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CENTRAL JERSEY COLLEGE PREP CHARTER  
SCHOOL

BOARD OF TRUSTEES  
BOARD MEETING  
APRIL 25TH, 2023

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS  
TRIBUNE ON JANUARY 24TH, 2023

# CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

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## **BOARD OF TRUSTEES REGULAR MEETING**

**Date:** April 25th, 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 **January 24th, 2023**.

### **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 7:06 PM. The Board reserves the right to act on any or all agenda items.

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

<b>Trustee</b>	<b>Position</b>	<b>Term Expires</b>	<b>Attendance</b>
Dr. Ferhan Tunagur	President	03/01/2026	Present
Mrs. Jackie Lewis	Vice President	07/01/2025	Present
Eric Van Bladel	Member	06/30/2024	Absent
Dr. Ozcan Uzun	Member	12/01/2023	Present
Vacant			
Ms. Christdia Mensah	High School Student Representative	06/30/2023	Present

#### **Also Present:**

<b>Member</b>	<b>Position</b>	<b>Attendance</b>
Dr. Namik Sercan	Chief Education Officer	Present
Mr. <a href="#">Matt Anar</a>	School Business Administrator	Present
Ms. Victoria Mosier	School Board Secretary	Present

## II. Acceptance of Agenda

- i. **BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the April 25th, 2023 Regular Board Meeting agenda,

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

Roll call: All in Favor

Against: none    Abstained: none    Absent: Eric Van Bladel

Resolution 20230424.1 is adopted unanimously.

## III. Acceptance of Minutes

- i. **BE IT RESOLVED**, that the Board approves the minutes listed below.
  - ❖ Regular [Meeting Minutes for February 14th, 2023](#).

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

Roll call: All In Favor

Against: none    Abstained: none    Absent: Eric Van Bladel

Resolution 20230424.2 is adopted unanimously.

## IV. Board Matters:

- **The board will need to appoint a new member to the Board of Trustees.**

**BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the membership of ..... for a term that expires on June 30, 2025,

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_    Abstained: \_\_\_\_\_    Absent: \_\_\_\_\_

**\*No action taken\***

- **Please complete your Annual Financial Disclosure disclosure statement no later than tomorrow, April 26th.**

## V. Chief Education Officer's Monthly Report – Dr. Sercan

- College admission decision
- FTCOC recognition
- Student enrollment

## 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.

\*Would like the board to consider having zoom links available for all meetings

## **VII. Policy Adoptions**

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

- **Policy 2520: Instructional Supplies**
- **Policy 5305: Health Services Personnel**
- **Policy 5308: Student Health Records**
- **Policy 5310: Health Services**
- **Policy 6112: Reimbursement of Federal and Other Grant Expenditures Regulation**
- **6115.01: Federal Awards/Funds Internal Controls**
- **Policy 6115.04: Federal Funds - Duplication of Benefits**
- **Policy 6311: Contracts for Goods and Services Funded by Federal Grants**
- **Policy 7440: School District Security**

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

Roll call: All In Favor

Against: none    Abstained: none    Absent: Eric Van Bladel

Resolution 20230424.3 is adopted unanimously.

## **VIII. Designations, Discussion and Action Items**

### **i. Academic Calendar FY24**

**BE IT RESOLVED**, that the Board hereby approves the Central Jersey College Prep Charter School - Somerset & New Brunswick Campus Academic Calendar for the school year 2023 - 2024.

Somerset - [Appendix B](#).    New Brunswick - [Appendix C](#)

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

Roll call: All in Favor

Against: none    Abstained: none    Absent: Eric Van Bladel

Resolution 20230424.4 is adopted unanimously.

### **ii.Landscaping Service FY23**

**BE IT RESOLVED** that the Board of Trustees approves Spooky Brook Landscaping Inc for the landscaping services contract FY23. [Appendix D](#)

The following companies that previously reached out to the school were contacted and asked to submit a proposal - All three companies submitted a proposal.

