

# PASSAIC ARTS AND SCIENCE CHARTER SCHOOL

## NOVEMBER BOARD MEETING MINUTES

December 4<sup>th</sup>, 2014

**I. Call To Order**

This Regular Meeting of the Passaic Arts and Science Charter School Board of Trustees is called to order.

Time: 7:34 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', and the 'Passaic County Superintendent's Office'. The Board reserves the right to act on any and all agenda items.*

**III. Flag Salute**

**IV. Roll Call**

BOARD MEMBERS	P/A
Ozgur Dogru-Voting Member ( Board President)	P
Jennifer A Chaveco -Voting Member(Vice President)	P
Yasemin Kunukcu-Treasurer	A
Taha Bayrak -Voting Member	A
Ismail Oral-Voting Member	P
Ozlem Yasar Avcioglu-Voting Member	P
Julian Cabrera - Voting Member	P
Nihat Guvercin-Nonvoting m.-Lead Person	P
Vahit Sevinc- Nonvoting m.-School Coordinator	P
Yanivis Fragozo-Nonvoting m.-School Coordinator	P
Recep Ornek – Nonvoting m.-Board Secretary	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.*

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VI. **Presentations/Recognition:**

VII. **Lead Person's Report:** *Mr. Nihat Guvercin and School Directors, Ms. Yanivis Fragozo, Mr. Vahit Sevinc.*

- The information was provided regarding Renewal visit preparations

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

Motion to approve the October, 2014 board meeting minutes.

MOTIONED BY	O AVCIOGLU		SECONDED BY	J CHAVECO		PASSED	UNANIMOUSLY
ROLL CALL	Ozgur Dogru	Jennifer A Chaveco	Yasemin Kunukcu	Taha Bayrak	Ismail Oral	Ozlem Y. Avcioglu	Julian Cabrera
YES	x	x			x	x	x
NO							
ABSTAIN							
ABSENT			x	x			

IX. **Financial Section:** *Mr. Recep Ornek, Board Secretary*

**Approval of Bills:** Motion to approve the List of the Bills. (*Enclosure*)

**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, 2014;

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

**Transfers:** Motion to approve the list of Transfer of Funds resolution for the period ending October 2014.

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 2014-15 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 2014, no major budgetary line item account expenditure exceeds the amount appropriated by the charter Board of Trustees.

  
Mr. Recep Ornek - Board Secretary

12/04/14  
Date

**b. Board Certification of Accounts**

RESOLVED, that after review of the Secretary's and Treasurer's reports for October 2014 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.

MOTIONED BY	J CHAVECO		SECONDED BY	O DOGRU		PASSED	UNANIMOUSLY
ROLL CALL	Ozgur Dogru	Jennifer A Chaveco	Yasemin Kunukcu	Taha Bayrak	Ismail Oral	Ozlem Y. Avcioglu	Julian Cabrera
YES	x	x			x	x	x
NO							
ABSTAIN							
ABSENT			x	x			

**X. Regular Agenda Action Items:**

1. Motion to approve revised budget for Session 1 according to October 15<sup>th</sup> count numbers.
2. Motion to approve Passaic ASCS 2014-2015 NCLB Amendment submission. (*enclosure*)
3. Motion to accept the 2013-2014 Certified Annual Financial Reports (Audit) and Corrective Action plan with no/the following recommendations. (*enclosure*)

No Findings/Recommendations.

4. Motion to approve attached revised 'Local Wellness Policy'. (*enclosure*)
5. Motion to approve attached 'Nursing Services Plan'. (*enclosure*)
6. Motion to approve attached 'Admission Backfill Policy'. (*enclosure*)
7. Motion to approve 'Saturday Tutorial Program' detailed in the attached file. (*enclosure*)
8. Motion to approve HIB Cases attached. (*enclosure*)

NO HIB case reported.

