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CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

BOARD OF TRUSTEES

REORGANIZATION MEETING
SEPTEMBER 25, 2019

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS
TRIBUNE ON SEPTEMBER 18, 2019.

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 25, 2019, 6:30 PM
Place: 101 Mettlers Rd, Somerset, 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 Home News Tribune on September 18, 2019.

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 _____. The Board reserves the right to act on any or all agenda items.

Moved by _____, seconded by _____

Roll call: _____

Roll Call by Board Secretary, Mr. Fatih Kayalar:

Trustee	Position	Term Expires	Attendance
Dr. Ferhan Tunagur	President	03/01/2020	
Mrs. Jackie Lewis	Vice President	07/01/2022	
Dr. Ozcan Uzun	Member	12/01/2020	
Mrs. Sevil Eke	Member	12/01/2020	
Vacant	Member		

Also Present:

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

II. Acceptance of Agenda, Minutes and Reports

Moved to accept the agenda for the September 25, 2019, Reorganization Meeting,

Moved by _____, seconded by _____ to approve the motion.

Roll call:
Against: _____ Absent: _____

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

- ❖ [Regular Meeting Minutes for August 28, 2019](#)
- ❖ [Bill list from August 28 to September 25, 2019](#)
- ❖ [Board Secretary Reports for August 2019](#)

Moved by _____, seconded by _____ to approve the motion.

Roll call:
Against: _____ Abstained: _____ Absent: _____

III. Public Comments

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. Board President or designee closes the public comment session on any topic.

- No public comments

IV. CEO's Monthly Report – Dr. Sercan

- Enrollment numbers presented for the school year 2019-20
- NJSLA and ACCESS Results
- Back to Curriculum Night
- Parent-teacher conference day
- Town Hall Meeting

V. Appointments

BE IT RESOLVED, Central Jersey College Prep Charter School Board of Trustees approves the following appointments;

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

Motion by _____, seconded by _____ to approve appointments listed in items #**V.i** through **V.ix**.

Roll call:

Against: _____ Abstained: _____ Absent: _____

VI. Reorganization Items

- i. **BE IT 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, Art Skaar as the attorney for building/land matters, and Thomas Johnston of Johnston Law Firm for special projects during the Fiscal Year 2020.
- ii. **BE IT 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 2020.
- iii. **BE IT RESOLVED**, that The Board hereby approves Board President and Board Secretary to **Sign Warrants** (checks).
- iv. **BE IT RESOLVED**, that The Board hereby approves the use of **Facsimile Signatures** for the Board President for the ensuing term of the board on warrants, paychecks, and contracts.
- v. **BE IT 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).
- vi. **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 is followed;

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

- vii. **BE IT RESOLVED** that The Board hereby approves the School Business Administrator or designee as custodian of \$500 Petty Cash fund for the school year **2019-2020** with a \$75 limit per purchase.
- viii. **BE IT RESOLVED**, that the Board approves the contract with the University Urgicare, LLC for school physician services.
- ix. **BE IT RESOLVED**, that The Board hereby approves The Courier News and The Home News Tribune as official news media for the school year 2019-20.
- x. **BE IT 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.)

Motion by _____, seconded by _____ to approve appointments listed in items #VI.i through #VI.x.

Roll call:

Against: _____ **Abstained:** _____ **Absent:** _____

VII. Policy Adoptions

- i. **BE IT RESOLVED**, that the Board approves the first reading of the following policies regulations as detailed in the exhibits attached hereto and made a part of the minutes [Appendix A:](#)

- Policy 5755: Equity in Educational Programs and Services
- Policy 5750: Equal Educational Opportunity
- Policy 2260: Affirmative Action Program for School and Classroom Practices
- Policy 2622: Student Assessment
- Policy 7300: Disposition of Property
- Regulation 7300.3: Disposition of Personal Property

Moved by _____, seconded by _____ to approve the motion.

Roll Call:

Against: _____ Abstained: _____ Absent: _____

VIII. Designations, Discussion and Action Items

- i. **BE IT RESOLVED** that The Board hereby approves the charter renewal application as presented in [Appendix B](#).

Moved by _____, seconded by _____ to approve the motion.