Picture Perfect: Responded with a [Proposal](#)

Live Oak: Responded with a [Proposal](#)

Spooky Brook Landscaping Inc: Proposal presented in Appendix D.

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

Roll call: All in Favor

Against: none    Abstained: none    Absent: Eric Van Bladel

Resolution 20230424.5 is adopted unanimously.

iii. **Memorandum of Agreement FY23**

**BE IT RESOLVED**, that the Board of Trustees approves the 2022-2023 Memorandum Agreement between Education and Law Enforcement Officials as presented in [Appendix E](#).

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

Roll call: All in Favor

Against: none    Abstained: none    Absent: Eric Van Bladel

Resolution 20230424.6 is adopted unanimously.

iv. **Field Trips**

**BE IT RESOLVED**, that the board approves the following field trips for the remainder of the FY23 school year. [Appendix F](#)

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

Roll call: All in Favor

Against: none    Abstained: none    Absent: Eric Van Bladel

Resolution 20230424.7 is adopted unanimously.

**IX. 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 G](#)

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

Roll call: All in Favor

Against: none    Abstained: none    Absent: Eric Van Bladel

Resolution 20230424.8 is adopted unanimously.

**ii. Workshops/Conferences:** Approval of 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 is accepted as work related and within the scope of the work responsibilities of the attendee; and

**WHEREAS**, the attendance at the functions is accepted 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 travel and related expense and the excess expenses particular to attendance at this function as unavoidable, be it

**RESOLVED**, that the excess is justified and therefore reimbursable.

Employee	Date	Program Name	Location	Cost
Dr. Namik Sercan	6/18-6/21	National Charter School Conference	Austin, Texas	\$645 + Travel
Dr. Namik Sercan	Starting 4/26/23	Psychology of Leadership Program	Online	\$3750
Ms. Fiona Daubon	6/5-6/9	NJASBO Conference	Atlantic City	\$275

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

Roll call: All in Favor

Against: none    Abstained: none    Absent: Eric Van Bladel

Resolution 20230424.9 is adopted unanimously.

**X. Finance**

**i. Audit reports**

**BE IT RESOLVED**, by the board of Trustees of Central Jersey College Prep Charter School accepts the Annual Comprehensive Financial Audit (ACFR) and Auditor's Management Report (AMR) for the 2021-2022 school year.

ACFR: [Appendix H](#)      AMR: [Appendix I](#)

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

Roll call: All in Favor

Against: none    Abstained: none      Absent: Eric Van Bladel

Resolution 20230424.10 is adopted unanimously.

**ii. List of Bills**

**BE IT RESOLVED**, that the Board approves the List of Bills for the periods:

- a) Between February 1st, 2023 and February 28th, 2023 in the total amount of \$1,090,727.99. [Appendix J](#)
- b) Between March 1st 2023 and March 31st, 2023 in the total amount of \$1,434,855.21 [Appendix K](#)

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

Roll call: All In Favor

Against: none    Abstained: none      Absent: Eric Van Bladel

Resolution 20230424.11 is adopted unanimously.

**iii. Budget FY24**

**BE IT RESOLVED**, that Board hereby approves the projected budget for the 2023-2024 School Year. [Appendix L](#)

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

Roll call: All in Favor

Against: none    Abstained: none      Absent: Eric Van Bladel

Resolution 20230424.12 is adopted unanimously.

**XI. Executive Session**

- i. Central Jersey College Prep Charter School is **called to order for an executive session** at 8:16 PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

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

Roll call: All in Favor

Against: none    Abstained: none      Absent: Eric Van Bladel

Resolution 20230424.13 is adopted unanimously.

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

Roll call: All in Favor

Against: none    Abstained: none    Absent: Eric Van Bladel

Resolution 20230424.14 is adopted unanimously.

**XII. Adjournment**

Motion by Dr. Ferhan Tunagur , seconded by Mrs. Jackie Lewis **adjourn meeting** at 9:03 PM.

Roll call: All in Favor

Against: none    Abstained: none    Absent: Eric Van Bladel

Resolution 20230424.15 is adopted unanimously.