

PATERSON CHARTER SCHOOL FOR SCIENCE AND TECHNOLOGY
 196 W. Railway Ave., Paterson, NJ 07503
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 www.pcsst.org

BOARD OF TRUSTEES
REGULAR MEETING

Date : May 08, 2019/7:30 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 7:38 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
Ms. Fiona Cousland	Board Attorney	Present

II. **Acceptance of Minutes**

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

- ❖ Regular Meeting of April 10, 2019
- ❖ Executive Session of April 10, 2019

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**
There was no public input.

V. **Executive Session**
Motion by Mr. Koroglu seconded by Mrs. Garcia Rodriguez to adjourn to Executive Session at 7:44 pm in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss topics for the purpose(s) as outlined and described below:

- Personnel Matters
- Student Matters
- Contract Matters
- Attorney/Client Privilege

Please Note: The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

VI. **Reconvene Public Session**
Motion by Mr. Koroglu seconded by Mrs. Garcia Rodriguez to exit the executive session.
Roll call: Public Session was reconvened at 9:28 p.m.

VII. **Action Item**
Motion by Mr. Koroglu seconded by Mrs. Brown to further expand the suspension of student ID# 2057728 for the remaining of the current school year and be evaluated by the school counselor and/or school psychologist.

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

VIII. **Lead Person's Monthly Report**
Mr. Riza presented his regular monthly report to the Trustees and highlighted National College Decision Day.

IX. **Report of Completion of School Bus Emergency Evacuation Drill**
The second school bus emergency evacuation drills for the 2018-2019 school year were held on the routes and days as follow:

Route/Bus #	Date	Campus	Time	Location	Supervisor
PCST19	04/04/19	7-12	3:30 pm	Railway Ave	Odean Johnson
PCST119	04/04/19	7-12	3:30 pm	Railway Ave	Kyle Tobiassen
PCST219	04/04/19	7-12	3:40 pm	Railway Ave	Jerome Mack
PCST319	04/04/19	7-12	3:40 pm	Railway Ave	Kyle Tobiassen
PCST419	04/04/19	7-12	3:30 pm	Railway Ave	Elaynny Beco

X. **HIB Report**
Motion to **affirm** following HIB report as presented to Board on April 10, 2019:

<u>Incident #</u>	<u>Finding</u>	<u>Incident #</u>	<u>Finding</u>
17	Yes	E-05	No
18	Under Investigation	E-06	Yes
19	Under Investigation	E-07	No

Mrs. Garcia Rodriguez moved, seconded by Mr. Brown. **Roll call:** The motion **PASSED**

XI. Policy

Upon the recommendation of the Lead Person, motion to approve for **second reading and adopt** the following new/revised/abolished policies and regulations:

Number	P.	R.	Policy/Regulation Title
1642	X	X	Earned Sick Leave (M) (New)

Upon the recommendation of the Lead Person, motion to approve for **first reading** the following new/revised/abolished policies and regulations:

Number	P.	R.	Policy/Regulation Title
2422	X		Health and Physical Education (M) (Revised)
2431.3	X		Practice and Pre-Season Heat-Acclimation for School Sponsored Athletics and Extra-Curricular Activities (Revised)
2610	X		Educational Program Evaluation (M) (Revised)
5111	X		Eligibility of Resident/Nonresident Students (M) (Revised)
5111		X	Eligibility of Resident/Nonresident Students (M) (New)
5330.04	X		Administering and Opioid Antidote (M) (Revised)
5330.04		X	Administering and Opioid Antidote (M) (New)
5337	X		Service Animals (Revised)
5756	X		Transgender Students (M) (Revised)
7440	X	X	School District Security (M) (Revised)
8561	X		Procurement Procedures for School Nutrition Programs (M) (New)
2415.06	X		Unsafe School Choice Option (M) (Revised)
2460.8		X	Special Education – Free and Appropriate Public Education (M) (R)
5530		X	Substance Abuse (M) (Revised)
5600	X	X	Student Discipline/Code of Conduct (M) (Revised)
5611	X	X	Removal of Students for Firearms Offenses (M) (Revised)
5612	X	X	Assaults on District Board of Education Members of Employees (M) (Revised)
5613	X	X	Removal of Students for Assaults with Weapons Offenses (M) (Revised)
8461	X	X	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised)

Mr. Koroglu moved, seconded by Mrs. Garcia Rodriguez. **Roll call:** The motion **PASSED**.

