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**CENTRAL JERSEY COLLEGE PREP CHARTER
SCHOOL**

BOARD OF TRUSTEES

**RE-ORGANIZATION MEETING
SEPTEMBER 8, 2018**

**THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND ASBURY
PARK PRESS.**

CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

101 Mettlers Rd, Somerset, NJ 08873
Tel: 732-649-3954 Fax: 732-302-9993
www.cjcollegeprep.org

BOARD OF TRUSTEES REGULAR MEETING

Date: September 8, 2018, 9:00 AM

Place: 101 Mettlers Rd, NJ 08873

OPEN PUBLIC MEETINGS ACT STATEMENT

In accordance with the “Open Public Meetings Act” P.L. 1975, c. 231 (Sunshine Law), the schedule and notification of this meeting have been published on Courier News and Asbury Park Press on September 6, 2018. The meeting notice is also posted on main entrance of the school building.

Mission Statement:

The mission of Central Jersey College Prep Charter School (CJCP) is to provide academic and social challenges and opportunities for students to attain the skills necessary for success in post-secondary education.

AGENDA

- I.** The Regular Meeting of the Central Jersey College Prep Charter School is called to order at 09:08 am. The Board reserves the right to act on any or all agenda items.

Moved by Mrs. Lewis, seconded by Mrs. Eke

Roll call: Motion #180908.1 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

Roll Call by Board Secretary, Mr. Fatih Kayalar:

Trustee	Position	Term Expires	Attendance
Dr. Ferhan Tunagur	President	03/01/2020	Excused
Mrs. Jackie Lewis	Vice President	07/01/2019	Present
Dr. Ozcan Uzun	Member	12/01/2020	Present
Mrs. Sevil Eke	Member	12/01/2020	Present

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	CEO	Present
Mr. Fatih Kayalar	Board Secretary	Present

II. Acceptance of Agenda, Minutes and Reports

Moved to accept the agenda for the September 2018 Regular Meeting,

Moved by Dr. Uzun, seconded by Mrs. Eke

Roll call: Motion #180908.2 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

RESOLVED, Central Jersey College Prep Charter School Board of Trustees approves the minutes and reports listed below.

- ❖ Regular Meeting Minutes for July 2018
- ❖ Bill list from July 25 to September 7 2018
- ❖ Board Secretary Reports for August 2018

Moved by Dr. Uzun, seconded by Mrs. Eke

Roll call: Motion #180908.3 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

-----**RE-ORGANIZATION SECTION**-----

III. Appointments

- i. Physician.....Dr. Sathesh Evalappan
- ii. Psychological Examiner.....Therapy Source
- iii. Grant Coordinator.....Mrs. Lynne Ozgur
- iv. School Business AdministratorMr. Fatih Kayalar
- v. Purchasing Agent Compliance Officer for Affirmative Action.....Mr. Fatih Kayalar
- vi. Safety & Health Designee.....Mrs. Wawa Bukong
- vii. Custodian of Records (OPRA)..... Mr. Fatih Kayalar
- viii. Board Secretary..... Mr. Fatih Kayalar
- ix. Treasurer of School Monies.....Mr. Christopher Lessard

Moved by Dr. Uzun, seconded by Mrs. Eke to approve appointments listed in items # **IIIa through IIIi**.

Roll call: Motion #180908.4 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

IV. CEO’s Monthly Report – Dr. Sercan

Dr. Sercan discussed (a) the summer teacher institute and training schedule for teachers, (b) student enrollment numbers and demographics, and (c) outstanding projects such as library and playground.

V. Public Comments

Two parents spoke to (a) express her appreciation on the school’s effective communication with parents, and (b) desire for an increased collaboration between the school and higher education institutes.

