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**CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL**

**BOARD OF TRUSTEES**

**REGULAR MEETING  
MARCH 27, 2019**

**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:** March 27, 2019, 6:30 PM  
**Place:** 101 Mettlers Rd, 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 January 15, 2019.

**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 \_\_\_\_\_. The Board reserves the right to act on any or all agenda items.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ Roll call:

**Roll Call by Board Secretary, Mr. Fatih Kayalar:**

Trustee	Position	Term Expires	Attendance
Dr. Ferhan Tunagur	President	03/01/2020	
Mrs. Jackie Lewis	Vice President	07/01/2019	
Dr. Ozcan Uzun	Member	12/01/2020	
Mrs. Sevil Eke	Member	12/01/2020	

**Also Present:**

Member	Position	Attendance
Dr. Namik Sercan	CEO	
Mr. Fatih Kayalar	Board Secretary/SBA	

**II. Acceptance of Agenda, Minutes and Reports**

Moved to accept the agenda for the March 27, 2019 Regular Meeting,

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.  
Roll call:

**BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the minutes and reports listed below.

- ❖ Regular Meeting Minutes for February 27, 2019
- ❖ Bill list from February 26, 2019, to March 26, 2019
- ❖ Treasurer Reports for February 2019
- ❖ Board Secretary Reports for February 2019

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.  
Roll call:

**III. Public Comments**

Board President or designee opens the public comment session on any topic. Each person is limited to speak for a period of three (3) minutes and will be asked to give their full name, spell their last name and provide their address. Board President or designee closes the public comment session on any topic.

**IV. Student/ Staff Recognition:**

Central Jersey College Prep Charter School Board of Trustees recognized students for the student of the month of February 2019 and Science Olympiad team for their participation and the awards at the Science Competition.

**V. CEO's Monthly Report – Dr. Sercan**

**VI. Policy Adoptions**

- i. **BE IT RESOLVED**, that the Board approves the fist reading and adoption of the following policies regulations as detailed in the exhibits attached hereto and made a part of the minutes **Appendix A**:
  1. Policy 1140: Affirmative Action Program
  2. Policy 5600: Student Discipline/Code of Conduct
  3. Regulation 3232: Tutoring Services
  4. Regulation 1613: Disclosure and Review of Applicant's Employment History

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.  
Roll Call:

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

- i. **BE IT RESOLVED**, that The Board hereby approves to start the RFP process for professional services rendered in the connection with school food services. **Appendix B**

Moved by\_\_\_\_\_, seconded by\_\_\_\_\_ to approve designations and resolution.  
Roll call:

- ii. **BE IT RESOLVED**, that The Board hereby approves to start the RFP process for professional services rendered in the connection with school cleaning service. **Appendix C**

Moved by\_\_\_\_\_, seconded by\_\_\_\_\_ to approve designations and resolution.  
Roll call:

- iii. **BE IT RESOLVED**, that The Board hereby approves the attached budget transfers from January 1, 2019, to March 25, 2019. **Appendix D**

Moved by\_\_\_\_\_, seconded by\_\_\_\_\_ to approve designations and resolution listed in item

- iv. **BE IT RESOLVED**, that The Board hereby approves the attached CAFR (Comprehensive Annual Financial Audit) report for fiscal year ending June 30, 2018. **Appendix E**

Moved by\_\_\_\_\_, seconded by\_\_\_\_\_ to approve the motion.  
Roll Call:

- v. **BE IT RESOLVED**, that The Board hereby approves the attached projected budget for 2019-2020 school year. **Appendix F**

Moved by\_\_\_\_\_, seconded by\_\_\_\_\_ to approve the motion.  
Roll Call:

- vi. **BE IT RESOLVED**, that The Board hereby approves the solicitation clause to be added to the employee handbook. **Appendix G**

Moved by\_\_\_\_\_, seconded by\_\_\_\_\_ to approve the motion.  
Roll Call:

- vii. **BE IT RESOLVED**, that The Board hereby approves the attached Special Education Collaborative Agreement to be extended 70 hours in the amount of \$200 per hour. **Appendix H**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.  
Roll Call:

- viii. **BE IT RESOLVED**, that The Board hereby approves the following field trips. **Appendix I**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.  
Roll Call:

- ix. **BE IT RESOLVED**, that The Board hereby approves the attached Third Amendment to Lease Agreement of Main Campus of 101 Mettlers Road, Somerset, NJ 08873. **Appendix J**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.  
Roll Call:

- x. **BE IT RESOLVED**, that The Board hereby approves the Building Lease Agreement of New Brunswick campus. **Appendix K**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.  
Roll Call:

- xi. **BE IT RESOLVED**, that The Board hereby authorizes Board Secretary to apply for safety Grant from New Jersey School Boards Insurance Group in the amount of \$3,510.16. **Appendix L**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.  
Roll Call:

**VIII. Human Resources**

- i. **BE IT RESOLVED**, that the Board, upon recommendation by the CEO, approves the hiring of new employees, adjustments in professional responsibilities, pertinent salary allocations, and additional stipends for 2018-2019 as detailed in the exhibit attached hereto and made a part of the minutes. **Appendix M**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.  
Roll call:

**IX. Executive Session**

Central Jersey College Prep Charter School is called to order for an executive session at \_\_\_\_\_.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn the Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss topics 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).

Please Note: The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

## **X. Adjournment**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_ p.m.

Roll call:

## **Attachments**

- ❖ Regular Meeting Minutes for February 27, 2019
- ❖ Bill list from February 26, 2019, to March 26, 2019
- ❖ Treasurer Reports for December 2018 and January 2018
- ❖ Board Secretary Reports for February 2019

## **Appendices**

- ❖ *Appendix A:* Policies and Regulations
- ❖ *Appendix B:* RFP - School Food Services
- ❖ *Appendix C:* RFP - School Cleaning Services
- ❖ *Appendix D:* CJCP Budget Transfers
- ❖ *Appendix E:* CJCP CAFR Report
- ❖ *Appendix F:* CJCP Projected Budget for 2019-2020
- ❖ *Appendix G:* CJCP Non-Solicitation Policy
- ❖ *Appendix H:* Special Education Collaborative Agreement
- ❖ *Appendix I:* CJCP List of Field Trips
- ❖ *Appendix J:* CJCP Third Amendment to Lease Agreement
- ❖ *Appendix K:* Building Lease Agreement of CJCP New Brunswick campus
- ❖ *Appendix L:* Safety Grant Application
- ❖ *Appendix M:* List of Changes of Employees