9. Motion to approve the field trip activity requests. (*enclosure*)

Program Name	Date	Grades/Attendees	Estimated Event Cost	Explanations
Fairview Lakes YMCA Camps	1/23/15-1/25/15	Grades 4-8	\$50/student- \$517.68	Ms. Melendez
AMC Theatres-Clifton Commons	1/26/15	Grades 4-8(Play Cast)	\$10/student- \$258.84/bus	Ms. Gonzalez
Bergen PAC	12/2/14	60 Students	\$8/student	Ms. Echevarria, Ms. Dincer, Ms. Ettore, and 12 chaperones

10. Motion to approve the attendance to and costs of the following workshops/conferences as requested by the following faculty members:  
 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	Date	Employees/Board members	Event Cost	Travel & Other Costs
Understanding the PARCC Inside and Out on	12/5/14	Alyssa Neidhart, Marcela Acosta, Yanivis Fragozo	\$525	Reimbursement per mileage
Understanding the PARCC Inside and Out on	12/5/14	H Gemici, J Robinson, N Derri	\$525	Reimbursement per mileage
47 <sup>th</sup> Annual Conference on Reading and Writing	1/23/15	Yanivis Fragozo, Alyssa Neidhart	\$360	Reimbursement per mileage

## 11. PERSONNEL/HR

- a. Motion to approve the new hires, re assignment, resignations listed below.

Name	Position	Full time/Part Time	Salary	After School	Funding Source	Explanation
<b>Dania Martinez</b>	Receptionist	F	\$30,000	NA		New Hire
<b>Carlynda Renee Smith</b>	Sub. Nurse	P	\$150/ day	NA		New Hire
<b>Sahib Soybelli</b>	Sub. Teacher	P	\$100/ day	\$3000		New Hire
<b>Nicole Scaro</b>	MLR- School Nurse	F				Resigned
<b>Crystal Jeffrey</b>	Receptionist	F				Resigned

- b. Motion to approve revised NJASCS Pay Scale. (enclosure)
- c. Motion to approve the new compensation plan for custodian and maintenance staff. (enclosure)
- d. Motion to approve attached NJASCS Department Appreciation Days.
- e. Motion to approve recommendation of the Lead Person for the allowance of bonus payment as 1.5% to be submitted to all staff based on their gross annual salaries to be placed for their hard work and motivation.
- f. Motion to approve to contract with Delta-T Group for the provision of Professional Human Resource and Nursing hourly services. (enclosure)

### Motion to Approve the Action Items:

RESOLVED that the Passaic Arts and Science Charter School accepts above-identified agenda item(s) numbered X. 1-11f.

MOTIONED BY	J Gonzales		SECONDED BY	O AVCIOGLU		PASSED	UNANIMOUSLY
ROLL CALL	Ozgur Dogru	Jennifer A Chaveco	Yasemin Kunukcu	Taha Bayrak	Ismail Oral	Ozlem Y. Avcioglu	Julian Cabrera
YES	x	x			x	x	x
NO							
ABSTAIN							
ABSENT			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	Jennifer A Chaveco		Yasemin Kunukcu	Taha Bayrak	Ismail Oral	Ozlem Y. Avcioglu	Julian Cabrera
YES								
NO								
ABSTAIN								
ABSENT								

**Motion to return to Public Session:**

**TIME:**

MOTIONED BY				SECONDED BY			PASSED	
ROLL CALL	Ozgur Dogru	Jennifer A Chaveco		Yasemin Kunukcu	Taha Bayrak	Ismail Oral	Ozlem Y. Avcioglu	Julian Cabrera
YES								
NO								
ABSTAIN								
ABSENT								

**XII. Other Items:**

**XIII. Adjournment:**

***Time: 8:30 PM***

MOTIONED BY	O DOGRU			SECONDED BY	J CHAVECO		PASSED	UNANIMOUSLY
ROLL CALL	Ozgur Dogru	Jennifer A Chaveco		Yasemin Kunukcu	Taha Bayrak	Ismail Oral	Ozlem Y. Avcioglu	Julian Cabrera
YES	x	x				x	x	x
NO								
ABSTAIN								
ABSENT				x	x			