VI. Policy Adoptions

- i. **RESOLVED**, that the Board approves the first reading of the following policies as detailed in the exhibits attached hereto and made a part of the minutes:

1. Policy 1613: Disclosure and Review of Applicants Employment History
2. Regulation 1613: Disclosure and Review of Applicants Employment History
3. Regulation 1240: Evaluation of the School Lead
4. Policy 1510: Americans with Disabilities Act
5. Policy 1570: Internal Controls
6. Policy 2418: Section 504 of the Rehabilitation Act of 1973 – Students
7. Policy 2460: Special Education
 - Policy 2460.1: Special Education – Location, Identification, and Referral
 - Policy 2460.8: Special Education – Free and Appropriate Public Education
 - Policy 2460.15: Special Education – In-Service Training Needs for Professional and Paraprofessional Staff
 - Policy 2460.16: Special Education – Instructional Material to Blind or Print-Disabled Pupils
8. Policy 3221: Evaluation of Teachers
9. Policy 5600: Student Discipline/Code of Conduct
10. Policy 5512: Harassment, Intimidation, and Bullying

Moved by Dr. Uzun, seconded by Mrs. Lewis to approve policy adoptions listed in item # **Vii**.

Roll call: Motion #180908.5 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

VII. Designations, Discussion and Action Items

- i. **RESOLVED**, that The Board hereby approves the designation of Ms. Brenda Liss at the law firm, Riker Danzig Scherer Hyland Perretti, LLP. as the Board attorney, and Art Skaar as the attorney for building matters for the Fiscal Year 2019.

Moved by Dr. Uzun, seconded by Mrs. Lewis to approve designations and resolution listed in item # **Viii**.

Roll call: Motion #180908.6 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- ii. **RESOLVED**, that The Board hereby approves the designation of Mr. Richard Barre at the firm of Barre & Company, LLC. As the auditor for the Fiscal Year 2019.

Moved by Dr. Uzun, seconded by Mrs. Lewis to approve designations and resolution listed in item # **Viii**.

Roll call: Motion #180908.7 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- iii. **RESOLVED**, that the Board hereby approves the contract with Dr. Lynette Tannis for Educational Training Services, including but not limited to implementation of the Balanced Literacy and effective instructional practices with the amount of \$25,500 for the school year 2018-2019. The contract is attached as **Appendix A**.

Moved by Mrs. Lewis, seconded by Dr. Uzun to approve designations and resolution listed in item # **VIIIiii**.

Roll call: Motion #180908.8 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- iv. **RESOLVED**, that the Board hereby approves to renewal of the cleaning service agreement with Pritchard Industries for another year from August 20, 2018 to June 30, 2019. The Contract Price for this period will be Two-Thousand, Eight Hundred Thirty-Nine dollars and Forty-Four cents (\$2,839.44) per school week. Reflective of a 4% increase from last year as stipulated by CPI. The contract is attached as **Appendix B**.

Moved by Dr. Uzun, seconded by Mrs. Lewis to approve designations and resolution listed in item # **VIIIiv**.

Roll call: Motion #180908.9 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- v. **RESOLVED** that The Board hereby approves the School Business Administrator or designee as custodian of \$500 Petty Cash fund for the school year **2018-2019** with a \$75 limit per purchase.

Moved by Mrs. Lewis, seconded by Mrs. Eke to approve designations and resolution listed in item # **VIIIv**.

Roll call: Motion #180908.10 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- vi. WHEREAS, Central Jersey College Prep Charter School runs a full-scale food services program through a contract with Maschios Food Services, Inc.; and

WHEREAS, Central Jersey College Prep Charter School and Middlesex County STEM Charter School participate in the United States Department of Agriculture School Nutrition Programs that are administered by the New Jersey Department of Agriculture, Division of Food and Nutrition; and

WHEREAS, Middlesex County STEM Charter School desires to purchase meals for its school food service program from Central Jersey College Prep Charter School; and

WHEREAS, Central Jersey College Prep Charter School has an adequate meal preparation facility and is willing to provide meals to Middlesex County STEM Charter School;

THEREFORE, BE IT RESOLVED that Middlesex County STEM Charter School enters into a School Food Authority to School Food Authority agreement with Central Jersey College Prep Charter School for the 2018-19 school year for the purposes of

supplying food services through Central Jersey College Prep Charter School's contract with Maschios Food Services, Inc. The contract is attached as **Appendix C**.

