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**CENTRAL JERSEY COLLEGE PREP CHARTER
SCHOOL**

**BOARD OF TRUSTEES
BOARD MEETING
JUNE 13TH, 2023**

**THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS
TRIBUNE ON JUNE 8TH, 2023**

**101 METTLERS RD, SOMERSET, NJ 08873
TEL: 732-649-3954 FAX: 732-302-9993
WWW.CJCOLLEGEPREP.ORG**

BOARD OF TRUSTEES
REGULAR MEETING AGENDA

Date: June 13th, 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 **June 8th, 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.

- I.** The Regular Meeting of the Central Jersey College Prep Charter School is called to order at 6:48pm. The Board reserves the right to act on any or all agenda items.

Roll Call by Board Secretary:

Trustee	Position	Term Expires	Attendance
Dr. Ferhan Tunagur	President	03/01/2026	present
Mrs. Jackie Lewis	Vice President	07/01/2025	present
Eric Van Bladel	Member	06/30/2024	present
Dr. Ozcan Uzun	Member	12/01/2023	excused
Dr. Tracy Gill	Member	06/13/2024	Present
Ms. Christdia Mensah	Student Representative	06/30/2023	present

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	present
Mr. Matt Anar	School Business Administrator	present
Ms. Victoria Mosier	Board Secretary	present

II. Acceptance of Agenda

BE IT RESOLVED, Central Jersey College Prep Charter School Board of Trustees approves the June 13th, 2023 Regular Board Meeting agenda,

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

Roll call: All in Favor

Against: none Abstained:None Absent: Dr. Ozcan Uzun

Resolution 20230613.1 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, that the Board approves the minutes listed below.

Regular Meeting Minutes for April 25th, 2023. [Appendix A](#)

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

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.2 is adopted unanimously.

IV. Board Matters

a. Approval of New Board member Dr. Tracy Gill for a term of 1 year from June 13th, 2023 to June 30, 2024.

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

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.3 is adopted unanimously.

b. CEO’s annual evaluation: Dr. Tunagur will be passing out the forms and asks for them to be returned by July 1st.

c. Board’s Self Evaluation - Dr. Tunagur will be passing out the forms and asks for them to be returned by July 1st.

— ANNUAL CONSENT AGENDA —

V. Staff Appointments

Affirmative Action Officer	Dr. Tasha Mosconi
Public Agency Compliance Officer	Mr. Matt A. Anar
Attendance Officer	Ms. Nima Amin
RTK Officer and AHERA Contact Person	Ms. Fiona Daubon

Qualified Purchasing Agent	Mr. Matt A. Anar
Treasurer of School Monies	Mr. Christopher Lessard
Custodian of School Records	Ms. Victoria Mosier
Integrated Pest Management Coordinator	Mr. David Master
Anti-Bullying Coordinator	Ms. Carrie Thomas
Board Secretary	Ms. Victoria Mosier

VI. Professional Appointments

- a.* **Auditor** – Mr. Richard Barre at the firm of Barre & Company, LLC.
- b.* **Attorneys** –
 - i. Mr. Thomas Johnston at the firm of Johnston Law Firm LLC
 - ii. Art Skaar, Esq at the firm of Arthur Skaar Esquire.

VII. Designations, Assignments and Authorizations

- a.* Approval of adopting all current **Board By-laws, Policies and Regulations.**
- b.* Approval of participation in New Jersey State Interscholastic Athletic Association (**NJSIAA**)
- c.* Establishment of **Annual Meeting Calendar** – Regular Board Meetings for the 2023-2024 school year is listed below. The meetings will be held at **6:30 p.m.** in the school library/media center located at 101 Mettlers Road, Somerset NJ 08873.

Month	Date
AUGUST	August 29, 2023
SEPTEMBER	September 19th , 2023
OCTOBER	October 16th , 2023
DECEMBER	December 12, 2023
JANUARY	January 15th, 2024
FEBRUARY	February 19th, 2024
MARCH	March 18th, 2024
MAY	May 14, 2024
JUNE	June 17th , 2024

- d.* Designation of **Official Newspaper** – The Herald News and The Record as official news media for the 2023-2024 school year.

