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**CENTRAL JERSEY COLLEGE PREP CHARTER
SCHOOL**

BOARD OF TRUSTEES

**REGULAR MEETING
SEPTEMBER 29, 2016**

REGULAR MEETING

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS.

CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

17 Schoolhouse Rd, Somerset, NJ 08873
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BOARD OF TRUSTEES
REGULAR MEETING

Date : September 29, 2016/7:00pm
Place : 17 Schoolhouse Rd, NJ 08873

MINUTES

I. The Regular Meeting of the Central Jersey College Prep Charter School is called to order at 7:14 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 #160929.1 adopted unanimously. (In favor: J.L., F.T.,E.D.
Against: None Abstained: None).

Open Public Meeting Act Statement

This meeting was publicized in accordance with the requirements of the New Jersey Open Public Meetings Act, Chapter 231, P.L. 1975 and notification was given to all appropriate parties. The notice of this meeting was posted in Courier News.

Roll Call by Board Secretary, Mr. Atilla Sabahoglu:

Trustee	Position	Term Expires	Attendance
Dr. Ferhan Tunagur	President	03/01/2017	Present
Mrs. Jackie Lewis	Member	07/01/2019	Present
Mr. Erdogan Dur	Member	09/08/2017	Present

Member	Position	Attendance
Dr. Namik Sercan	CEO	Present
Mr. Atilla Sabahoglu	Board Secretary	Present

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

Moved to accept the September 2016 Regular Meeting Agenda,

Moved by Dr. Tunagur, seconded by Mrs. Lewis
Roll call: Motion #160929.2 adopted unanimously. (In favor: J.L., F.T.,E.D.
Against: None Abstained: None).

- ❖ Regular Meeting Minutes of August 2016
- ❖ Treasurer Report for August 2016
- ❖ Board Secretary Report for August 2016

- ❖ Bill list from September 9th to September 28th 2016.

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

Moved by Dr. Tunagur, seconded by Mrs. Lewis

Roll call: Resolution #160929.3 adopted unanimously. (In favor: J.L., F.T., Against: None Abstained: E.D.)

III. Designations and Action Items

- a. **RESOLVED**, that The Board hereby approves the policy for the fingerprint reimbursement for CJCP staff up to \$100.

Moved by Dr. Tunagur, seconded by Mrs. Lewis to approve designations and resolution listed in item # **IIIa**.

Roll call: Resolution #160929.4 adopted unanimously. (In favor: J.L., F.T., E.D. Against: None Abstained: None)

- b. **RESOLVED**, that The Board hereby approves \$500 stipend for the test Coordinator Dr. Sule Simsek for the services she provided in the summer beyond her contractual obligations.

Moved by Dr. Tunagur, seconded by Mrs. Lewis to approve designations and resolution listed in item # **IIIb**.

Roll call: Resolution #160929.5 adopted unanimously. (In favor: J.L., F.T., E.D. Against: None Abstained: None)

- c. **RESOLVED**, that The Board hereby approves the attached budget transfers for August 2016(Attached).

Moved by Dr. Tunagur, seconded by Mrs. Lewis to approve designations and resolution listed in item # **IVj**.

Roll call: Resolution #160929.6 adopted unanimously. (In favor: J.L., F.T., E.D. Against: None Abstained: None)

- d. Approval of **Early Payment of Bills** - Resolution to designate a Board Member to review and approve early payment of bills as follows:

WHEREAS, the Board of Trustees of Central Jersey College Prep Charter School does recognize that there is an advantage to paying their obligations in a timely manner, and

WHEREAS, the Board of Trustees of Central Jersey College Prep Charter School does recognize that some billings become due before an official Board meeting, and that payment of said billings would benefit the Board monetarily and business wise, and therefore, be it:

RESOLVED, that the Board of Trustees of Central Jersey College Prep Charter School does hereby designate **Business Administrator** as their delegate to review and approve early payment of certain bills with official approval by the full Board at the this official meeting following said approval. The list of bills that will be paid early is followed;

- Utility Bills
- Rent
- Advertisement and Public Notice Bills
- Insurance payments
- The accounts that functions with the limits, has certain payment dates and late/finance charges

Moved by Dr. Tunagur, seconded by Mrs. Lewis to approve designations and resolution listed in item # **IVd**.

