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CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

BOARD OF TRUSTEES
MEETING

OCTOBER 7, 2021

RESCHEDULED FROM SEPTEMBER 30, 2021

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS
TRIBUNE ON OCTOBER 5, 2021.

CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

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BOARD OF TRUSTEES REGULAR MEETING

Date: October 7, 2021, 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 October 5, 2021.

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 6:40 PM. The Board reserves the right to act on any or all agenda items.

Roll Call by, Dr. Namik Sercan:

Trustee	Position	Attendance
Dr. Ferhan Tunagur	President	Present
Mrs. Jackie Lewis	Vice President	Present
Mr. Eric Van Bladel	Member	Absent
Dr. Ozcan Uzun	Member	Absent
Dr. Anton Antony Arockiasamy	Member	Present

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	Present
Mr. Fatih Kayalar	Board Secretary/ Business Administrator	Present

II. Acceptance of Agenda

- i. **BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves October 7, 2021, Reorganization Board Meeting agenda.

Moved by Mrs. Lewis , seconded by Mr. Anton to approve the motion.

Roll call: **#211007.01 adopted**

Against: None Abstained: None Absent: O.U., E.V.

III. Board Matters

IV. Acceptance of Minutes and Reports

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

- ❖ [Regular Meeting Minutes for August 19, 2021](#)
- ❖ [Bill list from 8/19/2021 to 9/28/2021](#)
- ❖ [Board Secretary Report - August 2021](#)
- ❖ [Budget Transfers and Adjustments from 08/19/2021 to 09/28/2021](#)

Moved by Mrs. Lewis , seconded by Mr. Anton to approve the motion.

Roll call: **#211007.02 adopted**

Against: None Abstained: None Absent: O.U., E.V.

V. Chief Education Officer’s Monthly Report – Dr. Sercan

Dr. Sercan presented the following topics:

- Week of Respect, October 7-11
- Hispanic Heritage Month - 9/15 through 10/15
- Start Strong Assessment

VI. Public Comments

The 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. The Board President or designee closes the public comment session on any topic.

- A teacher addressed to the Board regarding personal/sick days.
- A parent addressed to the Board regarding school employees’ approach to quarantining students due to travel.

VII. Policy Adoptions

- i. **BE IT RESOLVED**, that the Board approves the second reading and adoption of the following policy as detailed in the exhibits attached hereto and made a part of the minutes’ [Appendix A:](#)

- Policy 1648.11 - The Road Forward Covid-19 – Health And Safety

Moved by Mr. Anton, seconded by Dr. Tunagur to approve the motion.

Roll call: **#211007.03 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- ii. **BE IT RESOLVED**, that the Board approves the first reading of the following policy as detailed in the exhibits attached hereto and made a part of the minutes' [Appendix B](#)
 - Policy 2425 - Emergency Virtual or Remote Instruction Program
 - Policy 1648.13 – School Employee Vaccination Requirement

Moved by Mr. Anton, seconded by Dr. Tunagur to approve the motion.

Roll call: **#211007.04 adopted**

Against: None Abstained: None Absent: O.U., E.V.

VIII. Re-Organization Items

- i. **BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the following appointments for the school year 2021-2022;
 - a. School Business Administrator Mr. Fatih Kayalar
 - b. Board Secretary Mr. Fatih Kayalar
 - c. Purchasing Agent Compliance Officer Mr. Fatih Kayalar
for Affirmative Action
 - d. Custodian of Records (OPRA) Mr. Fatih Kayalar
 - e. Physician Dr. Sathesh Evalappan
 - f. Psychological Examiner Educational Services Commission
of New Jersey (ESCNJ)
 - g. Grant Coordinator Mrs. Nekesha Adams
 - h. Safety & Health Designee TBD
 - i. Treasurer of School Monies Mr. Christopher Lessard

Moved by Mrs. Lewis , seconded by Mr. Anton to approve the motion.

Roll call: **#211007.05 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- ii. **BE IT RESOLVED**, that The Board hereby approves the designation of Mr. Thomas Johnson at the law firm, Johnston Law Firm as the Board attorney, Art Skaar as the attorney for building/land matters during the Fiscal Year 2022.

Moved by Mr. Anton , seconded by Mrs. Lewis to approve the motion.

Roll call: **#211007.06 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- iii. **BE IT RESOLVED**, that The Board hereby approves the designation of Mr. Richard Barre at the firm of Barre & Company, LLC. As the auditor for Fiscal Year 2022.

Moved by Mr. Anton , seconded by Dr. Tunagur to approve the motion.

Roll call: **#211007.07 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- iv. **BE IT RESOLVED**, that The Board hereby approves Board President and Board Secretary to **Sign Warrants** (checks).

Moved by Mr. Anton , seconded by Mrs. Lewis to approve the motion.

Roll call: **#211007.08 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- v. **BE IT RESOLVED**, that The Board hereby approves the use of **Facsimile Signatures** for the Board President for the ensuing term of the board on warrants, paychecks, and contracts.

Moved by Mr. Anton , seconded by Dr. Tunagur to approve the motion.

Roll call: **#211007.09 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- vi. **BE IT RESOLVED**, that The Board hereby approves to authorize the Purchasing Agent to **Award Contracts** up to the bid threshold of \$32,000 and set the quote threshold at 15% of the bid threshold (\$4,800) pursuant to 18A:18A-3(b).

Moved by Mr. Anton , seconded by Dr. Tuangur to approve the motion.

Roll call: **#211007.10 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- vii. **WHEREAS**, the Board of Trustees of Central Jersey CollegePrep 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 this official meeting following said approval. The list of bills that will be paid early is as followed;

- Utility Bills
- Rent
- Advertisement and Public Notice Bills
- Insurance payments
- Legal service payments
- The accounts that function with the limits have certain payment dates and late/finance charges

Moved by Mr. Anton , seconded by Mrs. Lewis to approve the motion.

Roll call: **#211007.11 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- viii. **BE IT RESOLVED** that The Board hereby approves the School Business Administrator or designee as custodian of a \$500 Petty Cash fund for the school year **2021-2022** with a \$75 limit per purchase.

Moved by Mrs. Lewis , seconded by Mr. Anton to approve the motion.

Roll call: **#211007.12 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- ix. **BE IT RESOLVED**, that The Board hereby approves The Courier News and The Home News Tribune as official news media for the school year 2021-22.

Moved by Mr. Anton , seconded by Dr. Tunagur to approve the motion.

Roll call: **#211007.13 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- x. **BE IT RESOLVED**, that The Board hereby approves to authorize the Business Administrator to make purchases, up to the bid threshold utilizing the quotation process and/or purchases from NJ State contract vendors and/or purchases from other qualified pricing cooperatives/consortiums approved/awarded vendors (e.g. approved vendors from the West/Central NJ Pricing Cooperative/Ed-Data/Morris County Educational Services Commission as the lead agency, the Hunterdon County Educational Services Commission, the Educational Services Commission of NJ Cooperative Pricing System, