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CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

BOARD OF TRUSTEES

REGULAR MEETING
AUGUST 28, 2019

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS
TRIBUNE.

CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

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

Date: August 28, 2019, 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 August 21, 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 7:15 pm. The Board reserves the right to act on any or all agenda items.

Moved by Mrs. Lewis, seconded by Dr. Tunagur
Roll call: Motion #190828.1 adopted unanimously.
Against: None Abstained: None Absent: O.U.

Roll Call by CEO, Dr. Namik Sercan:

Trustee	Position	Term Expires	Attendance
Dr. Ferhan Tunagur	President	03/01/2020	Present
Mrs. Jackie Lewis	Vice President	07/01/2022	Present
Dr. Ozcan Uzun	Member	12/01/2020	Absent
Mrs. Sevil Eke	Member	12/01/2020	Present
Vacant	Member		

Also Present:

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

II. Acceptance of Agenda, Minutes and Reports

Moved to accept the agenda for the August 28, 2019, Regular Meeting,

Moved by Mrs. Lewis, seconded by Dr. Tunagur to approve the motion.
Roll call: Motion #190828.2 adopted unanimously.
Against: None Abstained: None Absent: O.U.

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

- ❖ [Regular Meeting Minutes for June 26, 2019](#)
- ❖ [Bill list from June 25, 2019 to June 30, 2019](#)
- ❖ [Bill list from July 1, 2019 to August 27, 2019](#)
- ❖ [Board Secretary Reports for June and July 2019](#)
- ❖ [Treasurer Report for June and July 2019](#)

Moved by Dr. Tunagur, seconded by Mrs. Lewis to approve the motion.
Roll call: Motion #190828.3 adopted unanimously.
Against: None Abstained: None Absent: O.U.

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.

- No public comment.

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

Dr. Sercan presented the following items;

- Student enrollment and impact of the weighted lottery.
- Renovation for additional space.
- Staff recruitment status and existing openings.
- Summer Institute and workshops attended by staff members
- New behavior management plan and its potential impact on the school culture

V. **Board President Report - Dr. Tunagur**

Dr. Tunagur discussed the following topics with the members of the Board of Trustees:

- Vacancy on the Board
- Bylaws amendment with consideration of expansion.
- Board self-evaluation results

VI. **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 the school years of 2019-2020 as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix A](#)

Moved by Dr. Tunagur, seconded by Mrs. Lewis to approve the motion.
 Roll call: Motion #190828.4 adopted unanimously.
 Against: None Abstained: None Absent: O.U.

VII. Designations, Discussion and Action Items

- i. **BE IT RESOLVED**, that the Board hereby approves the school meal prices for the school year 2019-2020.

Meal Prices	Paid	Reduced
Breakfast	\$1.75	\$0.30
Lunch	\$3.00	\$0.40

Moved by Dr. Tunagur, seconded by Mrs. Lewis
 Roll call: Motion #190828.5 adopted unanimously.
 Against: None Abstained: None Absent: O.U.

- ii. **BE IT RESOLVED**, that The Board hereby approves the Treadstone Risk Management LLC as a vendor for Annual Student Accident Insurance for the amount of \$4,547.
[Appendix B](#)

Moved by Dr. Tunagur, seconded by Mrs. Lewis
 Roll call: Motion #190828.6 adopted unanimously.
 Against: None Abstained: None Absent: O.U.

- iii. **BE IT RESOLVED**, that the Board approves the following meeting dates. Unless otherwise decided, each meeting will be held at the school building 101 Mettlers Rd, Somerset, NJ 08873 starting at 6:30 pm.

August 28, 2019
 September 25, 2019 - Reorganization Meeting
 October 30, 2019
 December 4, 2019
 January 29, 2020
 February 26, 2020
 March 25, 2020
 May 27, 2020
 June 24, 2020

Moved by Dr. Tunagur, seconded by Mrs. Lewis
 Roll call: Motion #190828.7 adopted unanimously.
 Against: None Abstained: None Absent: O.U.

- iv. **BE IT RESOLVED**, that The Board hereby approves the lease agreement with Wells Fargo Financial Leasing, Inc. as RDC Company Inc. as a supplier company for 6 copiers with a term of 60 months and the monthly payment of \$3,000 including, toner, drum,

maintenance, networking setup, and 190,000 monthly B/W free pages starting on 09/01/2019. [Appendix C](#)

Moved by Mrs. Lewis , seconded by Dr. Tunagur
 Roll call: Motion #190828.8 adopted unanimously.
 Against: None Abstained: None Absent: O.U.

