

**M  
I  
N  
U  
T  
E  
S**



**CENTRAL JERSEY COLLEGE PREP CHARTER  
SCHOOL**

**BOARD OF TRUSTEES  
BOARD MEETING  
JANUARY 18, 2023**

**THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS  
TRIBUNE ON OCTOBER 9, 2022.**

# 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:** January 18, 2023, 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 **October 9th, 2022**.

### 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 6:58 PM. The Board reserves the right to act on any or all agenda items.

#### Roll Call by, Dr. Namik Sercan:

Trustee	Position	Term Expires	Attendance
Dr. Ferhan Tunagur	President	03/01/2023	Present
Mrs. Jackie Lewis	Vice President	07/01/2025	Present
Mr. Eric Van Bladel	Member	06/30/2024	Present
Dr. Ozcan Uzun	Member	12/01/2023	Present
Dr. Anton Antony Arockiasamy	Member	06/30/2025	Excused
Ms. Christdia Mensah	High School Student Representative	06/30/2023	Present

#### Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	Present

## II. Acceptance of Agenda

- i. **BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the January 18th, 2023, Regular Board Meeting agenda,

Moved by Mrs. Jackie Lewis, seconded by Mr. Eric Van Bladel to approve the motion.

Roll call: AIF

Against: none Abstained:none Absent: Dr. Anton Antony Arockiasamy

**Resolution 20230118.1 is adopted unanimously.**

## III. **Acceptance of Minutes and Reports**

- i. **BE IT RESOLVED**, that the Board approves the minutes and reports listed below.

- ❖ [Regular Meeting Minutes for December 1, 2022](#)

- ❖ [Bills list for December 2022](#)

Moved by Dr. Ozcan Uzun, seconded by Mr. Eric Van Bladel to approve the motion.

Roll call: AIF

Against: none Abstained: none Absent: Dr. Dr. Anton Antony Arockiasamy

**Resolution 20230118.2 is adopted unanimously.**

## IV. Board Matters:

- i. **Annual Financial Disclosure Statement** to be completed by all Board Members as per N.J.S.A. 18A:12-25 and N.J.S.A. 18A:12-26 by April 30, 2023.

- ii. **Selection of individuals for the Finance Committee:**

**BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves Mr .Eric Van Bladel , Dr. Ozcan Uzun, Mr. Matt Anar and Dr. Namik Sercan as the Finance Committee.

Moved by Mrs. Jackie Lewis, seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: AIF

Against: none Abstained: none Absent: Dr. Dr. Anton Antony Arockiasamy

**Resolution 20230118.3 is adopted unanimously.**

- iii. **Amended Board Meeting Dates**

**BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the amendment in the board meeting schedule as follows:

February 14th, 2023

March 21st, 2023

April 25th, 2023

May 30th, 2023

June 28th, 2023

Moved by Mrs. Jackie Lewis, seconded by Dr. Ozcan Uzun to approve the motion.

Roll call: AIF

Against: none Abstained: none Absent: Dr. Dr. Anton Antony Arockiasamy

***Resolution 20230118.3 is adopted unanimously.***

**V. Chief Education Officer’s Monthly Report – Dr. Sercan**

- applications have begun to come in for the ‘23-’24 school year, many of which are for kindergarten
- Expected to hear from the state/BOE early February in regards to adding students to New Brunswick
- We have begun to hire for next year in this competitive market- priority is keeping teachers year to year

**VI. Public Comments**

The Board President or designee opens the public comment session on any topic. Each person is limited to speaking for a period of three (3) minutes and will be asked to give their full name, spell their last name and provide their address. The Board President or designee closes the public comment session on any topic.

Communication Reminders to parents- emails etc.

**VII. Designations, Discussion and Action Items**

**i.2023-2024 Budget Calendar**

**BE IT RESOLVED**, that the Board hereby approves the FY24 budget calendar as presented in [Appendix A](#).

Moved by Mr. Eric Van Bladel, seconded by Dr. Ozcan Uzun to approve the motion.

Roll call: AIF

Against: none Abstained: none Absent: Dr. Dr. Anton Antony Arockiasamy

***Resolution 20230118.4 is adopted unanimously.***

**ii.Purchasing Agent Authorization**

WHEREAS, Ahmet Anar, School Business Administrator, possesses a Qualified Purchasing Agent (QPA) certificate issued by the NJDCA Division of Local Government Services;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has set the bid threshold amount \$44,000 effective for school districts and charter schools with a Qualified Purchasing Agent effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees of Central Jersey College Prep Charter School, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Trustees, and further appoints and authorizes Ahmet Anar as the Qualified Purchasing Agent to award

contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the established bid threshold amount.

Moved by Dr. Ozcan Uzun , seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: AIF

Against: none    Abstained: none    Absent: Dr. Anton Antony Arockiasamy

***Resolution 20230118.5 is adopted unanimously.***

**iii. Signing of Checks**

***BE IT RESOLVED***, that the Board authorizes the Board President and School Business Administrator to sign warrants (checks) and authorizes the Assistant Business Administrator to sign in the absence of School Business Administrator.