- e.* Designation of **Financial Depository** – Unity Bank as Depository for all school funds for 2023-2024 school year.
- f.* Approves Collection and **Maintenance of Student Records**
RESOLVED, that the Central Jersey College Prep Charter School, in the County of Somerset, New Jersey authorizes certified school personnel to collect and maintain the following mandated pupil records as per N.J.A.C. 6A:32-7.3 and Policy 8330:
- ❖ The student’s name, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment and test answer sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed.
 - ❖ Record of daily attendance;
 - ❖ Descriptions of the student progress according to the system of student evaluation used in the school district;
 - ❖ History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees;
 - ❖ Records pursuant to rules and regulations regarding education of students with disabilities; and
 - ❖ All other records required by State Board of Education
- g.* Establishment of **Petty Cash** – School Business Administrator or designee as custodian of \$500 Petty Cash fund for 2023-2024 school year and set the maximum single petty cash disbursement limit at \$100.
- h.* Designation of **Tax Shelter Annuity Company** –Axa Equitable, as Tax Shelter Annuity Company for the 2023-2024 fiscal year and as the 403b Plan Administrator.
- i.* Designation of **Employee Benefit Plan Service Providers** – Aflac as Supplemental Insurance and Clarity Benefit Solutions as FSA administrator for school employees for the 2023-2024 fiscal year.
- j.* Approval of **Payment of Bills Between Meetings** - Resolution to approve early payment of bills as follows:
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.
- k.* Authorize the **Qualified Purchasing Agent** to Award Contracts up to the bid threshold of \$44,000 and set the quote threshold at 15% of the bid threshold pursuant to 18A:18A-3(b)
- l.* **Mileage Reimbursement** – Approve 47 ¢/mile for reimbursement to the employees and trustees of Central Jersey College Prep Charter School towards miles driven for school business purposes.
- m.* Authorize **Regular Business Travel** for charter personnel not to exceed \$1,500 per person, per annum. Regular business travel consists of mileage and tolls for official school business. Additional travel expenses (workshops, hotels, meals and other transportation) must be specifically approved by the Board of Trustees in advance.

- n.* Authorize Board President and Business Administrator to **Sign Warrants** (checks) and authorize Assistant Business Administrator- Ms. Fiona Daubon to sign in the absence of Business Administrator.
- o.* Approve the use of **Facsimile Signatures** for the Board President for ensuing term of the board on warrants, paychecks, and contracts.
- p.* Approve the assigned use of district vehicles as follows:

Vehicle Type	Authorized User(s)
Maintenance Vehicle	Mr. David Master, Mr. David Aramburu & Mr. Abdelsalam Elkhoully

- q.* **Approve State and Cooperative Contract Vendor contracts** – 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 Educational Data Services, the Somerset County Educational Services Commission, the Educational Services Commission of NJ, Hunterdon County Educational Services Commission of Morris County, NJ Education Consortium, Morris County Cooperative Pricing Council, NJSBA TEC Cooperative Pricing System, Keystone Purchasing Network (KPN), PEPPM, TIPS, Omnia Partners, National Joint Purchasing Alliance.)
- r.* **2023-2024 Anticipated contracts to be renewed, awarded, or to expire during the school year** – Pursuant to PL 2015, Chapter 47 the Central Jersey College Prep Charter School Board of Trustees intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

<u>Name of Vendor</u>	<u>Description of Services</u>
Associated Fire Protection, Inc.	Fire system maintenance
Barre & Company, LLC	Audit/Accounting Services
DeAngelo Fire Protection LLC	Fire Inspection
NJESC	Special Education Support Services/LTDC/OT/PT Services
CDK Systems, Inc.	Accounting Software
Centric Benefits Consulting	Insurance Brokerage Service Medical & Dental
Christopher M. Lessard	Treasurer of School Monies and Consulting
NJ School Jobs	Recruiting/Staffing Services
Republic Services	Solid Waste Collection Services