Roll call:

Against: _____ Abstained: _____ Absent: _____

- ii. **BE IT RESOLVED** that The Board hereby approves the charter renewal application with expansion as presented in [Appendix B](#).

Moved by _____, seconded by _____ to approve the motion.

Roll call:

Against: _____ Abstained: _____ Absent: _____

- iii. **BE IT RESOLVED**, that the Board hereby approves the attached Student Handbook updates, which is attached as Upper School [Appendix C](#) and Elementary School [Appendix D](#)

Moved by _____, seconded by _____ to approve the motion.

Roll call:

Against: _____ Abstained: _____ Absent: _____

- iv. **BE IT RESOLVED**, that The Board hereby approves the attached employee handbook updates. *Appendix E*.

Moved by _____, seconded by _____ to approve the motion.

Roll Call:

Against: _____ Abstained: _____ Absent: _____

- v. **BE IT RESOLVED**, that the Board hereby approves the attached 2018-19 School Year Self-Assessment for Determining Grades [Appendix F](#).

Moved by _____, seconded by _____ to approve the motion.

Roll call:

Against: _____ Abstained: _____ Absent: _____

- vi. **BE IT RESOLVED**, that the Board hereby approves the attached 2019-20 School Year Assessment Plan [Appendix G](#).

Moved by _____, seconded by _____ to approve the motion.

Roll call:

Against: _____ Abstained: _____ Absent: _____

- vii. **BE IT RESOLVED**, that the Board hereby approves the attached special education services agreement with the F Jones Consulting, LLC for \$7,750 for the school year 2019-20. The proposal is attached as [Appendix H](#).

Moved by _____, seconded by _____ to approve the motion.

Roll call:

Against: _____ Abstained: _____ Absent: _____

- viii. **BE IT RESOLVED**, that the Board approves the following contracts, services and purchases,

Company Name	Purpose of Purchasing	Amount	Contract #
CDW-Government, Inc	CHARGING CART STORAGE STATION CHROMEBOOK LAPTOP TABLET	\$5,953.20	ESCNJ18/19-03
CDW-Government, Inc	ADOBE PHOTOSHOP TEAM LICENSING SUBSCRIPTION	\$1,804.66	ESCNJ18/19-03
School Speciality, Inc.	Textbooks Foundational Mathematics - Grade 6	\$1,350	
B&H Photo Video	Tablets for K-2 grades	\$20,544.00	HCESCCAT1807
Flemington Department Store	School Security Officers Uniforms	\$2,719.80	
Mealtime CLM Group, Inc.	Meal Service software, cloud and online services	\$5,338.73	
EDMENTUM	Online Learning Resource	\$20,322.00	
Book Source	Textbooks	\$4,485.70	
Barnes & Noble	Textbooks	\$6,979.90	
NWEA	Map Testing	\$13,230.00	
Genesis Educational	Student Information System	\$10,438.00	

Services			
Character Strong	Textbook	\$3,999.00	
Culinary Depot	Kitchen Equipment	\$5,846.55	
Greater NY Council Camping	Science Camp Accommodation	\$2,000.00	
Carolina Biological Supply	Biology Lab Supplies	\$1,991.39	
Lego Education	Stem Materials	\$9,491.25	

Moved by _____, seconded by _____

Roll call:

Against: _____ Abstained: _____ Absent: _____

IX. Human Resources

- i. ***BE IT RESOLVED***, that the Board, upon recommendation by the CEO, approves the hiring of new employees, adjustments in professional responsibilities, pertinent salary allocations, and additional stipends for the school years of 2019-2020 as detailed in the exhibit attached hereto and made a part of the minutes. [*Appendix I*](#)

Moved by _____, seconded by _____ to approve the motion.

Roll call:

Against: _____ Abstained: _____ Absent: _____

X. Executive Session

Central Jersey College Prep Charter School is called to order for an executive session at _____.

Moved by _____, seconded by _____ 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, HIB monthly reports, negotiations and other such related matters pursuant to law N.J.S.A. 10:4-12(b).

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.

XI. Adjournment

Moved by _____, seconded by _____ to adjourn the meeting at
_____.

Roll call: