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**CENTRAL JERSEY COLLEGE PREP CHARTER
SCHOOL**

BOARD OF TRUSTEES

**REGULAR MEETING
AUGUST 25, 2016
RESCHEDULED TO SEPTEMBER 8, 2016**

REGULAR MEETING

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS.

CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

17 Schoolhouse Rd, Somerset, NJ 08873
Tel: (732) 302 9991 Fax: (732) 302 9992
www.cjcollegeprep.org

BOARD OF TRUSTEES
REGULAR MEETING

Date : September 8, 2016/7:00pm
Place : 17 Schoolhouse Rd, NJ 08873

MINUTES

I. The Regular Meeting of the Central Jersey College Prep Charter School is called to order at 7:18 pm. The Board reserves the right to act on any or all agenda items.

Moved by Dr. Tunagur, seconded by Mrs. Lewis
Roll call: Motion #160908.1 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

Open Public Meeting Act Statement

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

Roll Call by Board Secretary, Mr. Atilla Sabahoglu:

Trustee	Position	Term Expires	Attendance
Dr. Ferhan Tunagur	President	03/01/2017	Present
Mrs. Jackie Lewis	Member	07/01/2019	Present

Member	Position	Attendance
Dr. Namik Sercan	CEO	Present
Mr. Atilla Sabahoglu	Board Secretary	Present

II. **Acceptance of Agenda, Minutes and Reports**

Moved to accept the August 2016 Regular Meeting Agenda,

Moved by Dr. Tunagur, seconded by Mrs. Lewis
Roll call: Motion #160908.2 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- ❖ Regular Meeting Minutes of July 2016
- ❖ Special Called Meetings of August 2, 2016, August 10, 2016, and August 11, 2016

- ❖ Treasurer Reports for June and July 2016
- ❖ Board Secretary Reports for June and July 2016
- ❖ Bill list from June 25th 2016 to September 7th 2016.

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

Moved by Dr. Tunagur, seconded by Mrs. Lewis
 Roll call: Resolution #160908.3 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

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

III. Appointments

- a. Physician.....Dr. Sathesh Evalappan
- b. Psychological Examiner.....Therapy Source
- c. Grant Coordinator..... Mrs. Lynne Ozgur
- d. School Business AdministratorMr. Atilla Sabahoglu
- e. Purchasing Agent Compliance Officer for Affirmative Action....Mr. Atilla Sabahoglu
- f. Safety & Health Designee.....Mrs. Wawa Bukong
- g. Custodian of Records (OPRA)..... Mr. Atilla Sabahoglu
- h. Board Secretary.....Mr. Atilla Sabahoglu
- i. Treasurer of School Monies.....Mr. Christopher Lessard

Moved by Dr. Tunagur, seconded by Mrs. Lewis to approve appointments listed in items # **IIIa. through III i.**

Roll call: Resolution #160908.4 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

IV. Designations and Action Items

- a. **RESOLVED**, that The Board hereby approves the Student and Staff Handbooks for 2016-2017.

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

Roll call: Resolution #160908.5 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- b. **RESOLVED**, that The Board hereby approves to reimburse staff members' certification exam fees aligned with their assignments. The staff members must have passing grade in order to qualify for the reimbursement. If CJCP administration

designates individuals to possess particular certificates, CJCP agrees to pay all certification related expenses.

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

Roll call: Resolution #160908.6 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- c. **RESOLVED**, that the Board of Trustees of Central Jersey College Prep Charter School approves attached Title School Compact and Parental Involvement Policy (Attached).

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

Roll call: Resolution #160908.7 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- d. **RESOLVED**, that The Board hereby authorizes submission of the Fiscal Year 2017 proposed program plan and budget for Charter Expansion Supplemental[NGO: 15-CA86-B07] for the allocation amount of \$100,000; USDE award number: CFDA 84.282A

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

Roll call: Resolution #160908.8 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- e. **RESOLVED**, that The Board hereby authorizes acceptance of funds in the amount of \$1,483 for FY16 IIS (Instructional Improvement System) [NGO: 17-RT06-A01] grant extension, aka edConnect NJ; USDOE award number: CFDA 84.413A

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

Roll call: Resolution #160908.9 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- f. **RESOLVED**, that The Board hereby approves attached Memorandum of Agreement for 2016-2017 school year.

Moved by Dr. Tunagur, seconded by Mrs. Lewis to approve designations and resolution listed in item # **III f**.

Roll call: Resolution #160908.10 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- g. **RESOLVED**, that The Board hereby approves the Board Meeting schedule for 2016-2017 school year.

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

Roll call: Resolution #160908.11 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- h. **RESOLVED**, that The Board hereby approves School Attorney – Ms. Brenda Liss at the firm of Riker Danzig Scherer Hyland Perretti, LLP. and Art Skaar for building issues for 2016-2017.

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

Roll call: Resolution #160908.12 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- i. **RESOLVED**, that The Board hereby approves the Auditor – Mr. Richard Barre at the firm of Barre & Company, LLC. for 2016-2017 School Year.