Alta Rehab	Occupational Therapy Services
Interim Healthcare	Substitute School Nurse Service
Genesis Educational Services, Inc.	Student Information Systems & Personnel Management
Johnston Law Firm, LLC	Legal Services - Board Attorney
Art Skaar, Esq	Legal Services for Building Matters
Maschio's Food Service, Inc.	Food Service Management
Best Cleaning Building Service	Cleaning Services
Twin Rocks	Water Filtration
New Jersey Education Consortium	Cooperative Procurement Management Program
New Jersey Public Charter Schools Assoc.	Membership
NJ School Insurance Group	Umbrella Insurance
Jersey Elevator Co Inc	Elevator Maintenance
Pitney Bowes	Postage Usage
TEC Inc.	Fire system maintenance
Spooky Brook	Snow Removal/Lawn Maintenance
Treadstone Risk Management LLC	Insurance Brokerage (School Insurance)
Strauss Esmay Associates, LLP	School Policy/Regulation Support Services
E & G Exterminators	Pest Control

s. Approve the following **substitute rates** for 2023-2024 School Year:

Teacher Full Day/NJ Substitute Teacher Certified \$170/day
 Moved by Dr. Ferhan Tunagur , seconded by Jackie Lewis to approve **annual consent agenda items # V through VII.**

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.4 is adopted unanimously.

VIII. Chief Education Officer’s Monthly Report – Dr. Sercan

Chief Education Officer Dr. Sercan addressed the Board regarding the following topics:

- Building matters
- Summer school
- Teacher and support staff recruitment status
- Student recruitment status

IX. 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.

Parents addressed the Board regarding the following topics: the school’s cell phone policy, HIB incidents, social media, and its effects on children.

X. Policy Adoptions

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

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

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.5 is adopted unanimously.

XI. Designations, Discussion and Action Items

a. Food Service Management Contract

BE IT RESOLVED, that The Board, upon recommendation of the Business Administrator, Matt Anar, hereby approves the renewal of the FSMC (Food Service Management Company) a year contract with Maschio's Food Services Inc. for the 2023-2024 school year with a \$29,000.00 flat fee. [Appendix C](#)

Moved by Eric Van Bladel , seconded by Ferhan Tunagur to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.6 is adopted unanimously.

a. ***Food Service Consolidation Agreement***

BE IT RESOLVED, that The Board hereby approves the Food Service Consolidation Agreement with Middlesex County STEM Charter School for the School Year 2023 - 2024. [Appendix D](#)

Moved by Eric Van Bladel , seconded Dr. Ferhan Tunagur by to approve the motion.

Roll call: Carries with Majority

Against: None Abstained: Jackie Lewis Absent: Dr. Ozcan Uzun

Resolution 20230613.7 is adopted unanimously.

b. ***Occupational Therapy Services***

BE IT RESOLVED, that The Board hereby approves the Alta Rehab LLC for the School Year 2023 - 2024. [Appendix E](#)

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

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.8 is adopted unanimously.

c. ***Lease Amendment for Somerset Campus***

BE IT RESOLVED, that Board hereby approves the amendment to the lease for 101 Mettlers Road for an additional space of 10,155 square feet at the rate of \$20/sq ft beginning the School Year 2023 - 2024.

Moved by Eric Van Bladel , seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.9 is adopted unanimously.

d. ***Rental Lease for New Brunswick Campus***

BE IT RESOLVED, that The Board hereby approves the rental lease for the School Year 2023 - 2024. [Appendix F](#)

Moved by Eric Van Bladel , seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.10 is adopted unanimously.

e. ***Field Trips***

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

Moved by Dr. Ferhan Tunagur , seconded by Eric Van Bladel to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.11 is adopted unanimously.

XII. Human Resources

a. Salary Scale update

BE IT RESOLVED, that the Board approves the salary scale update for permanent substitute teachers, in class support teachers, and security guards to reflect a yearly \$1,000 yearly raise for returning teachers, not to exceed \$50,000.

