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CENTRAL JERSEY COLLEGE PREP CHARTER  
SCHOOL

BOARD OF TRUSTEES  
RESCHEDULED BOARD MEETING  
OCTOBER 02, 2024

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS  
TRIBUNE ON SEPTEMBER 29, 2024

# CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

101 Mettlers Rd, Somerset, NJ 08873  
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www.cjcollegeprep.org

## **BOARD OF TRUSTEES RESCHEDULED MEETING**

**Date:** October 2, 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 **September 29th, 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 Rescheduled Meeting of the Central Jersey College Prep Charter School is called to order at 6:45 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	PRESENT
Mrs. Jackie Lewis	Vice President	07/01/2025	PRESENT
Eric Van Bladel	Member	06/30/2027	PRESENT
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
Ms. Carrie Thomas	Director of Curriculum	PRESENT
Ms. Gwen Martinez	Senior Accountant	PRESENT

## II. Acceptance of Agenda

- i. **BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the October 02 , 2024 Rescheduled Board Meeting agenda.

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

Roll call: All in Favor

Against: None Abstained: None Absent: None

**Resolution 20241002.1 is adopted unanimously.**

## III. Acceptance of Minutes

- i. **BE IT RESOLVED**, that the Board approves the minutes listed below.
  - ❖ Regular Meeting Minutes for August 27, 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: None

**Resolution 20241002.2 is adopted unanimously.**

## IV. Board Matters:

### i. Updates on the state-mandated training for the board members

### ii. Renewal Training for Board Members: “How to Get Renewed”

Monday, October 14, 2024 from 7pm to 8pm

### iii. Next Board Meeting: October 22, 2024

## V. Board Policy

- a) **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](#)

- 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. Ferhan Tunagur to approve the motion.

Roll call: All in Favor  
 Against: None Abstained: None Absent: None  
*Resolution 20241002.3 is adopted unanimously.*

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

- AP Exam Results & College Board AP Gold Honor Roll Recognition & AP Access Award
- NJSLA Data 2022-2024 Comparison

**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) Coordinated Transportation Services Agreement**

**WHEREAS** the Central Jersey College Prep Charter School Board of Education (hereinafter Referred to as "the Board") **desires** to transport special education, non-public, public and vocational school students to **specific** destinations; and

**WHEREAS** the UNION COUNTY EDUCATIONAL SERVICES COMMISSION, (hereinafter referred to as the "UCESC") offers **coordinated** transportation **services** for the 2024 - 2025 school year ; and

**WHEREAS** the UCESC will organize and schedule transportation routes to achiEric Van Bladele the maximum cost effectiveness; and

**WHEREAS** the Board and the UCESC will hereinafter **be referred** to collectively as "the Parties."

**NOW THEREFORE**, it is **agreed that** in consideration of prorated contract costs, plus an administration **fee** of four percent (4%), as presented to **the Central Jersey College Prep Charter School** Board of Education, and as calculated by the billing formula adopted by **the UCESC**, **the UCESC** will provide the following services:

**1. UCESC's Services:**

- A. Transportation for designated Board **students** each day while school or classes attended by designated students are in session;
- B. Monthly billing and **invoices** to the Board;
- C. Computer print-outs **of** student lists for all routes coordinated by **the UCESC**;
- D. Providing all information to **the** Board necessary for **the** accurate submission of **the** District Report of Transported Resident Students;
- E. Providing all necessary interactions and communications between **the** sending district, receiving district, and the respective transportation coordinators;
- F. Constant and timely rEric Van Bladeliew **and**, if **required**, rEric Van Bladelision of routes,
- G. Transportation of student as soon as possible **after receipt** of a formal written request by the Board;
- H. A bid analysis upon the request of **the** Board;
- I. Timely submissions of contracts, **contract** renewals, or contract addenda to the county office for approval. [Appendix D](#)

Moved by Dr. Ferhan Tunagur , seconded by Dr. Tracy Gill to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20241002.4 is adopted unanimously.***

**b) Snow Removal Contract 2024-2025**

**BE IT RESOLVED** that the Board of Trustees approves the snow removal contract agreement with Picture Perfect Landscaping and Snowplowing for the 2024-2025 school year. [Appendix E](#)

Moved by Dr. Ahmet Atlig , seconded by Eric Van Bladel to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20241002.5 is adopted unanimously.***