XII. Education

Motion by Mr. Koroglu, seconded by Mrs. Garcia Rodriguez to approve the agenda items # E19-45 through # E19-49:

E19-45: To approve the recommendation of the Lead Person to approve the following **club activities, events and schedules** for the 2018-19 school year.

Student/Parent Program	Date	Grades	Estimated Cost
ESL Parent Workshop*	5/9/19	2-6	\$177.50
Senior Luncheon	5/30/19	12	\$900
Paterson Charter Rountable Show Case	5/31/19	K-12	\$0.00
CCP Banquet	5/29/19	7-12	\$800
Career Day	6/7/19	7-12	\$875
JROTC Award Night	6/6/19	7-12	\$4,500

* The amount is funded by **FY2019 ESEA Title IA – Parent Reserve Fund.**

E19-46: 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
Baseball	5/22	Henry P. Becton Regional High School	\$244
Softball	5/20	St. Mary High School	\$244

E19-47: 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.	Gr.	Location	Estimated Cost
Railway Campus Visit	5/20/19	144	3	Paterson	\$270.00
Anime Club	5/21/19	9	7-12	Wayne	\$300.00
Seton Hall University	5/10/19	30	7-12	South Orange	\$700.00
JA Finance Park	5/29/19	4	10-11	Edison	\$700.00
Junior Achievement	5/21/19	30		Montclair	\$700.00
JROTC	5/10/19	44	9-12	Ft Dix	\$400.00
JROTC	5/11/19	44	9-12	Ft Dix	\$400.00
CCP Boston	6/15/19 6/16/19	45	7-12	Boston, MA	\$0.00
Gospel Fest	5/11/19	7	9-12	Newark	\$800.00
Metropolitan Museum of Art	5/28/19	100	9-12	New York City	\$0.00
K-1 Field Day	6/7/19	288	K-1	Garret Mountain	\$1,239

E19-48: To approve the recommendation of the Lead Person to approve the following **new course of study/program** for students with disabilities in high school:

Course: Community Based Transition (Elective)

Credits: 5

Grade(s): Students with disabilities in grades 11-12

Prerequisites: None (Placement based on Recommendation of Special Education Department as per IEP.)

E19-49: To approve the recommendation of the Lead Person to revise the current **Title IA Program** salary allocation for the following staff member:

Name	Title	Annual Salary	New Percentage	Program Portion	Effective Date
Caitlin Mishell	BSI ELA Teacher	\$54,550	%80	\$52,472	05/01/19

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

XIII. Human Resources

Motion by Mrs. Garcia Rodriguez, seconded by Mrs. Brown to approve the agenda items # HR19-72 through # HR19-79:

HR19-72: To approve the recommendation of the Lead Person to **renew the employment contracts** of the certificated staff for **2019-2020** school year as attached – Exhibit A.

HR19-73: To approve the recommendation of the Lead Person to hire the following **New Staff** for the **current/next 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
Mauricio	Richard	Night Janitor	\$13.00	N/A	10	05/13/19
Blackwood	Aliya	Title I Instructional Aide	\$23,260	1	10	05/09/19
Romeo*	Michael	Leave Replacement Teacher	\$51,050	BA/1	10	05/09/19
Schamberg	Ilana	Teacher	\$56,135	MA/4	10	08/12/19
Schrul	Melissa	Teacher	\$55,635	MA/3	10	08/12/19
Lorenzo	Zoraida	Teacher	\$52,550	BA/4	10	05/09/19

* No Benefits

HR19-74: To approve the recommendation of the Lead Person to accept the following **FMLA/NJFLA/Extended Leave** for the 2019-2020 school year.