Moved by Dr. Ferhan Tunagur , seconded by Eric Van Bladel to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.12 is adopted unanimously.

b. Contract Renewals and New Hires

BE IT RESOLVED, that the Board, upon recommendation by the CEO, approves the hiring of new employees, renewal of contracts, adjustments in professional responsibilities, pertinent salary allocations, summer school salaries and additional stipends for the school years of 2022 - 2023 and 2023-2024 as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix H](#)

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

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.13 is adopted unanimously.

Amended Starting Salaries for:

In Class Support Non- certified teachers from \$37,000 to \$40,000

In Class Support Certified teachers from \$40,000 to \$43,000

Permanent Substitute Teachers: \$32,000 to \$35,000

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

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.14 is adopted unanimously.

c. Stipends

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

Moved by Eric Van Bladel , seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.15 is adopted unanimously.

b. Workshops/Conferences

Approval of the attendance to and costs of the Workshops/Conferences in [Appendix J](#) as requested by the following faculty members:

WHEREAS, the Faculty listed 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 expenses and the excess expenses particular to attendance at this function as unavoidable, the excess is justified and therefore reimbursable.

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

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.16 is adopted unanimously.

XIII. Finance

a. Monthly Reports

i. Board Secretary & Treasurer's Report

Upon recommendation of the Chief Education Officer, and the Business Administrator, motion to approve the following resolution:

WHEREAS, both the A148 [Report of the Secretary](#) and the A149 [Report of the Treasurer](#) of School Moneys are in agreement with the cash balance in the Governmental Funds of \$8,365,995.45 as of July 31, 2022.

BE IT RESOLVED, that the Reports of the Secretary and the Treasurer of School Moneys be accepted.

ii. Board Secretary's Certification of Accounts

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of July 31, 2022 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

June 13, 2023

iii. Board Certification of Accounts

RESOLVED, that after review of the Secretary’s and Treasurer’s reports for July 2022 based upon consultation with and representations of the appropriate officials (Secretary, Treasurer, Business Administrator and Chief Education Officer), the Board of Trustees of Central Jersey College Prep Charter School has ascertained, to the best of our knowledge and ability, with the information provided, that no major account (Current Expense, Capital Outlay, Debt Service) has been over-expended and that sufficient funds are available to meet the charter’s financial obligations for the remainder of the fiscal year, and hereby certifies the charter’s financial plan (the budget) as approved is being followed as revealed in the financial.

Moved by Dr. Ferhan Tunagur , seconded by Eric Van Bladel to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.17 is adopted unanimously.

b. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the period between

a) April 01, 2023 and April 30, 2023 in the total amount of \$4,417,661.36. [Appendix K](#)

b) May 01, 2023 and May 31, 2023 in the total amount of \$1,635,853.35. [Appendix L](#) & [Appendix M](#)

Moved by Dr. Ferhan Tunagur , seconded by Eric Van Bladel to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.18 is adopted unanimously.

c. Budget FY24

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

Moved by Dr. Ferhan Tunagur , seconded by Eric Van Bladel to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.19 is adopted unanimously.

d. NJSIG Grant

BE IT RESOLVED, that Board hereby accepts the New Jersey Schools Insurance Grant in the amount of \$2,652.00. [Appendix N](#)

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

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.20 is adopted unanimously.

XIV. Executive Session

Central Jersey College Prep Charter School is called to order for an executive session at 8:25 PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

Moved by Ms. Jackie Lewis, seconded by Mr. Eric Van Bladel to approve the motion. Roll call: All in Favor

Against: none Abstained: none Absent: Eric Van Bladel

Resolution 20230613.21 is adopted unanimously.

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 Jackie Lewis , seconded by Eric Van Bladel to approve the motion to return to the public session.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.22 is adopted unanimously.

Moved by Tracy Gill, seconded by Eric Van Bladel to approve the HIB report presented in the executive session.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun

Resolution 20230613.23 is adopted unanimously.

XV. Reconvene Public Session

Motion by Eric Van Bladel, seconded by Jackie Lewis to exit the executive session.

Roll call: Public Session was reconvened at 9:30 p.m.

XVI. Adjournment

Moved by Jackie Lewis , seconded by Eric Van Bladel to adjourn the meeting at 9:31 pm.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ozcan Uzun