

PATERSON CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY
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BOARD OF TRUSTEES
REGULAR MEETING

Date : October 17, 2018/7:30 pm
Place : 196 W. Railway Ave., Paterson, NJ 07503/Library-Media Center

MINUTES

- I. The Regular Meeting of the Paterson Charter School for Science and Technology is called to order at 7:55 pm when the quorum of the board was reached. Mr. Koroglu read the open public meeting act statement and thereafter led the flag salute.

Open Public Meeting Act Statement

This meeting has been publicized in accordance with the requirements of the New Jersey Open Public Meetings Act, Chapter 231, P.L. 1975 and notification given to all appropriate parties. The notice of this meeting was posted in The Record, The Herald News, and the school website.

Flag Salute

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Roll Call by Board Secretary, Mr. Matt A. Anar:

Trustee	Attendance	Trustee	Attendance
Mr. Koroglu	Present	Mrs. Brown	Present
Mr. Yildiz	Absent	Mrs. Garcia Rodriguez	Present

Also Present:

Member	Position	Attendance
Mr. Riza	Lead Person	Present
Mr. Anar	SBA/Board Secretary	Present
Mr. Yazici	Asst. SBA/Asst. Board Secretary	Present

II. **Acceptance of Minutes**

Motion by Mr. Koroglu seconded by Mrs. Garcia Rodriguez to accept the following minutes of the Board of Trustees Meeting (Minutes forwarded to Trustees via e-mail.):

- ❖ Regular Meeting of September 12, 2018
- ❖ Executive Session I & II of September 12, 2018

Roll call: All in favor. The motion **PASSED** unanimously.

III. **MOTION** by Mr. Koroglu, seconded by Mrs. Brown to adopt the agenda as presented.

Roll call: All in favor. The motion **PASSED** unanimously.

IV. Public Comment Session

No Public Input was made.

V. HIB Report

Motion to **affirm** following HIB report as presented to Board on September 12, 2018:

<u>Incident #</u>	<u>Finding</u>	<u>Incident #</u>	<u>Finding</u>
1	No	2	No

Mr. Koroglu moved, seconded by Mrs. Garcia Rodriguez.

Roll call: All in favor. The motion **PASSED** unanimously.

VI. Lead Person's Monthly Report - Mr. Riza

Mr. Riza informed the board on the following topics:

- The NJDOE Commissioner of Education Dr. Lamont O. Repollet and members from the state department as well as representatives from the DOE county office visited PCSST a part of the Charter School Program Act Review.
- Mr. Riza and his academic team members paid a visit to Mayor's office in downtown Paterson. A new program initiative called "Paterson Basics" were introduced to the city government and sought to receive support, collaboration and resources.
- While in the office, the traffic issue around Wabash Campus and intersection at the railroad on east side were brought up to Mayor's attention and PCSST made some suggestions to improve the traffic safety of entire school community.
- The property tax issue that has been under litigation for more than a year was given a final judgement by the tax court in our favor.
- Mr. Riza then moved to regular part of his monthly report. The following are some of the highlighted items:
 - o Events held: Respect week, 2nd/3rd Grades Literacy Night, PTO Meeting, Healthy Eating Habits Parent Workshop, Special Ed Parent Workshop, School Violence Awareness, Muffins with Moms, Noche Hispana, ESL Education Parent Workshop, Red Ribbon Week, Internet Safety Parent Workshop and Book Fair.
 - o Boys soccer has won their first round of PCCA tournament.

VII. Education

Motion by Mr. Koroglu, seconded by Mrs. Brown, to approve the agenda items # E19-10 through # E19-18:

E19-10: To approve the recommendation of the Lead Person to approve the field trips and transportation costs, those are provided under **Transportation Services** Agreement with **Northern Region Educational Services Commission**.