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

Roll call: Resolution #160908.13 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- j. **RESOLVED**, that The Board hereby approves the attached budget transfers for June and July 2016(Attached).

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

Roll call: Resolution #160908.14 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- k. **RESOLVED**, that The Board hereby renews Get Cleaned Inc. with \$1755 per week for 2016-2017 school year

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

Roll call: Resolution #160908.15 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- l. **RESOLVED**, that The Board hereby accepts Mr. Ibrahim Bakir's resignation from CJCP Board Member as of 8/17/2016.

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

Roll call: Resolution #160908.16 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- m. **RESOLVED** that The Board hereby approves the School Business Administrator or designee as custodian of \$500 Petty Cash fund for **2016-2017** school year with a \$75 limit per purchase.

Motion by Mrs. Lewis, seconded by Dr. Tunagur to approve designations and resolution listed in item # **Vm**.

Roll call: Resolution #160908.17 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- n. **RESOLVED** that The Board hereby approves the HIB Assessment for 2016 -2017 school year.

Motion by Mrs. Lewis, seconded by Dr. Tunagur to approve designations and resolution listed in item # **Vn**.

Roll call: Resolution #160908.18 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- o. **RESOLVED** that The Board hereby approves the new member Dr. Erdogan Dur for CJCP Board effective 09/08/2016 with the term expiration date of 09/08/2017.

Motion by Mrs. Lewis, seconded by Dr. Tunagur to approve designations and resolution listed in item # **Vo**.

Roll call: Resolution #160908.19 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- p. **RESOLVED** that The Board approves the following salary proportions for Title I staff for the school year 2016-17(Attached).

Motion by Dr. Tunagur, seconded by Mrs. Lewis to approve designations and resolution listed in item # **Vp**.

Roll call: Resolution #160908.20 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

- q. **RESOLVED** that The Board approves the following the computer usage policy as indicated below.

Parents are given three options to choose from in relation to the computer assignment.

- a. Parent provides the computer.
- b. Parent pays \$60 technology fee to defray the cost for accidental insurance from SafeWare and the protective case.
- c. Parents sign a contract that identifies the cost for maintenance and labor.

Motion by Dr. Tunagur, seconded by Mrs. Lewis to approve designations and resolution listed in item # **Vq**.

Roll call: Resolution #160908.21 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

r. **RESOLVED** that The Board approves the Staff Recognition Policy for 2016-2017 school year as follows.

- Team Achievements: Teachers who sponsor/coach academic or non-academic teams that receive 1st, 2nd or 3rd place will be recognized as follows:
 - Regional Level - \$100 (1st Place), \$75 (2nd Place), \$50 (3rd Place)
 - State Level - \$150 (1st Place), \$125 (2nd Place), \$100 (3rd Place)
 - National Level - \$1000 (1st Place), \$750 (2nd Place), \$500 (3rd Place)
- Academic Achievements: Teachers receive \$100 for top three placement in testing subjects among schools located in Franklin Township.
- Advanced Placement teachers receive \$75 per student who scores a three (3) or above in the AP exams administered by the College Board.

Motion by Dr. Tunagur, seconded by Mrs. Lewis to approve designations and resolution listed in item # **Vr**.

Roll call: Resolution #160908.22 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

s. **RESOLVED**, that The Board hereby accepts Mr. Ferit Ucar's resignation from CJCP Board Member as of 7/25/2016.

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

Roll call: Resolution #160908.23 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

V. **Human Resources**

a. **RESOLVED**, that The Board hereby approves the appointment of Dr. Namik Sercan as the new CEO for 2016-17 school year. The CEO contract for 2016-2017 is attached.

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

Roll call: Resolution #160908.24 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

b. **RESOLVED**, that The Board hereby approves the Final Staff Roster for 2016-2017(Attached).

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

Roll call: Resolution #160908.25 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

VI. **CEO's Monthly Report – Dr. Sercan**

- PARCC Test
- 2016-2017 Enrollment

VII. Public Comments

No public comments.

VIII. Executive Session

Central Jersey College Prep Charter School is called to order for an executive session at 9:32 pm.

- Building Issues
- Legal matters

Moved by Dr. Tunagur, 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.

IX. Adjournment

Moved by Dr. Tunagur, seconded by Mrs. Lewis to adjourn the meeting at 9:52 p.m.

Roll call: Motion #160908.26 adopted unanimously. (In favor: J.L., F.T. Against: None Abstained: None).

Attachments

- ❖ Regular Meeting Minutes of July 2016
- ❖ Special Called Meeting of August 2016
- ❖ Treasurer Reports for June and July 2016
- ❖ Board Secretary Reports for June and July 2016
- ❖ Bill list from June 25th 2016 to September 7th 2016
- ❖ Memorandum of Agreement for 2016-2017
- ❖ Final Staff Roster for 2016-2017
- ❖ Budget Transfers for June and July 2016
- ❖ CEO's Contract for 2016-17
- ❖ HIB Assessment