**c) Landscaping Contract 2024-2025**

**BE IT RESOLVED** that the Board of Trustees approves the landscaping contract

agreement with Spooky Brook Landscaping Inc for the 2024-2025 school year. [Appendix F](#)

Moved by Dr. Ferhan Tunagur , seconded by Dr. Tracy Gill to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20241002.6 is adopted unanimously.***

**d) Testing Calendar for 2024-2025**

**BE IT RESOLVED** that the Board of Trustees approves the Testing Calendar for the 2024-2025 school year. [Appendix G](#)

Moved by Dr. Ahmet Atlig, seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20241002.7 is adopted unanimously.***

**e) Dual Enrollment Agreement with William Paterson University for 2024-2025**

**BE IT RESOLVED** that the Board of Trustees approves the Dual Enrollment Agreement with William Paterson University for the 2024-2025 school year. [Appendix H](#)

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

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20241002.8 is adopted unanimously.***

**f) Board of Trustees of Central Jersey College Prep Charter School Regarding the Charter Renewal and Expansion Petition**

**WHEREAS**, Central Jersey College Prep Charter School (“CJCP”) is committed to providing a high-quality education to students, fostering academic achievement, social growth, and college and career readiness; and

**WHEREAS**, CJCP has demonstrated a proven track record of success, with consistently strong academic outcomes, innovative programming, and a safe, inclusive learning environment; and

**WHEREAS**, CJCP has experienced significant demand for enrollment from families in its region of resident and across the state, particularly from diverse and underserved communities, resulting in an ever-growing waitlist of students seeking access to the school’s rigorous academic programs; and

**WHEREAS**, CJCP is proposing an expansion to increase its capacity and provide more students with the opportunity to benefit from its educational model, specifically by

expanding in New Brunswick to serve a more diverse student population as presented in [Appendix I](#); and

**WHEREAS**, CJCP seeks the renewal of its charter to continue its mission of delivering exceptional public education, and the approval of its petition for expansion to better serve the needs of students and families in the community; and

**WHEREAS**, the leadership, faculty, and staff of CJCP have consistently demonstrated sound financial management, strong governance, and an unwavering commitment to academic excellence and student development; and

**WHEREAS**, the proposed expansion will align with CJCP's goal of ensuring equitable access to education and improving educational outcomes for all students, particularly those in economically disadvantaged and historically underserved areas;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Central Jersey College Prep Charter School hereby formally approves the petition for charter renewal and expansion as submitted to the New Jersey Department of Education; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees reaffirms its commitment to providing high-quality, equitable education to all students and supporting the successful implementation of the proposed expansion.

**Adopted this 2nd day of October, 2024, by the Board of Trustees of Central Jersey College Prep Charter School.**

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

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20241002.9 is adopted unanimously.***

**IX. Human Resources**

***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 J](#)

**ii. Stipends** for Teachers and staff FY25 [Appendix K](#)

Moved by Dr. Ferhan Tunagur , seconded by Eric Van Bladel to approve agenda items IX. A - i through ii.

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20241002.10 is adopted unanimously.***

**A. Salary Proportions from Grant Funding**

**i. ESEA Title I**

**BE IT RESOLVED** that the Board approves the following salary proportions for ESEA Title I staff for the school year 2024- 2025.

Name	Position	Total Salary	% Federal Funding	Amount Federal Funding	% Local Funding	Amount Local Funding
Arnest, Janet	In-Class Support Teacher	\$41,000	37%	\$15,000	63%	\$26,000
Basile, Ashley	In-Class Support Teacher	\$41,000	37%	\$15,000	63%	\$26,000
Gutierrez, Maria	In-Class Support Teacher	\$42,000	36%	\$15,000	64%	\$27,000
Patel, Gayatri	In-Class Support Teacher	\$41,000	37%	\$15,000	63%	\$26,000
Routray, Bijayini	In-Class Support Teacher	\$42,000	36%	\$15,000	64%	\$27,000

Moved by Dr. Ahmet Atlig, seconded by Mrs. Jackie Lewis to approve agenda items IX. A - i through ii.

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20241002.11 is adopted unanimously.***

**ii. IDEA**

**BE IT RESOLVED** that the Board approves the following salary proportions for IDEA support staff for the school year 2024- 2025.

