

M
I
N
U
T
E
S



CENTRAL JERSEY COLLEGE PREP CHARTER
SCHOOL

BOARD OF TRUSTEES
BOARD MEETING
FEBRUARY 20, 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
Tel: 732-649-3954 Fax: 732-302-9993
www.cjcollegeprep.org

BOARD OF TRUSTEES REGULAR MEETING

Date: February 20th, 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 6:43PM. 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	03/01/2026	Excused
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:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	Present
Mr. Matt Anar	School Business Administrator	Present
Ms. Fiona Daubon	Assistant Business Administrator	Present

II. Acceptance of Agenda

- i. **BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the February 24th, 2024 Regular Board Meeting agenda,

Moved by Mr. Eric Van Bladel , seconded by Dr. Tracy Gill to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.1 is adopted unanimously.

III. Acceptance of Minutes

- i. **BE IT RESOLVED**, that the Board approves the minutes listed below.
 - ❖ Regular Meeting Minutes for January 16th, 2023 [Appendix A](#)

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.2 is adopted unanimously.

IV. 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 Secretary: BE IT RESOLVED**, that the Board accepts the resignation of Ms. Victoria Mosier and the appointment of Assistant Business Administrator Ms. Fiona Daubon as the Board Secretary for the remainder of the 2023-2024 school year.

Moved by Mr. Eric Van Bladel, seconded by Dr. Tracy Gill to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.3 is adopted unanimously.

- **New Student Representative: BE IT RESOLVED**, that the Board accepts the appointment of the Student Council President Sander Matamoros as the Student Representative to the Board for the 2023-2024 school year.

Moved by Mrs. Jackie Lewis, seconded by Dr. Tracy Gill to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.4 is adopted unanimously.

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

Dr. Sercan presented the following topics:

- Student recruitment plans for the school year 2024-25.
- Facility needs for school year 2024-25.

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.

No comments from the members of the community.

VII. **Board Policy**

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.

Policies: **Appendix B**

- 1642.01 Sick Leave - Policy & Regulation (NEW)
- 2270 Religion in Schools - Policy
- 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
- 8500 Food Services

Regulations: **Appendix C**

- R1642.01 Sick Leave
- R3212 Attendance Teaching Staff
- R4212 Attendance Support staff
- R5116 Education of Homeless Children and Youth
- R5111 Eligibility of Resident/Non-Resident Students

Moved by Mrs. Jackie Lewis, seconded by Dr. Tracy Gill to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.5 is adopted unanimously.

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

i. FY 2024 Memorandum of Agreement between Education and Law Enforcement

BE IT RESOLVED, that the Board of Trustees approves the 2023-2024 Memorandum Agreement between Education and Law Enforcement Officials as presented in [Appendix D](#).

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.6 is adopted unanimously.

ii. FY 2025 SEMI Waiver

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for FY 2025 for districts with 40 or less eligible students,

BE IT RESOLVED, that Board hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Somerset an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for FY 2025 based on the eligibility projection of 38 students. [Appendix E](#)

Moved by Mr. Eric Van Bladel, seconded by Dr. Tracy Gill to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.7 is adopted unanimously.

iii. Agreement for New Brunswick Campus Gym Space

BE IT RESOLVED, that the Board of Trustees approves the use of the gymnasium at school facility owned by the Church of Visitation in New Brunswick as of February 26, 2024 through to June 20, 2024 in the amount not to exceed \$6,000. [Appendix F](#).

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.8 is adopted unanimously.

iv. Landscaping Maintenance Contract

BE IT RESOLVED, that the Board of Trustees approves the Landscaping Maintenance Contract with Spooky Brook Landscaping Company for the period March 15th, 2024 to December 15th, 2024. [Appendix G](#)

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.9 is adopted unanimously.

v. Charter Amendment Request

BE IT RESOLVED, that the Board of Trustees approves the Charter Amendment request to the NJDOE for the New Brunswick Campus to occupy the St. Mary of Mt. Virgin

Church Campus located at 192 Sanford Street, in the City of New Brunswick, Middlesex County, New Jersey starting July 1, 2024.

Moved by Dr. Tracy Gill, seconded by Mr. Eric Van Bladel to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.10 is adopted unanimously.

IX. 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: [Appendix I](#)

Moved by Dr. Tracy Gill, seconded by Mr. Eric Van Bladel to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.11 is adopted unanimously.

