Nihat Guvercin (CEO/Lead Person)-Non-Voting Member	A
Mustafa Coban (SBA/Board Secretary) -Non-Voting Member	A
Christopher Lessard(Treasurer)-Non-Voting Member	P
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 August address the agenda items only. Board President or designee closes the public comment session on any topic.*

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- VI. **Presentations/Recognition:** There was a discussion of school uniforms by Mr. Celik to reinforce the dress code policy. Ms. Wilder mentioned that the deadline needs to be extended
- VII. **CEO/Lead Person's & Administrator's Reports:** *Mr. Nihat Guvercin, Mr. Huran Celik, Ms. Yanivis Fragozo, & Mr. Durim Memedi*

Grades	Enrollment Max Seat	Occupied
K-2	240	252
3-5	240	252
6-9	380	353

There was a discussion of school uniforms by Mr. Celik to reinforce the dress code policy. Ms. Wilder mentioned that the deadline needs to be extended as some parents are on a fixed income.

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

201609-01 Motion to approve the August, 2016 board meeting minutes.

MOTIONED BY	J Cabrera		SECOND ED 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	X
NO							
ABSTAIN							
ABSENT				X	X		

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

201609-02 **Approval of Bills:** Motion to approve the List of the Bills (Enclosure)

201609-03 **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 August, 2016;

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

201609-04 **Transfers:** Motion to approve the list of Transfer of Funds resolution for the period ending August, 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 August, 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 August, 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.

Mustafa Coban  
Mr. Mustafa Coban, Board Secretary

09-29-2016  
Date

**Motion to Approve the Financial Section:**

RESOLVED that the Passaic Arts and Science Charter School accepts above-identified consent agenda item(s) numbered 201609-02 through 201609-04.

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

**IX. Regular Agenda Action Items:**

- 201609-05 Motion to approve the lease agreement between PASCs and Wells Fargo Vendor Financial Services LLC for the purchase of Apple Products in the amount of \$46637.04 3 year term rates included.
- 201609-06 Motion to approve the lease agreement between PASCs and Dell Financial Services for the purchase of Dell Products in the amount of \$40,560.53 for 3 years financing 36 months\* \$1,285.77 per month (\$46,287.72 total)
- 201609-07 Motion to approve the Student Handbooks for the 2016-2017 School Year (Enclosure)
- 201609-08 Motion to approve the revised Local Wellness-Nutrition Policy (Enclosure)
- 201609-09 Motion to approve the School Integrated Pest Management Plan for the 2016-2017 School Year (Enclosure)
- 201609-10 Motion to approve the modification of the academic calendar – November 4, 2016 will now be an early dismissal for professional development and November 18, 2016 that is currently an early dismissal will now be a full day. In addition March 3, 2017 will be an early dismissal for professional development.
- 201609-11 Motion to approve the Cooperative Pricing Resolution of the Passaic Arts & Science School.

**A RESOLUTION AUTHORIZING THE PASSAIC ARTS & SCIENCE CHARTER SCHOOL TO ENTER INTO A COOPERATIVE PRICING AGREEMENT**

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on September 29, 2016 the governing body of the Passaic Arts & Science Charter School, County of Passaic, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

**TITLE**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Passaic Arts & Science Charter School.

**AUTHORITY**

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), Nihat Guvercin is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

201609-12      Motion to approve the following Policy Updates: (Enclosure)

4211 Recruitment, Hiring and Selection (noncertified staff)
4231/4231.1 Staff Development, In-service Education, Visitation, Conferences (noncertified staff)
5114 Suspension and Expulsion
2224 Nondiscrimination/Affirmative Action
4111 Recruitment, Hiring and Selection
4111.1/4211.1 Nondiscrimination/Affirmative Action
4131/4131.1 Staff Development, In-service Education, Visitation, Conferences
5145.4 Equal Educational Opportunity
6121 Nondiscrimination/Affirmative Action
6142.2 English as a Second Language; Bilingual Programs
6142.12 Career and Technical Education
6147 Standards of Proficiency
6172 Alternative Education Programs
4113/4213 Assignment and Transfer
6146.2 Promotion and Retention
6164.4 Guidance Services
6171.1 Remedial Instruction
6171.2 Gifted and Talented
1120 Board of Trustee Meetings
2131 Lead Person
2240 Evaluation, Planning and Annual Report
2255 Action Planning for Charter Renewal

201609-13      Motion to approve HIB report at the enclosed form. (No Submission)

201609-14      Motion to approve the field trip activity requests listed below. (No Submission)

Program Name/Place	Date(s)	Grades/Attendees	Event Cost for School	Explanations
College Awareness Planning for early high school students-Jacob Javitz Cntr, NY	10/19/16	9-12 (20 students)	\$220 Approx. for bus	College Coaching Program

**PERSONNEL/HR**

201609-15 Motion to approve the new hires, re-assignment, leaves, and resignations. (Enclosure)

Full Name	Position	FT/PT	Salary	After School	Details	Campus
Beata, Roman	Custodian	PT	\$15/hr	NA	New Hire	All Campuses
Bendada, Djalil	Custodian	PT	\$15/hr	NA	New Hire	All Campuses
Garcia, Jocelyn	Math Teacher	FT	\$42,000.00	\$3,000.00	New Hire	Passaic Intermediate
Gerveshi, Beqir	Custodian	PT	\$15/hr	NA	New Hire	All Campuses
Kllomollari, Leonora	Custodian	PT	\$15/hr	NA	New Hire	All Campuses
Manellari, Leonard	Custodian	PT	\$15/hr	NA	New Hire	All Campuses
Paez, Ruth	Spanish Teacher	FT	\$42,600.00	\$3,000.00	New Hire	Passaic High
Palushi, Artan	Custodian	PT	\$15/hr	NA	New Hire	All Campuses
Smith, Samantha	Art Teacher	FT	\$42,000.00	\$3,000.00	New Hire	Passaic High
Sherifi, Magbule	Custodian	PT	\$15/hr	NA	New Hire	All Campuses
Ustunkol, Ali Bekir	Teacher's Aide	FT	\$25,000.00	\$3,000.00	New Hire	Passaic Intermediate
Veshi, Ergyst	Custodian	FT	\$15/hr	NA	New Hire	All Campuses
Angeles, Jennifer	Receptionist				Resigned	Passaic High
Mirabal, Linda	Receptionist				Reassigned	Passaic High

201609-16 Motion to approve the stipend payments and assigned positions listed. (Listed)

Sport:	Salary	Assistant
MS Girls Basketball	\$1,500.00	N/A
MS Boys Basketball	\$1,500.00	N/A
MS Cheer	\$500.00	N/A
MS Soccer	\$1,500.00	N/A
MS Volleyball	\$1,500.00	N/A
HS Cross Country	\$2,000.00	N/A
HS Soccer	\$2,000.00	\$1,000.00
HS Girls Volleyball	\$2,000.00	\$1,000.00
HS Boys Basketball	\$2,500.00	\$1,000.00
HS Girls Basketball	\$2,500.00	\$1,000.00
HS Cheer	\$1,500.00	N/A
HS Baseball	\$2,000.00	N/A
HS Softball	\$2,000.00	N/A

Battle of the Books (Grades 4-5)	\$1,000.00	English Language Arts	Passaic Intermediate
Battle of the Books (Grade 6)	\$1,000.00	English Language Arts	Passaic Middle High



201609-17 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
				\$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 201609-05 through 201609-17.

MOTIONED BY	Y Kunukcu		SECOND ED BY	M David		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
NO							
ABSTAIN							
ABSENT				X	X		

**X. Executive Session.**

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

**XI. Other Items:****XII. Adjournment:****TIME: 8:09PM**

MOTIONED BY	T Wilder		SECOND 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	X
NO							
ABSTAIN							
ABSENT				X	X		



Mr. Coban - Board Secretary

*Respectfully Submitted*