Moved by Dr. Uzun, seconded by Mrs. Eke to approve designations and resolution listed in item # **VIIvi**.

Roll call: Motion #180908.11 adopted unanimously. (In favor: S.E, O.U.)

Against: None Abstained: Mrs. Lewis

- vii. **IT RESOLVED**, that The Board hereby approves to exceed the amount of new cubicles and furniture purchase from \$20,995.00 to \$31,611.00 and approves Hertz Furniture as a vendor. The purchase will be through Keystone Purchasing Network Contact# KPN 201501-04. The quote is attached as **Appendix D**.

Moved by Dr. Uzun, seconded by Mrs. Lewis to approve designations and resolution listed in item # **VIIvii**.

Roll call: Motion #180908.12 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- viii. **RESOLVED**, that the Board hereby approves the attached Student Discipline/Code of Conduct, which is attached as **Appendix E**.

Moved by Dr. Uzun, seconded by Mrs. Lewis to approve designations and resolution listed in item # **VIIviii**.

Roll call: Motion #180908.13 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- ix. **RESOLVED**, that the Board hereby approves the attached Employee Handbook, which is attached as **Appendix F**.

Moved by Dr. Uzun, seconded by Mrs. Eke to approve designations and resolution listed in item # **VIIix**.

Roll call: Motion #180908.14 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- x. **RESOLVED**, that the Board hereby approves the attached agreement with the New Jersey Special Education Collaborative for up to \$15,000 for the school year 2018-19. The proposal is attached as **Appendix G**.

Moved by Dr. Uzun, seconded by Mrs. Eke to approve designations and resolution listed in item # **VIIx**.

Roll call: Motion #180908.15 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- xi. **RESOLVED**, that The Board hereby approves to authorize the Business Administrator to make purchases, up to the bid threshold utilizing the quotation process and/or purchases from NJ State contract vendors and/or purchases from other qualified pricing

cooperatives/consortiums approved/awarded vendors (e.g. approved vendors from the West/Central NJ Pricing Cooperative/Ed-Data/Morris County Educational Services Commission as the lead agency, the Hunterdon County Educational Services Commission, the Educational Services Commission of NJ Cooperative Pricing System, Mercer County Special Services School District, Morris County Cooperative Pricing Council, NSBA BuyBoard, Keystone Purchasing Network (KPN), PEPPM, US Communities, National Joint Purchasing Alliance.)

Moved by Dr. Uzun, seconded by Mrs. Eke to approve designations and resolution listed in item # **VIIxi**.

Roll call: Motion #180908.16 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- xii. **RESOLVED**, that The Board hereby approves Board President and Board Secretary to **Sign Warrants** (checks).

Moved by Dr. Uzun, seconded by Mrs. Lewis to approve designations and resolution listed in item # **VIIxii**.

Roll call: Motion #180908.17 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- xiii. **RESOLVED**, that The Board hereby approves the use of **Facsimile Signatures** for the Board President for ensuing term of the board on warrants, paychecks, and contracts.

Moved by Dr. Uzun, seconded by Mrs. Lewis to approve designations and resolution listed in item # **VIIxiii**.

Roll call: Motion #180908.18 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- xiv. **RESOLVED**, that The Board hereby approves to authorize the Purchasing Agent to **Award Contracts** up to the bid threshold of \$29,000 and set the quote threshold at 15% of the bid threshold pursuant to 18A:18A-3(b).

Moved by Dr. Uzun, seconded by Mrs. Lewis to approve designations and resolution listed in item # **VIIxiv**.

Roll call: Motion #180908.19 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- xv. **Early Payment of Bills** - Resolution to designate a Board Member to review and approve early payment of bills.