Name	Position	Total Salary	% Federal	Amount Federal	% Local	Amount Local
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			Funding	Funding	Fundi ng	Funding
Apostol, Jessica	Social Worker	\$67,877	47%	\$32,172.50	53%	\$35,704.50
Keating, Emma	School Psychologist	\$70,000	100%	\$70,000		
Oke, Elizabeth	Behavior Intervention Specialist	\$59,000	100%	\$59,000		
Simon, Angely	Social Worker	\$67,670	48%	\$32,172.50	52%	\$35,497.50
Vasthare, Anita	Social Worker	\$63,250	10%	\$6,325	90%	\$56,925

Moved by Dr. Ferhan Tunagur, seconded by Eric Van Bladel to approve agenda items IX. A - i through ii.

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20241002.12 is adopted unanimously.***

**B. Field Trips**

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

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

Roll call: majority vote

Against: None Abstained: None Absent: Eric Van Bladel

***Resolution 20241002.13 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.

<b>Employee</b>	<b>Date</b>	<b>Program Name</b>	<b>Location</b>	<b>Cost</b>
Ms. Edith CuEric Van Bladelas Ms. Amy Gettelfinger	October 15, 2024	<b>WIDA Conference</b>	Virtual	\$275/person
Ms. Carla Bently	October 6, 2024	<b>IXL Live</b>	Hyatt House King of Prussia, PA	\$95
Ms. Crystal Riebe Ms. Sara Danish	October 17, 2024	<b>IXL Live</b>	Hyatt Regency Hotel Morristown NJ	\$95 per person
Ms. Sarah Kaeli	December 13, 2024	<b>Rutgers NJ Computer Science Summit</b>	Rutgers University Busch Campus, NJ	No Registration cost
Ms. Jenita Lalindez Ms. Candice Goldstein	Oct. 9, 2024 - May 5, 2025	<b>Human Resources LEGAL ONE Collaborative (HRLOC)</b>	Virtual	\$500
Ms. Candice Goldstein	October 16, 2024	<b>Payroll Audit Webinar</b>	Virtual	\$50
Ms. Fiona Daubon	10/28/24 - 5/6/25	<b>NJASBO BA Academy: 6 sessions</b>	Robbinsville, NJ	\$50 per session

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

Roll call: All in Favor

Against: None Abstained: None Absent: None

**Resolution 20241002.14 is adopted unanimously.**

**X. Finance**

***i. Annual Charter School Fiscal Questionnaire***

**BE IT RESOLVED**, that The Board hereby approves the 2024-2025 Annual Fiscal Questionnaire to be submitted to the NJDOE Office of Charter and Renaissance Schools.

**Appendix M**

Moved by Dr. Ahmet Atlig, seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20241002.15 is adopted unanimously.***

***ii. 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:

- **\$11,931,775.01** as of July 31, 2024.
- **\$14,365,848.33** as of August 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 August 31, 2024 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

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**September 30, 2024**

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

***Date***

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

**RESOLVED**, that after rEric Van Bladeliew of the Secretary's and Treasurer's reports for July 2024 and August 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 rEric Van Bladelealed in the financial.

Moved by Dr. Tracy Gill, seconded by Dr. Ahmet Atlig to approve the motion listed in items X.ii.A to C.

Roll call: All in Favor

Against: None Abstained: None Absent: None

**Resolution 20241002.16 is adopted unanimously.**

***e. List of Bills***

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

August 14, 2024 and September 30, 2024 in the total amount of \$3,261,866.44.

[Appendix N](#)

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

Roll call: All in Favor

Against: None Abstained: None Absent: None

**Resolution 20241002.17 is adopted unanimously.**

**XI. Executive Session**

- i. 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.

**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.

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

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20241002.18 is adopted unanimously.***

- ii. **FURTHER RESOLVED** that the Board of Trustees will return to open session to conduct business at the conclusion of the executive session.

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

Roll call: All In Favor

Against: None Abstained: None Absent: None

***Resolution 20241002.19 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 Dr. Ferhan Tunagur , seconded by Dr. Ahmet Atlig to approve the motion.

Roll call: All In Favor

Against: None Abstained: None Absent: None

***Resolution 20241002.20 is adopted unanimously.***

**XIII. Adjournment**

Moved by Dr. Ahmet Atlig , seconded by Dr. Tracy Gill to **adjourn meeting** at 8:53 PM.

Roll call: All In Favor

Against: None Abstained: None Absent: None

***Resolution 20241002.21 is adopted unanimously.***