B. Field Trips

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

Moved by Mr. Eric Van Bladel, seconded by Dr. Tracy Gill to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.11 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.Sarah Kaeli, Ms. Carrie Thomas, Ms. Francine Brown, Dr. Mathews Ms. Meghan Firshicbaum. Ms. Amy Gettlefinger	March 7, 2024	IXL Live for Administrator	The Westin Governor Morris, Morristown 2 Whippany Road Morristown, NJ 07960	\$735 total

Employee	Date	Program Name	Location	Cost
Ms. Sarah Kaeli	March 18-19, 2024	NJASA/NJPSA/FEA Annual Women's Leadership Conference:	The Palace at Somerset Park 333 Davidson Avenue in Somerset, New Jersey	\$419.00
Ms. Amy Gettlefinger	April 10, 2024	Increasing Your Impact as an Instructional Coach (Grades K-6)	Live Online Event	\$395
Ms. Melissa Gibbs-Spencer	February 28, 2024	AP English Literature and Composition Online Workshop	Online	\$150

Ms. Michelle Frasco, Mr. Phillip Laudino, Ms. Heather Heyer	March 2024	Introduction to Writing College Essays	Online	\$315/per person
Ms. Michelle Frasco, Mr. Phillip Laudino, Ms. Heather Heyer	April 11, 2024	Online College Essay Courses for Educators and Counselors	Online	\$397/per person

Moved by Dr. Tracy Gill, seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.12 is adopted unanimously.

X. Finance

i. FY24 Annual Fiscal Questionnaire

BE IT RESOLVED, that The Board hereby approves the 2023-2024 Annual Fiscal Questionnaire to be submitted to the NJDOE Office Of Charter & Renaissance Schools.

Appendix K

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.13 is adopted unanimously.

ii. FY24 Revised Budget

BE IT RESOLVED, that The Board hereby approves the Revised Budget for the 2023-2024 School Year based on the October 15th Enrollment Count to be submitted to the NJDOE Office Of Charter & Renaissance Schools. **Appendix L**

Moved by Mr. Eric Van Bladel , seconded by Dr. Tracy Gill, to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.14 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:

* \$11,719,808.34 as of December 31, 2023

* \$12,761,646.27 as of January 31, 2024

*Balance does not include the interest on the investment amount at the Unity Bank, which has a balance of \$8,156,295.72 as of January 31, 2024.

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 January 31, 2024 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

February 20, 2024

Matt Ahmet Anar – Business Administrator

Date

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for December 2023 through to January 2024 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 Mr. Eric Van Bladel, seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur
Resolution 20240220.15 is adopted unanimously.

v. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the period between January 12, 2024 and February 14, 2024 in the total amount of \$1,943,050.40. [Appendix M](#)

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

Roll call: *All in Favor*
Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur
Resolution 20240220.16 is adopted unanimously.

XI. Executive Session

- i. Central Jersey College Prep Charter School is **called to order for an executive session** at 8:07 PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

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

Roll call: *All in Favor*
Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur
Resolution 20240220.17 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 Mrs. Jackie Lewis , seconded by Dr. Tracy Gill to approve the motion.

Roll call: *All in Favor*
Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur
Resolution 20240220.18 is adopted unanimously.

XII. Acceptance of HIB Report

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

Moved by Mrs. Jackie Lewis, seconded by Dr. Tracy Gill to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.19 is adopted unanimously.

XIII. Memorandum of Understanding with Advanced Schools Inc

BE IT RESOLVED, that the Board of Trustees approves the Memorandum of Understanding with Advanced Schools as presented in [Appendix H](#)

Moved by Dr. Tracy Gill , seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.20 is adopted unanimously.

XIV. New Board Member:

BE IT RESOLVED, that the Board accepts the appointment of new Board member Dr. Ahmet Atlig to the Board for a one year term beginning February 2024 to February 19, 2025.

Moved by Mrs. Jackie Lewis, seconded by Dr. Tracy Gill to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.21 is adopted unanimously.

XV. Adjournment

Motion by Mrs. Jackie Lewis , seconded by Dr. Tracy Gill to **adjourn meeting** at __9:04__ PM.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Dr. Ferhan Tunagur

Resolution 20240220.22 is adopted unanimously.