Moved by Mr. Eric Van Bladel , seconded by Dr. Ozcan Uzun to approve the motion.

Roll call: AIF

Against: none    Abstained: none    Absent: Dr. Anton Antony Arockiasamy

***Resolution 20230118.6 is adopted unanimously.***

**iv. Approval of Payment of Bills between meetings:**

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 approve early payment of certain bills with official approval by the full Board at the first official meeting following said approval.

Moved by Mrs. Jackie Lewis , seconded by Mr. Eric Van Bladel to approve the motion.

Roll call:

Against: none    Abstained: none    Absent: Dr. Anton Antony Arockiasamy

***Resolution 20230118.7 is adopted unanimously.***

**v. Services agreement with CFOMW Tax, LLC for employee retention tax credit program**

WHEREAS, there exists a need to retain the services of an expert to identify qualified employees for the Employee Retention Tax Credit (“ERTC”); and

WHEREAS, N.J.S.A. 18A:18A-5 provides that a contract which exceeds the bid threshold may be negotiated and awarded without public advertising for bids and bidding therefor, if

the subject matter consists of extraordinary unspecifiable services which cannot reasonably be described by written specifications; and

WHEREAS, the award of this Contract may be characterized as an “extraordinary, unspecifiable service” pursuant to N.J.S.A. 18A:18A-5; and

WHEREAS, in accordance with N.J.A.C. 5:34-2.3, a designated official of **Central Jersey College Prep Charter School** has filed a certificate with the Board of Trustees describing the nature of the work to be done, stating that it is not reasonably possible to draft specifications, describing the informal solicitation of quotations, and describing in detail why the contract meets the provisions of the statute and regulations; and

WHEREAS, funds are available for these services as the services will be paid on a contingency fee; and

NOW THEREFORE BE IT RESOLVED as follows:

1. This contract is awarded without competitive bidding as “Extraordinary, Unspecifiable Services” under the provisions of the Public School Contracts Law.
2. The Business Administrator is hereby authorized and directed to execute the agreement with CFOMW Tax, LLC, consistent with this Resolution. [Appendix B](#)
3. A copy of this Resolution, the Certification of Extraordinary Unspecifiable Service and the agreement shall be placed on file with the Board.
4. A notice of this action shall be published in the official newspaper as required by law.

Moved by Mr. Eric Van Bladel, seconded by Dr. Ozcan Uzun to approve the motion.

Roll call:

Against: none    Abstained: none    Absent: Dr. Anton Antony Arockiasamy

***Resolution 20230118.8 is adopted unanimously.***

## **VIII. Human Resources**

### **i. New Hires**

**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 year of 2022 - 2023 as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix C](#)

Moved by Dr. Ozcan Uzun , seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: AIF

Against: none    Abstained: none    Absent: Dr. Anton Antony Arockiasamy

### **ii. Stipends**

**BE IT RESOLVED**, that the board approves the attached Stipends for Teachers and staff FY23. [Appendix D](#)

Moved by Mr. Eric Van Bladel , seconded by Dr. Ozcan Uzun to approve the motion.

Roll call: AIF

Against: none    Abstained: none    Absent: Dr. Anton Antony Arockiasamy

**IX. Executive Session**

- i. Central Jersey College Prep Charter School is **called to order for an executive session** at 8:00 PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

Moved by Mrs. Jackie Lewis , seconded by Dr. Ozcan Uzun to approve the motion.

Roll call: AIF

Against: none    Abstained: none    Absent: Dr. Anton Antony Arockiasamy

- ii. **WHEREAS**, the Open Public Meetings Act authorizes Boards of Trustees to meet in executive session under certain circumstances

**WHEREAS**, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session; now therefore,

**BE IT RESOLVED** by the Central Jersey College Prep Charter School Board of Trustees, that it is necessary to meet in executive session to discuss certain items involving 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).

**BE IT FURTHER RESOLVED** that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

**FURTHER RESOLVED** that the Board of Education will return to open session to conduct business at the conclusion of the executive session.

Moved by Mrs. Jackie Lewis , seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: AIF

Against: none    Abstained: none    Absent: Dr. Anton Antony Arockiasamy

**BE IT RESOLVED**, that the Board hereby appoints Victoria Mosier as the Interim Board Secretary FY 2023 with an additional stipend of \$3000 to be paid during the remainder of the school year.

Moved by Mr. Eric Van Bladel , seconded by Dr. Ozcan Uzun to approve the motion.

Roll call:

Against: none    Abstained: none    Absent: Dr. Anton Antony Arockiasamy

***Resolution 20230118.9 is adopted unanimously.***

**X. Adjournment**

Motion by Mrs. Jackie Lewis , seconded by Dr. Ozcan Uzun to **adjourn meeting** at 8:38 PM.

Roll call:AIF

Against: none    Abstained: none    Absent: Dr. Anton Antony Arockiasamy