Field Trip	Date	# of Stud.	Grades	Location	Estimated Cost
Junior Achievement	10/18/18	40	10th	Edison	\$0.00
Making Strides Breast Cancer Walk	10/28/18	40	7-12th	Ridgefield Park	\$700

JROTC Raiders National Championship	Nov 1 thru 5, 2018	30	9-12th	Griffin, GA	\$8,850
JROTC Veteran Home	11/7/18	50	9-12th	Orange	\$900
NJIT HBCU College Fair	11/16/18	70	12th	Newark	\$700
NY Historical Society	11/14/18	23	9-12th	NYC	\$800
Hamilton Play	12/5/18	80	10th	NYC	\$0.00
Booth Theatre	12/5/18	9	9-10th	NYC	\$800
Chamber Theatre, Bergen PAC	12/20/18	97	6th	Englewood	\$581
Robotics Competition	12/01/18	8	6th	Bound Brook	\$805.56

E19-11: To approve the recommendation of the Lead Person to approve the following club activities, events and schedules for the 2018-19 school year, will be funded by FY219 ESEA Title IA – Parent Reserve Fund.

Student/Parent Program	Date	Grades	Estimated Cost
1st Grade Literacy Night	11/6/18	1st	\$145
Kindergarten Literacy Night	11/29/18	Kindergarten	\$145
Parent Session – 1 st Marking period - Muffins with Mom	11/6/18 and 11/8/18	K and 1st	\$750
Parent Session – 1 st Marking period - Donuts with Dads	11/13 and 11/15	K and 1st	\$750
Title I Parent Information Night	10/29/18	2nd – 6th	\$100
Parent Session – 1 st Marking period - Donuts with Dads	11/6/18	2nd - 3rd	\$750
Parent Session – 1 st Marking period - Donuts with Dads	11/7/18	4th – 6th	\$750
Parent General Information Session	11/20/18	K thru 6th	\$750

E19-12: To approve the recommendation of the Lead Person to approve the following transportation costs for Athletics, those are provided under Transportation Services Agreement with Northern Region Educational Services Commission.

Team/Description	Date	Location	Estimated Cost
Bowling	12/6	Parkway Lanes, Elmwood Park	\$234.25
Bowling	12/10	Parkway Lanes, Elmwood Park	\$234.25
Bowling	12/11	Parkway Lanes, Elmwood Park	\$234.25
Bowling	12/13	Parkway Lanes, Elmwood Park	\$234.25
Boys Basketball	12/14	Woodridge	\$296.30
Bowling	12/17	Parkway Lanes, Elmwood Park	\$234.25
Girls Basketball	12/18	St. Mary's, Rutherford	\$234.25
Bowling	12/18	Parkway Lanes, Elmwood Park	\$234.25
Boys Basketball	12/20	Becton	\$396.39

E19-13: To approve the recommendation of the Lead Person to the following **club activities, their advisors and schedules** for Grades 7-12 campus, 2018-19 school year:

Advisor	Club/After School	Grades	Location	Stipend
Farrah Rahman	Trend Setters	9-12th	RM 238	\$1,250
Nvedita Majumder	PCSSIT Engineers	7-12th	RM 304	\$625
Edward Willoughby	PCSSIT Engineers	7-12th	RM 304	\$625
Danielle Evans	GSA Genders and Sexuality Alliance	7-12th	RM 332	\$750
David Perez	GSA Genders and Sexuality Alliance	7-12th	RM 332	\$500

E19-14: To approve the recommendation of the Lead Person to the following **club activities, their advisors and schedules** for Grades 2-6 campus, 2018-19 school year:

Advisor	Club/After School	Grades	Location	Stipend
Goktug Akkus	Robotics Team	5th-6th	RM 113	\$3,000

E19-15: To approve the recommendation of the Lead Person to approve the following **Service Contract**. The Fee will be funded by **FY19 ESEA Title IA funds**.

Service Provider	Description of Services	Fee
Sarah Taniillo, Ed.D., I.L.C.	ELA Instructional Coaching 11 days in Wabash & Main Campuses	\$1,500/visit Not to exceed \$16,500

E19-16: To approve the recommendation of the Lead Person to **adopt** the Policy# 2415.04 - **Title I District Wide Parental Engagement Policy and Parent School Compact** for 2017-2018 school year (Policy forwarded to Trustees via email)

E19-17: To approve the recommendation of the Lead Person to approve the following professional development workshops (PD-In), will be paid by **FY19 ESEA Title III Funds**

Service Provider	Description of Services	Fee
Susana Matos- Kruck at Up the Bar Consulting	ELL Strategies for K-12 Follow-up Workshop on Oct 22, 2018	\$2,000
Susana Matos- Kruck at Up the Bar Consulting	ELL Parent Workshop for ESL Parent Night on Oct 24, 2018	\$2,000

E19-18: To approve the recommendation of the Lead Person to approve **the first reading** of following New/Revised/Abolished school policies/regulations:

Number	P.	R.	Policy/Regulation Title
5561	X	X	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M)

3437	X	Procurement Procedures for School Nutrition Programs (M)
2431.8	X	Varsity Letters for Interscholastic Extracurricular Activities (M)

Roll Call: The motion **PASSED**.

<u>Trustee</u>	<u>Vote</u>	<u>Trustee</u>	<u>Vote</u>
Mr. Koroglu	Yes	Mrs. Brown	Yes
Mr. Yildiz	Absent	Mrs. Garcia Rodriguez	Yes

VIII. Human Resources

Motion by Mrs. Garcia Rodriguez, seconded by Mr. Koroglu, to approve the agenda items # HR19-28 through # HR19-33:

HR19-28: To approve the recommendation of the Lead Person to **ratify the hiring** of the following **New Staff** by the Lead Person as per resolution HR18-91 for the **2018-2019 School Year** on an emergent basis for a period not to exceed three months, pending completion of criminal history records check, with benefits:

Last Name	First Name	Title	Salary	Salary Scale	10/12 Mnth	Start Date
Sammarone	Christina	Teacher	\$53,050	BA/5	10	10/10/18
Salgado	Carlos	Night Janitor	\$13/hr.	N/A	10	09/17/18
Henaio	Oliva	Night Janitor	\$13/hr.	N/A	10	09/17/18
Lent	Sophia	Teacher	\$52,050	BA/3	10	10/01/18
Bryant	Keonte	Teacher's Aide	\$24,760	4	10	10/23/18
Gil Brito	Abraham	Custodian	\$22,982	1	10	11/01/18

HR19-29: To approve the recommendation of the Lead Person to **Revise the Title and/or Salary** of the following staff for the **2018-2019** school year effective 10/01/18.

Last Name	First Name	Current Title	New Title/Salary
Kirchoff	Elizabeth	BA/4 \$52,550	MA/4 \$55,550
Burt-Miller	Brittney	Special Ed Aide	P/T Art & Music Teacher Additional Pay \$3,077

HR19-30: To approve the recommendation of the Lead Person to appoint the following staff members as coordinators and/or teachers of the **Credit Recovery Teachers and Coordinator** for the 2018-2019 School Year. The program will be funded by **FY19 ESEA Title I A**.

Last Name	First Name	Program Position	Stipend Amount
Lucas	Robert	Teacher	\$2,500
Coban	Patricia	Teacher	\$2,500
Kuriakose	Sophie	Teacher	\$2,500
Thomas	Kara	Teacher	\$2,500

Palestina	Joseph	Coordinator	\$4,000
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HR19-31: To approve the recommendation of the Lead Person to approve the following FMLA/NJFLA Leave for the 2018-2019 school year.

Last Name	First Name	Leave	Dates	Paid/Unpaid
Ziem	Amanda	FMLA/NJFLA	01/03/19 - 02/13/19 02/14/19 - 03/29/19	Paid Sick Days - 30 Unpaid Days
Ziem	Shawn	FMLA	04/29/18-06/18/19	Paid Sick Days - 37
Pena	Nicole	FMLA/NJFLA	08/20/18- 09/10/18 09/18/18-06/30/18	Paid Sick Days - 15 Unpaid Days

HR19-32: To approve the recommendation of the Lead Person to accept the Resignation of the following staff for the 2018-2019 School Year.