- v. **BE IT RESOLVED**, that the Board approves to pay to the following people for the Summer Remedial Program at the Central Jersey College Prep Charter School.

Tutor Name	Amount
Nima Amin	\$1,800
Jennifer Gonzales	\$1,800
Amy Gettelfinger	\$900
Lynsay M. Golis	\$1675
Erin Milling	\$1,800
Jania Bibighaus	\$600
Ahmet Sirrik	\$300

Moved by Dr. Tunagur, seconded by Mrs. Eke
 Roll call: Motion #190828.9 adopted unanimously.
 Against: None Abstained: None Absent: O.U.

- vi. **BE IT RESOLVED**, that the Board approves the following ESEA Grants for the school year 2019-20.

- Title I A \$77,951.00
 - Title II A \$21,569.00
 - Title III (ELL) \$13,038.00
 - Title III Immigrant \$2,067.00
 - Title I Reallocated \$12, 342.00
 - Title IV A \$10,000.00
- Total ESEA Grant: \$136, 967.00**

Moved by Dr.Tunagur, seconded by Mrs. Lewis
 Roll call: Motion #190828.10 adopted unanimously.
 Against: None Abstained: None Absent: O.U.

- vii. **BE IT RESOLVED**, that the Board approves the following salary proportions for Title I staff for the school year 2019-20.

Name	Position	Total Salary	% Federal Funding	Amount Federal Funding	% Local Funding	Amount Local Funding

Andrew Kpetanakis	Upper School Math Title I In-Class Support	\$30,000	50%	\$15,000	50%	\$15,000
Meghan Owens	Upper School ELA Title I In-Class Support	\$30,000	50%	\$15,000	50%	\$15,000
Jennifer Hoffman	Lower School Basic Skills Title I In-Class Support Teacher	\$30,000	50%	\$15,000	50%	\$15,000
Amanda Katko	Lower School Basic Skills Title I In-Class Support Teacher	\$30,000	50%	\$15,000	50%	\$15,000

Moved by Dr. Tunagur, seconded by Mrs. Eke
 Roll call: Motion #190828.11 adopted unanimously.
 Against: None Abstained: None Absent: O.U.

- viii. **BE IT RESOLVED**, that The Board hereby approves and authorizes submission of the Fiscal Year 2019 proposed program plan and budget for IDEA (Individuals with Disabilities Education Act) application and the subsequent acceptance of funds for the following specified allocation amounts:

IDEA Basic \$135,805
 IDEA Preschool \$2,119

The Board approves the following salary proportions for IDEA staff for the school year 2018-19.

Name	Position	Total Salary	% Federal Funding	Amount Federal Funding	% Local Funding	Amount Local Funding
Jasmine Mitchell	Case Manager/Social Worker	\$61,800	100%	\$61,800	0%	\$0
Erin Milling	Resource Teacher	\$48,000	27.07%	\$12,995	72.93%	\$35,005
Christine Weglewski	Self-Contained SPED Teacher	\$46,900	51.17%	\$24,000	48.83%	\$22,900

Moved by Mrs. Lewis, seconded by Dr. Tunagur
 Roll call: Motion #190828.12 adopted unanimously.
 Against: None Abstained: None Absent: O.U.

ix. **BE IT RESOLVED**, that the Board approves the following purchases,

Company Name	Purpose of Purchasing	Amount	Contract #
CDW-Government, Inc	Student Chromebooks, Charging Station & License	\$65,680	ESCNJ18/19-03
CDW-Government, Inc	Smartboards, Stands & Phones	\$135,933.20	ESCNJ18/19-03
Apple, Inc.	Computer Laptops	\$50,400	ESCNJ 18/19-67
Book Source	Textbooks	\$4,521	
Brainpop	Online Resource	\$2,550.00	
B&H Photo Video	IT Supplies (Security Cameras, Access Points, ect.)	\$7,259.00	HCESCCAT1807
CDW-Government, Inc	Student Chromebooks, Charging Station & License, Smartboards, Stands & Phones - for New Brunswick	\$115,314.90	ESCNJ18/19-03
Learning A-Z	Online Resource	\$3,738.00	
Lego Education	Stem Materials	\$9,491.25	
McGraw-Hill	Textbooks	\$28,364.90	
Pearson Education	Textbooks	\$41,569.78	
Proacademy School Furniture	Classroom and Science Lab Furniture	\$36,753.20	
Scholastic, Inc	Scholastic School Magazine	\$2,435.13	
School Nurse Supply, Inc	Nurse Supplies	\$6,643.58	ESCNJ 17/18-40
Studypad, Inc.	Math Online Resources	\$2,000.00	

Technotime Business Solutions	Security Cameras for additional classrooms	\$13,358.20	Lowest Quote
Graybar, Inc.	PA systems for new classrooms	\$12,285.74	
Kissflow	Online workflow for district operations.	\$2,400.00	
Lakeshore Learning Materials	Classroom supplies for Welcome to school	\$7,875.00	
CDW-Government, Inc	Student Chromebooks, Charging Station & License	\$65,680	ESCNJ18/19-03

Moved by Dr. Tunagur, seconded by Mrs. Eke
 Roll call: Motion #190828.13 adopted unanimously.
 Against: None Abstained: None Absent: O.U.

- x. **WHEREAS**, Educational Services Commission of New Jersey, provides schools and school districts in New Jersey with Child Study Team (special education) and speech therapy services; and
WHEREAS, Central Jersey College Prep Charter School is required by law to offer special education and speech therapy services to its qualified students,

THEREFORE, BE IT RESOLVED, that the Board approves the agreement between the Central Jersey College Prep Charter School and Educational Services Commission of New Jersey for special education services classes for the amount of \$34,442.50. [Appendix D](#)

Moved by Dr. Tunagur, seconded by Mrs. Lewis
 Roll call: Motion #190828.14 adopted unanimously.
 Against: None Abstained: None Absent: O.U.

- xi. **BE IT RESOLVED**, that the Board hereby approves the attached Cost-Sharing agreement between Central Jersey College Prep Charter School and Middlesex County STEM Charter School effective as of July 01, 2019. [Appendix E](#)

Moved by Dr. Tunagur, seconded by Mrs. Lewis
 Roll call: Motion #190828.15 adopted unanimously.
 Against: None Abstained: None Absent: O.U.

- xii. **BE IT RESOLVED**, that the Board upon recommendation by the School Business Administrator hereby award and approve the winning vendor for **School Cleaning Services Bid#16-08** with **Pritchard Industries Inc.** for 2019-2020 school year in the

amount of Two-Thousand, Five Hundred Seventy-Two dollars (\$2,572) per school week. The vendors and the amounts are as follows;

Company	Amount per week
Pritchard Industries Inc.	\$2,572/week
Best Cleaning Building Services Inc.	\$2,825/week

Moved by Mrs. Lewis, seconded by Dr. Tunagur
Roll call: Motion #190828.16 adopted unanimously.
Against: None Abstained: None Absent: O.U.

- xiii. **BE IT RESOLVED**, that The Board hereby approves the \$2,000 mentor fee to pay NJASBO-approved mentor Mr. John Serapiglia for the Business Administrator mentorship program.

Moved by Dr. Tunagur, seconded by Mrs. Lewis
Roll call: Motion #190828.17 adopted unanimously.
Against: None Abstained: None Absent: O.U.

- xiv. **BE IT RESOLVED**, that The Board hereby approves the attached budget transfers on June, 2019. [Appendix F](#)

Moved by Dr. Tunagur, seconded by Mrs. Lewis to approve the motion.
Roll call: Motion #190828.18 adopted unanimously.
Against: None Abstained: None Absent: O.U.

VIII. Executive Session

Central Jersey College Prep Charter School is called to order for an executive session at 8:06 pm.

Moved by Mrs. Lewis, seconded by Dr. Tunagur 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.

Motion to close the executive session at 8:07 pm.
Moved by Dr. Tunagur, seconded by Mr. Lewis
Roll call: Motion #190828.19 adopted unanimously.
Against: None Abstained: None Absent: O.U.

Adjournment

Moved by Mrs. Lewis, seconded by Dr. Tunagur to adjourn the meeting at 8:08 p.m.

Roll call: Motion #190828.20 adopted unanimously.
Against: None Abstained: None Absent: O.U.