WHEREAS, the Board of Trustees of Central Jersey College Prep Charter School does recognize that there is an advantage to paying their obligations in a timely manner, and

WHEREAS, the Board of Trustees of Central Jersey College Prep Charter School does recognize that some billings become due before an official Board meeting, and that

payment of said billings would benefit the Board monetarily and business wise, and therefore, be it:

RESOLVED, that the Board of Trustees of Central Jersey College Prep Charter School does hereby designate **Business Administrator** as their delegate to review and approve early payment of certain bills with official approval by the full Board at this official meeting following said approval. The list of bills that will be paid early includes but is not limited to:

- Utility Bills
- Rent
- Advertisement and Public Notice Bills
- Insurance payments
- The accounts that functions with the limits, has certain payment dates and late/finance charges

Moved by Dr. Uzun, seconded by Mrs. Eke to approve designations and resolution listed in item # **VIIxv**.

Roll call: Motion #180908.20 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- xvi. **RESOLVED**, that the Board approves the contract with the University Urgicare, LLC for school physician services, as presented in **Appendix H**.

Moved by Dr. Uzun, seconded by Mrs. Eke to approve designations and resolution listed in item # **VIIxvi**.

Roll call: Motion #180908.21 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- xvii. **RESOLVED**, that The Board hereby approves one (1) additional Kyocera copier lease with the term of 48 months and the monthly payment of \$279 and approves Ameritechnology LLC. as a vendor. The quote is attached as **Appendix I**.

Moved by Dr. Uzun, seconded by Mrs. Lewis to approve designations and resolution listed in item # **VIIxvii**.

Roll call: Motion #180908.22 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- xviii. **RESOLVED**, that The Board hereby approves the contract with Nickerson Corporation to install gymnasium bleachers in the amount of \$65,553.00 through the Educational Services Commission of New Jersey Cooperative Pricing System #65MCESCCPS (BID #MRESC 17/18-51). The contract is attached as **Appendix J**.

Moved by Dr. Uzun, seconded by Mrs. Eke to approve designations and resolution listed in item # **VIIxviii**.

Roll call: Motion #180908.23 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

- xix. **RESOLVED**, that The Board hereby approves The Courier News and The Asbury Park Press as official news media for the school year 2018-19.

Moved by Dr. Uzun, seconded by Mrs. Lewis to approve designations and resolution listed in item # **VIIxix**.

Roll call: Motion #180908.24 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

VIII. Human Resources

- i. **RESOLVED**, that the Board, upon recommendation by the CEO, approve the hiring of employees in the list presented as **Appendix K**.

Moved by Dr. Uzun, seconded by Mrs. Eke to approve designations and resolution listed in item # **VIIIi**.

Roll call: Motion #180908.25 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

IX. Executive Session

Central Jersey College Prep Charter School is called to order for an executive session at 10:05 am.

Moved by Dr. Uzun seconded by Mrs. Lewis to adjourn the Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss topics such as personnel matters, attorney-client privilege matters, pending litigation, negotiations and other such related matters.

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.

X. Adjournment

Moved by Dr. Uzun, seconded by Mrs. Lewis to adjourn the meeting at 11:00 am.

Roll call: Motion #180908.26 adopted unanimously. (In favor: J.L, S.E, O.U.)

Against: None Abstained: None

Attachments

- ❖ Regular Meeting Minutes for July 2018
- ❖ Bill list from July 25 to September 7 2018
- ❖ Board Secretary Reports for July and August 2018

Appendices

- ❖ Appendix A: Contract with Lynne Tannis
- ❖ Appendix B: Contract with Pritchard Industries
- ❖ Appendix C: SFA to SFA Agreement

- ❖ Appendix D: Hertz Furniture Quote for Cubicals
- ❖ Appendix E: Student Code of Counduct
- ❖ Appendix F: Employee Handbook
- ❖ Appendix G: New Jersey Special Education Collaborative
- ❖ Appendix H: Contract the University Urgicare, LLC
- ❖ Appendix I: Quote from Ameritechnology LLC.
- ❖ Appendix j: Contract with Nickerson Corporation
- ❖ Appendix K: List of Employees