Last Name	First Name	Leave	Dates	Paid/Unpaid
Bennett	Lauren	FMLA/NJFLA	08/19/19 - 11/12/19	12 weeks -- unpaid
Tsoy	Olga	FMLA/NJFLA	05/22/19 - 06/12/19 06/13/19 - 06/19/19 08/19/19 - 10/14/19	15 Paid Days 5 Unpaid Days 7.5 Weeks - Unpaid

Anderson	Kelly	FMLA/NJFLA	05/28/19 - 05/31/19	3.5 Days Paid
			06/01/19 - 06/19/19	12 Unpaid Days
			08/19/19 - 10/30/19	9.5 Weeks - Unpaid

HR19-75: To approve the recommendation of the Lead Person to approve the **2019 Extended School Year** Program effective July 15, 2019 through August 02, 2019 for 15 school days, 4 hours each day (2 – 2hr sessions) for the following staff members:

Last Name	First Name	Position	Grade Level	Per Diem
Brannan	Tara	Teacher	K-1	\$160
Clarke	Shenae	Teacher	2-6	\$160
Lucas	Robert	Teacher	7-12	\$160
Tsotas	Vicki	Teacher	7-12	\$160
Capellan	Yennifer	Student Aide	7-12	\$80
Keonte	Bryant	Student Aide	K-6	\$80

HR19-76: To approve the recommendation of the Lead Person to approve the **2019 Kindergarten ELA Curriculum and Assessment Upgrading** for the following staff members, dates and stipend (\$37 per hour, not to exceed 15 hours) effective June 19, 2019 through June 21, 2019 that will be paid by **FY19 Title IA funds** as attached - Exhibit B.

HR19-77: To approve the recommendation of the Lead Person to accept the **Resignation** of the following staff for the **2019-2020 School Year**:

Last Name	First Name	Title	Effective
Perez	David	Teacher	06/30/2019
Pena	Nicole	Teacher	06/30/2019
Strivastava	Jacquelin	Teacher	06/30/2019

HR19-78: To approve the recommendation of the Lead Person to approve the **following job description** (Descriptions forwarded to Trustees via email)
 - School Speech Therapist

HR19-79: 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 in-state 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
Seung-Hae Park	5/10/19	Understanding Quadratics: Analyzing Data	New Brunswick	\$145
Jay Lepenica	05/06/19	NJ Capstone	Trenton	\$20
Amanda Leach	06/06/19	BASICS Conference	Boston, MA	\$300
Matt Anar	6/6/19	NJASBO Annual Conference	Atlantic City	\$275
Mevlut Kirazli	6/6/19	NJASBO Annual Conference	Atlantic City	\$525 +Travel

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

XIV. School Resources

Motion by Mrs. Garcia Rodriguez, seconded by Mrs. Brown to approve the agenda items # SR19-64 through # SR19-72:

SR19-64: 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 \$5,223,432.29 as of **April 30, 2019**;


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)

SR19-65: To approve the recommendation of the Lead Person to approve the **List of Bills** for the period between April 06, 2019 and May 08, 2019 in the amount of \$2,016,037.74 This includes the payroll of April 15, 2019 in the amount of \$524,661.82 and the payroll of April 30, 2019 in the amount of \$542,857.57 (Bill List forwarded to Trustees via e-mail)

SR19-66: 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 **April 2019**, no major budgetary line item account expenditure exceeds the amount appropriated by the charter Board of Trustees.



 Matt Ahmet Anar – Board Secretary

May 08, 2019
 Date

2. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for **April 2019** 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

SR19-67: To approve the recommendation of the Lead Person to approve the digital submission of **2019 Safety Grant** application through **New Jersey School Insurance Group (NJSIG)** for the purposes described in the application, in the amount of \$3,700.00 based on NJSIG underwriting surplus for the period of 07/01/2017 - 06/30/2018 and to grant authority to the undersigned Official Representative to submit the final required documents and digitally submit this application for review by the NJSIG (Grant disbursements will take place in the fall of 2019.)