Last Name	First Name	Title	Effective
Serra	Carmine	Teacher	09/14/2018
Garcia	Gloria	Night Janitor	09/14/2018
Restropo	Luis	Night Janitor	09/14/2018
Maggiore	Maggie	Teacher	10/26/2018

HR19-33: To approve the recommendation of the Lead Person to approve the attendance to and costs of the following Workshops/Conferences as requested by the following faculty members:

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

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

WHEREAS, the attendance at the functions are approved 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 these functions as unavoidable, be it

RESOLVED, that the excess is justified and therefore reimbursable

Employee	Date	Program Name	Location	Cost
Dana Reynolds	Online	Media Literacy for the Classroom	Online	\$97
Farah Rahman	10/22/18	NJ Council for SS Annual Conference	Piscataway	\$80

Dana Reynolds	10/22/18	NJ Council for SS Annual Conference	Piscataway	\$80
John Gordon	10/22/18	NJ Council for SS Annual Conference	Piscataway	\$80
Danielle Fragoso	10/22/18	NJ Council for SS Annual Conference	Piscataway	\$80
Jane Jenkins	Oct 23 - 24 2018	NJ Science Convention	Princeton	\$295
Danielle Castanaga	Oct 23 - 24 2018	NJ Science Convention	Princeton	\$295
Ahmet Gumustepe	10/26/18	Cisco Networking Academy 2018 NJ Regional Conference	Cherry Hill	\$70
Vicky Tsotas	11/30/18	Fostering a Growth Mindset in Readers	White Plains, NY	\$219
Danielle Evans	11/30/18	Intervention & Referral Services: The Next Generation	Monroe	\$149
A.Riza Gurcanli	Nov 2 - 4 2018	ASCD Conference – Educational Leadership	Nashville, TN	\$599+ Travel
Jennifer Wahler	Nov 16 - 17 2018	American Speech-Language-Hearing Association National Convention	Boston, MA	\$455
Rosemary Miller	4/16/19	Differentiating Instruction in Math		\$145
Kerim Yildiz	2/19/19	Formative Assessment, Productive Struggle, and Student Discovery		\$145
Rosemary Miller	1/7/19	Nothing but Desmos		\$145
Dilyara Celik	Oct 25 - 26 2018	AMTNJ Annual Two-Day Conference	East Windsor	\$301
Reyhan Orcun	Oct 25 - 26 2018	AMTNJ Annual Two-Day Conference	East Windsor	\$295
Elizabeth Kirchoff	Nov 1/12/18 2018	Writing & Reading Strategies Webinar	Online Webinar	\$338

Roll call: The motion PASSED.

<u>Trustee</u>	<u>Vote</u>	<u>Trustee</u>	<u>Vote</u>
Mr. Koroglu	Yes	Mrs. Brown	Yes
Mr. Yildiz	Absent	Mrs. Garcia Rodriguez	Yes

IX. School Resources

Motion by Mr. Koroglu, seconded by Mrs. Brown, to approve the agenda items # SR19-13 through # SR19-22:

SR19-13: To approve the recommendation of the Lead Person to approve following resolution:

WHEREAS, both the A148 Report of the Secretary and the A149 Report of the Treasurer of School Moneys are in agreement with the cash balance in the Governmental Funds of \$1,661,937.47 as of **September 30, 2018**;

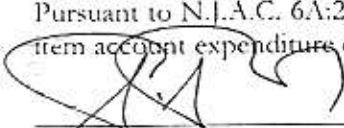
BE IT RESOLVED, that the Reports of the Secretary and the Reports of the Treasurer of School Moneys be accepted. (Reports forwarded to Trustees via e-mail)

SR19-14: To approve the recommendation of the Lead Person to approve the **List of Bills** for the period between September 08, 2018 and October 15, 2018 in the amount of \$2,503,523.67 this includes the payroll of September 14, 2018 in the amount of \$507,805.12, the payroll of September 28, 2018 in the amount of \$510,245, and the payroll of October 15, 2018 in the amount of \$526,029.97. (Bill List forwarded to Trustees via e-mail)

SR19-15: Certification of Accounts

1. Board Secretary's Certification of Accounts

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of **September, 2018**, no major budgetary line item account expenditure exceeds the amount appropriated by the charter Board of Trustees.



