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CENTRAL JERSEY COLLEGE PREP CHARTER  
SCHOOL

BOARD OF TRUSTEES  
BOARD MEETING  
JANUARY 16, 2024

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS  
TRIBUNE ON JULY 27TH, 2023

# CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

101 Mettlers Rd, Somerset, NJ 08873  
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## BOARD OF TRUSTEES REGULAR MEETING

**Date:** January 16th, 2024, 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 **July 27th, 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 7:02 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	Absent
Mrs. Jackie Lewis	Vice President	07/01/2025	Present
Eric Van Bladel	Member	06/30/2024	Present
Dr. Tracy Gill	Member	06/30/2024	Present
Vacant	Member		
Vacant	Student Representative		

#### **Also Present:**

<b>Member</b>	<b>Position</b>	<b>Attendance</b>
Dr. Namik Sercan	Chief Education Officer	Present
Mr. Matt Anar	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 January 16th, 2024 Regular Board Meeting agenda,

Moved by JL, seconded by TG to approve the motion.

Roll call: AIF

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

Resolution 20240116.1 is adopted unanimously.

## III. Acceptance of Minutes

- i. **BE IT RESOLVED**, that the Board approves the minutes listed below.  
❖ Regular Meeting Minutes for December 12th, 2023 [Appendix A](#)

Moved by JL, seconded by TG to approve the motion.

Roll call: AIF

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

Resolution 20240116.2 is adopted unanimously.

## IV. FY23 Audit Presentation by school auditor Rich Barre: [Synopsis Report](#)

### V. Board Matters:

- **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, 2024
- **New Board Member**

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

## VII. 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.

## VIII. Board Policy

**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 B**

- 1642.01 Sick Leave - Policy & Regulation (NEW)
- 2270 Religion in Schools - Policy
- 2419 School Threat Assessment Teams - Policy & Regulation (M) (NEW)
- 3161 Examination for Cause – Policy
- 3212 Attendance - Policy & Regulation
- 3324 Right of Privacy - Policy
- 4161 Examination for Cause - Policy
- 4212 Attendance – Policy & Regulation
- 4324 Right of Privacy - Policy
- 5111 Eligibility of Resident/Nonresident Students – Policy & Regulation(M)
- 5116 Education of Homeless Children and Youths – Policy & Regulation

Moved by TG, seconded by JL to approve the motion.

Roll call: AIF

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

Resolution 20240116.3 is adopted unanimously.

## IX. Designations, Discussion and Action Items

### i. Policy Services Contract

**BE IT RESOLVED**, that The Board hereby approves the service contract of New Sussex Education Consultants, LLC - Dr. Thomas Kane to provide specialized policy services at the cost of \$600 per day per diem, not to exceed \$12,000 for the 2023-2024 School Year.

[Appendix C](#)

Moved by EVB, seconded by JL to approve the motion.

Roll call: AIF

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

Resolution 20240116.4 is adopted unanimously.

### ii. Healthcare Staffing Agreement FY24

**BE IT RESOLVED**, that Board hereby approves the charter's Healthcare Staffing Agreement between Central Jersey College Prep Charter School and Interim Healthcare, for the current school year 2023-2024 at a rate of \$62.25/hr for RN, and \$57.00/hr for LPN services. [Appendix D](#)

Moved by EVB, seconded by TG to approve the motion.

Roll call: AIF

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

Resolution 20240116.5 is adopted unanimously.

**X. Human Resources**

- A. **BE IT RESOLVED**, that the Board, upon recommendation by the CEO, approves the hiring of new employees, adjustments in professional responsibilities, pertinent salary allocations, additional stipends, professional development compensation and alumni tutors for the school year of 2023 - 2024 as detailed in the below exhibits attached hereto and made a part of the minutes:

**i. New Hires & Position/Term Changes** for the school year of 2023 - 2024 as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix E](#)

**ii. Stipends** for Teachers and staff FY24. [Appendix F](#)

Moved by JL, seconded by EVB to approve the agenda items IX. A - i through ii.  
Roll call: AIF  
Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

Resolution 20240116.6 is adopted unanimously.

