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CENTRAL JERSEY COLLEGE PREP CHARTER  
SCHOOL

BOARD OF TRUSTEES  
BOARD MEETING  
AUGUST 27, 2024

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS  
TRIBUNE ON JULY 23RD, 2024

# CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

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

**Date:** August 27, 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 23rd, 2024**.

### **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 6:56 PM. The Board reserves the right to act on any or all agenda items.

#### **Roll Call by:**

<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	06/30/2027	ABSENT
Dr. Tracy Gill	Member	06/30/2025	PRESENT
Dr. Ahmet Atlig	Member	02/19/2025	PRESENT
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. Fiona Daubon	Assistant BA/Board Secretary	PRESENT

## II. Acceptance of Agenda

- i. **BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the August 27, 2024 Regular Board Meeting agenda,

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

Roll call: *All in Favor*

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel

**Resolution 20240827.1 is adopted unanimously.**

## III. Acceptance of Minutes

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

- ❖ Regular Meeting Minutes for June 25, 2024 [Appendix A](#)

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

Roll call: *All in Favor*

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel

**Resolution 20240827.2 is adopted unanimously.**

## IV. Board Matters:

- i. **NJSBA Convention:** October 21 - 24, 2024 in Atlantic City NJ.

Attendees:

- Dr. Tracy Gill
- Mr. Matt Anar
- Ms. Fiona Daubon

## V. Board Policy

- a) **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.

**Policies:** [Appendix B](#)

- i. 0141 Board Member Number and Term
- ii. 0164.6 Remote Public Board Meetings During a Declared Emergency (M) (Abolished)
- iii. 2200 Curriculum Content (M) (Revised)
- iv. 5337 Service Animals (Revised)
- v. 5350 Student Suicide Prevention (M) (Revised)
- vi. 7231 Gifts From Vendors (M) (Abolished)
- vii. 8420 Emergency and Crisis Situations (M) (Revised)

**viii. 9181 Volunteer Athletic Coaches and Co-Curricular Activity  
Advisors/Assistants (Revised)**

**Policies & Regulations: [Appendix C](#)**

- 3160 Physical Examination (M) (Revised)
- 4160 Physical Examination (M) (Revised)
- 5200 Attendance (M) (Revised)
- 8467 Firearms and Weapons (M) (Revised)

Moved by Dr. Ahmet Atlig , seconded by Dr. Tracy Gill to approve the motion.

Roll call: *All In Favor*

Against: None Abstained: \_\_\_\_\_ Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel

***Resolution 20240827.3 is adopted unanimously.***

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

- Advanced Placement Results
- Student Enrollment
- Summer Institute
- FY24 Audit
- Building Updates

**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.

**No Public Comment**

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

**a) New Jersey Insurance Group Membership Renewal**

WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Central Jersey College Prep Charter School Board of Trustees, herein after referred to as the “Educational Institution,” has resolved to renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been canceled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of

education in the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, THAT:

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2024, and ending July 1, 2027 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
- 8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;
- 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
- 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
- 11) The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
- 12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

Moved by Dr. Tracy Gill, seconded by Dr. Ahmet Atlig to approve the motion.

Roll call: All In Favor

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel

***Resolution 20240827.4 is adopted unanimously.***

- b) ***Shared Services Agreement with North Brunswick***  
**BE IT RESOLVED**, that The Board hereby approves the Transportation Shared Services Agreement between North Brunswick Board of Education and Central Jersey College Prep Charter School for the School Year 2024 - 2025. [Appendix D](#)  
 Moved by Dr. Ahmet Atlig, seconded by Dr. Tracy Gill to approve the motion.  
 Roll call: All In Favor  
 Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel  
**Resolution 20240827.5 is adopted unanimously.**
- c) ***Guidance for Virtual or Remote Instruction Plan FY 2024-2025***  
**BE IT RESOLVED**, that the board approves the charter's Guidance for Virtual or Remote Instruction Plan for 2024-2025 , in accordance with Governor Murphy issued executive order that became P.L.2020,c.27 to provide continuity of instruction in the event of a public-health related district closure.  
[Appendix E](#)  
 Moved by Mrs. Jackie Lewis , seconded by Dr. Ahmet Atlig to approve the motion.  
 Roll call: All In Favor  
 Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel  
**Resolution 20240827.6 is adopted unanimously.**
- d) ***Professional Grant and Policy Consultant Services***  
**BE IT RESOLVED**, that The Board hereby approves New Sussex Education Services (NSEA) to provide specialized professional grant services for the School Year 2024 - 2025 at a cost of \$630 per diem. [Appendix F](#)  
 Moved by Mrs. Jackie Lewis , seconded by Dr. Ahmet Atlig to approve the motion.  
 Roll call: All In Favor  
 Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel  
**Resolution 20240827.7 is adopted unanimously.**
- e) ***Child Study Team Services***  
**BE IT RESOLVED**, that The Board hereby approves the proposal for Child Study Team services from the Educational Services Commission of New Jersey for the School Year 2024 - 2025 up to the amount of \$287,846.00. [Appendix G](#)  
 Moved by Dr. Tracy Gill , seconded by Dr. Ahmet Atlig to approve the motion.  
 Roll call: All In Favor  
 Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel  
**Resolution 20240827.8 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 2024-2025 school year 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 2024 - 2025 as detailed in the exhibit attached hereto and made a part of the minutes.