 Matt Ahmet Anar – Board Secretary

October 17, 2018

Date

2. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for **September 2018** and based upon consultation with and representations of the appropriate officials (Secretary, Treasurer, Business Administrator and Lead Person), the Board of Trustees of Paterson Charter School for Science and Technology 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

SR19-16: To approve the recommendation of the Lead Person to approve certification of **Annual Charter School Fiscal Questionnaire** for the fiscal year of 2017-2018 and submission to the NJDOE Office of Charter and Renaissance Schools via SharePoint (The Questionnaire forwarded to Trustees)

SR19-17: To approve the recommendation of the Lead Person to **award** the following **contracts** for 2018-2019 school year. (Lowest quote received where applicable)

Vendor	Description	Amount/Terms
TimeClock Plus	Time and Attendance System	Set Up Fee: \$3,319 Annual Fee: \$8,760/year
Script	Workflow Automation Software Annual Subscription	\$5,000 Initial Year; \$5,950 thereafter
AkitaBox	Facility Assets Mapping Software Annual Subscription	\$1,800/year; \$3,100 – One time for data collection and set up
Docuware	Document Management Solution Software	\$5,460/year
AccuScan	Digital Scanning Service for School Records	ESCNJ Co-Op#16/17-48 \$0.072/page

SR19-18: To approve the recommendation of the Lead Person to **award** the following **professional service contract** for architectural services.

Vendor	Description	Amount/Terms
KSS Architects, L.L.P	Property Evaluation Service (School Test Fit) including programming, space plan, survey, code and mechanical/electrical analysis	Not to exceed \$11,670
KSS Architects, L.L.P	Architectural Design Studies (Railway building entrance)	\$2,640

SR19-20: To approve the recommendation of the Lead Person to **award** the following **service contract** for 2018-2019 school year.

Vendor	Description	Amount/Terms
NorthStar Advisors, LLC	Owners Representation Service for oversight and management of the site selection phase for new campus building	Senior Project Manager: \$175/hour Travel Rate: \$75/hour
Reiner Group, Inc.	Maintenance Service for the HVAC equipment at Railway Building	\$4,000/year Hourly and OT: \$114/hour

SR19-21: To approve the recommendation of the Lead Person to approve the **exclusive representation agreement** with **Transwestern Commercial Services, L.L.C** to search, identify and negotiate a property on behalf of PCSST for the third facility need. (The agreement forwarded to trustees via email)

SR19-22: To approve the recommendation of the Lead Person to approve the following donations.

BE IT RESOLVED, that the Board of Trustees, upon the recommendation of the Lead Person, accepts funding from the following donors:

Donor	Amount/Item	Recipient	Planned Use for Funds
Macy's	\$2,000	Farah Rahman	Senior Dues

Roll call: The motion **PASSED**.

<u>Trustee</u>	<u>Vote</u>	<u>Trustee</u>	<u>Vote</u>
Mr. Koroglu	Yes	Mrs. Brown	Yes
Mr. Yildiz	Absent	Mrs. Garcia Rodriguez	Yes

X. **New Business**

The trustees were reminded of mandated training and upcoming online session.

XI. **Adjournment**

Motion by Mr. Koroglu seconded by Mrs. Garcia Rodriguez to adjourn the meeting at 9:17 p.m.

Roll call: All in favor. The motion **PASSED** unanimously.

Respectfully submitted,



Matt A. Anar
Board Secretary