SR19-68: To approve the recommendation of the Lead Person to approve the following resolution.

BE IT RESOLVED, that the Board of Trustees of Paterson Charter School for Science and Technology has awarded the food service contract with Maschio's Food Service, Inc. based on Cost Reimbursable RFP results. PCSST shall pay Maschio's Food Service Inc. an annual management fee in the amount of \$40,000 that shall be payable in 10 monthly installments commencing on July 1, 2019 and ending on June 30, 2020. Maschio's guarantees \$85,000 food service operation, including management fee. 2019-2020 school year will be the base year contract.

SR19-69: To approve the recommendation of the Lead Person to approve the following resolution.

WHEREAS, the Board of Trustees of Paterson Charter School for Science and Technology received bids on Wednesday, May 01, 2019 at 2:00 pm for the Bid#19-01 Front Entrance Lobby Renovation

WHEREAS, the only bidder is A Plus Glass & Metal, LLC and its amount is \$618,000.

NOW, THEREFORE, BE IT RESOLVED, it is recommendation of the Lead Person that the bid received is hereby rejected as the bid exceeds the amount budgeted.

BE IT FURTHER RESOLVED, that the Board of Trustees authorizes the School Business Administrator to return all bid bonds to the bidders and re-advertise for the receipt of bids for the Front Entrance Lobby Renovation on a date to be determined.

SR19-70: To approve the recommendation of the Lead Person to approve the following service contract. This will be funded by **FY19 Title IA Reallocated Fund**.

Vendor	Scope of Service	Fee
Mindfulness & Social Emotional Wellness Consulting, LLC	"Brain Power Wellness" Learning materials and training workshops	\$2,990
David Beal (Consultant)	Professional Development Trainings during staff orientation week	\$6,000

SR19-71: To approve the recommendation of the Lead Person to approve the following **Transfer of Fund** resolution for the period dated **April 30, 2019:**

BE IT RESOLVED, by the Board of Trustees of Paterson Charter School for Science and Technology that the following inter-appropriation transfer made on the financial records of the Board affecting **FY19 ESEA budget** be affirmed and approved.

Total transfers are in the amount of \$50,056.06.

Account Code	Account Name	Transfer From	Transfer To
20-231-100-100	Title I – Salaries	\$9,680.20	
20-231-200-100	Title I – Support Services	\$36,197.76	
20-231-100-106	Title I – Other Salaries		\$9,680.20
20-231-100-800	Title I – Miscellaneous		\$456.00
20-231-200-300	Title I – Purchased Services		\$30,100.00
20-231-200-500	Title I – Other Purchased Svcs		\$4,050.00
20-231-200-600	Title I – Supplies – Support		\$968.76
20-231-200-601	Title I – Parent Reserve		\$623.00
20-270-200-500	Title IIA – Other Purch Svcs	\$3,678.10	
20-270-100-300	Title IIA – Purchased Services		\$2,598.00
20-270-200-100	Title IIA – Salaries Support		\$380.10
20-270-200-300	Title IIA – Purchased Svcs		\$700.00
20-241-200-600	Title III – Supplies Support	\$500.00	
20-241-200-500	Title III – Other Purch Svcs		\$500.00
	Total	\$50,056.06	\$50,056.06

SR19-72: To approve the recommendation of the Lead Person to approve e-filing of **Return of Organization Exempt from Income Tax (Form 990)**, for the period July 1, 2017 – June 30, 2018 (Copy of form forwarded to trustees via email).

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

XV. Adjournment

Motion by Mr. Koroglu, seconded by Mrs. Brown to adjourn the meeting at 10:31 pm

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

Respectfully submitted
 Matt A. Anar, Board Secretary