Roll call: Resolution #160929.7 adopted unanimously. (In favor: J.L., F.T., E.D. Against: None Abstained: None

- e. **RESOLVED**, that The Board hereby approves the attached proposal for Dr. Lynette Tannis for Balanced Literacy Training for 2016-17 school year in the amount of \$16,500.

Moved by Dr. Tunagur, seconded by Mrs. Lewis to approve designations and resolution listed in item # **IVe**.

Roll call: Resolution #160929.8 adopted unanimously. (In favor: J.L., F.T., E.D. Against: None Abstained: None

- f. **RESOLVED** that The Board hereby awards Ivy Test Prep as the winning vendor for 2016-2017 SAT/PSAT Program with the amount of \$42,000.

Moved by Dr. Tunagur, seconded by Mrs. Lewis to approve designations and resolution listed in item # **IVf**.

Roll call: Resolution #160929.9 adopted unanimously. (In favor: J.L., F.T., E.D. Against: None Abstained: None

IV. Human Resources

- a. **RESOLVED**, that The Board hereby approves \$2000 per person salary increase for our cleaning personnel Mrs. Ozlem Sahin and Mrs. Sara Ruiz-DePortillo due to increasing number of students and school area effective by 10/01/2016.

Moved by Mrs. Lewis, seconded by Dr. Tunagur to approve designations and resolution listed in item # **IVa**

Roll call: Resolution #160929.10 adopted unanimously. (In favor: J.L., F.T., E.D. Against: None Abstained: None

- b. **RESOLVED**, that The Board hereby approves \$2000 salary increase for our Assistant Dean Mrs. Joan Myatt due to increasing number of students and new responsibilities effective by 10/01/2016.

Moved by Dr. Tunagur, seconded by Mrs. Lewis to approve designations and resolution listed in item # **IVb**

Roll call: Resolution #160929.11 adopted unanimously. (In favor: J.L., F.T., E.D.
Against: None Abstained: None

- c. **RESOLVED**, that The Board of Trustees of Central Jersey College Prep Charter School approves Ms. Natalia Perez-Sudah as a part-time Elementary School Counselor at an annual salary of \$33,000 with no benefits effective as of October 3, 2016 through June 30, 2017.

Moved by Dr. Tunagur, seconded by Mrs. Lewis to approve designations and resolution listed in item # **IVc**

Roll call: Resolution #160929.12 adopted unanimously. (In favor: J.L., F.T., E.D.
Against: None Abstained: None

- d. **RESOLVED**, that The Board hereby approves \$2000 salary increase for our Secretary Ms. Dina Aguilar due to an additional HR coordinating duty effective by 10/01/2016.

Moved by Dr. Tunagur, seconded by Mrs. Lewis to approve designations and resolution listed in item # **IVd**

Roll call: Resolution #160929.13 adopted unanimously. (In favor: J.L., F.T., E.D.
Against: None Abstained: None

V. CEO's Monthly Report – Dr. Sercan

- CJCP has been named a 2016 National Blue Ribbon School of Excellence by the U.S. Department of Education.
- SAT Reports

VI. Public Comments

No public attendance.

VII. Executive Session

Central Jersey College Prep Charter School is called to order for an executive session at 8:43 pm.

Building matters and litigations are discussed.

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, negotiations and other such related matters.

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.

VIII. Adjournment

Moved by Mrs. Lewis, seconded by Dr. Tunagur to adjourn the meeting at 8:56 p.m.

Roll call: Resolution #160929.14 adopted unanimously. (In favor: J.L., F.T., E.D.
Against: None Abstained: None

Attachments

- ❖ Regular Meeting Minutes of August 2016
- ❖ Treasurer Report for August 2016
- ❖ Board Secretary Report for August 2016
- ❖ Bill list from September 7th to September 28 2016
- ❖ Budget Transfer for August 2016
- ❖ CJCP Criminal Background Check Policy