**Appendix H**

**ii. Stipends** for Teachers and staff FY25 **Appendix I**

Moved by Dr. Ahmet Atlig , seconded by Dr. Tracy Gill to approve agenda items IX. A - i through ii.

Roll call: *All In Favor*

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel

***Resolution 20240827.9 is adopted unanimously.***

**B. Field Trips**

**BE IT RESOLVED**, that The Board hereby approves the field trips listed in **Appendix J**

Moved by Mrs. Jackie Lewis , seconded by Dr. Ahmet Atlig to approve the motion.

Roll call: *All In Favor*

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel

***Resolution 20240827.10 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. Fiona Daubon	September 26,	<b><i>NJASBO- September Academy: BA</i></b>	Robbinsville, NJ	\$50

	2024	Reports		
Ms. Emily Gubitoso, Ms. Maha Sarwani Ms. Suzan Dincer, Ms. Amy Gettelfinger	October 25, 2024	<b>AMTNJ Fall 2024 PreK - 5 Conference: Bringing the Math Practices to Life</b>	Brookdale Community College, Lincroft NJ	\$295/person

Moved by Mrs. Jackie Lewis , seconded by Dr. Ahmet Atlig to approve the motion.

Roll call: *All In Favor*

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel

**Resolution 20240827.11 is adopted unanimously.**

## X. Finance

### i. IDEA Grant Funding FY25

**BE IT RESOLVED**, that Board hereby accepts the approved grant award of IDEA funding in total amount of \$272,299.

Function/Object	Expenditure Category	IDEA Basic	IDEA Preschool
100-600	Instructional Supplies	\$2,000	\$2,000
200-100	Personal Services-Salaries	\$199,670	
200-300	Prof Tech Services	\$62,479	\$2,442
200-500	Other Purchased Srv	\$3,000	
200-600	Supplies & Materials	\$708	
<b>Total Budgeted</b>		<b>\$248,038</b>	<b>\$4,442</b>

Moved by Dr. Tracy Gill , seconded by Dr. Ahmet Atlig to approve the motion.

Roll call: *All In Favor*

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel

**Resolution 20240827.12 is adopted unanimously.**

### ii. Monthly Reports

#### *a. Inter Appropriation Transfers*



**BE IT RESOLVED**, by the board of Trustees of Central Jersey College Prep Charter School that the attached inter-appropriation transfers made on the financial records of the Board affecting 2023-2024 budget be affirmed and approved. Total transfers for June 2024 are in the amount of \$473,189.37. [Appendix K](#)

Moved by Mrs. Jackie Lewis , seconded by Dr. Ahmet Atlig to approve the motion.  
Roll call: *All In Favor*

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel  
**Resolution 20240827.13 is adopted unanimously.**

***b. 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:

- **\$14,437,500.21** as of May 31, 2024.
- **\$12,415,069.64** as of June 30, 2024.

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

***c. Board Secretary's Certification of Accounts***

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of June 30, 2024 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

\_\_\_\_\_

**August 26, 2024**

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

***Date***

***d. Board Certification of Accounts***

RESOLVED, that after review of the Secretary's and Treasurer's reports for May 2024 and June 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 Dr. Ahmet Atlig , seconded by Dr. Tracy Gill to approve the motion listed in items X.ii.B to D.

Roll call: All In Favor

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel

***Resolution 20240827.14 is adopted unanimously.***

***e. List of Bills***

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

- June 21, 2024 and June 30, 2024 in the total amount of \$1,404,999.73.  
[Appendix L](#)
- July 1, 2024 and August 13, 2024 in the total amount of \$1,465,872.37  
[Appendix M](#)

Moved by Dr. Tracy Gill , seconded by Dr. Ahmet Atlig to approve the motion.

Roll call: All In Favor

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel

***Resolution 20240827.15 is adopted unanimously.***

**XI. Executive Session - No executive session was held.**

**XII. Acceptance of HIB Report- There was no HIB cases that was investigated between June 27, 2024 and August 27, 2024.**

**XIII. Adjournment**

Moved by Dr. Tracy Gill , seconded by Dr. Ahmet Atlig to **adjourn meeting** at 7:46 PM.

Roll call: All In Favor

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel

***Resolution 20240827.16 is adopted unanimously.***