**B. Field Trips**

**BE IT RESOLVED**, that The Board hereby approves the field trips listed in [Appendix G](#)

Moved by JL, seconded by EVB to approve the motion.  
Roll call: AIF  
Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

Resolution 20240116.7 is adopted unanimously.

**C. Workshops/Conferences**

Approval of the attendance to and costs of the following Workshops/Conferences as requested by 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
Ms. Suzan Dincer, Mr. Christopher Stiles	March 4, 2024	<b>Implementing Math Workshop in the elementary Classroom:</b> <i>Math Workshop is a model of instruction and a philosophy of how math class can be structured to maximize opportunities for differentiated instruction, formative assessment, and student-centered learning. This workshop will provide participants with an overview of the structure and guidance on facilitating guided math and learning stations.</i>	Grove Elementary School 25 School House Road Randolph NJ	\$50 per person

Employee	Date	Program Name	Location	Cost
Ms. Susan Dincer	March 7, 2024	IXL Live for Administrators	The Westin Governor Morris, Morristown 2 Whippany Road Morristown, NJ 07960	\$105 per person

Moved by JL, seconded by TG to approve the motion.

Roll call: AIF

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

Resolution 20240116.8 is adopted unanimously.

## **XI. Finance**

### **i. Empower Somerset Lifelines Program Grant**

**BE IT RESOLVED**, that The Board hereby approves and accepts the School Based Suicide Prevention and Response Program Grant award by Empower Somerset Lifelines Program in the amount of \$2,385 for the program duration of December 18, 2023 through to December 31, 2024. [Appendix H](#)

Moved by JL, seconded by TG to approve the motion.

Roll call: AIF

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

Resolution 20240116.9 is adopted unanimously.

### **ii. FY23 Annual Comprehensive Financial Report (Audit) and Auditor's Management Report**

**BE IT RESOLVED**, that the Board accepts the attached Annual Comprehensive Financial Report (ACFR) and Auditor's Management Report (AMR) with no recommendation for the fiscal year ending June 30, 2023:

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

Moved by JL, seconded by EVB to approve the motion.

Roll call: AIF

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

Resolution 20240116.10 is adopted unanimously.

### ***iii. Monthly Reports***

#### ***a. 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](#) for the following months are in agreement with the cash balance in the Governmental Funds:

- \$5,495,932.68 as of November 30, 2023

\*Balance does not include the investment amount at the Unity Bank, which has a balance of

\$8,156,295.72 as of December 29, 2023.

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

***b. Board Secretary’s Certification of Accounts***

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of November 30, 2023 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

\_\_\_\_\_

*January 12, 2023*

***Matt Ahmet Anar – Business Administrator***

***Date***

***c. Board Certification of Accounts***

RESOLVED, that after review of the Secretary’s and Treasurer’s reports for November 2023 through to November 2023 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 JL, seconded by TGto approve the motion.

Roll call:AIF

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

Resolution 20240116.11 is adopted unanimously.

***v. List of Bills***

**BE IT RESOLVED**, that the Board approves the List of Bills for the period between December 12, 2023 and January 11, 2024 in the total amount of \$2,796,291.60. [Appendix K](#)

Moved by EVB, seconded by TGto approve the motion.

Roll call: AIF

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



**XII. Executive Session**

- i. Central Jersey College Prep Charter School is **called to order for an executive session** at 7:59PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

Moved by JL, seconded by EVBto approve the motion.

Roll call:

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

Resolution 20240116.12 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 Trustees will return to open session to conduct business at the conclusion of the executive session.

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

Roll call:

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

**XIII. Acceptance of HIB Report**

**BE IT RESOLVED** that the Board of Education accepts the HIB report presented in the executive session.

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

Roll call:

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

**XIV. Adjournment**

Motion by \_\_\_\_\_ , seconded by \_\_\_\_\_ to **adjourn meeting** at \_\_\_\_\_ PM.

Roll call:

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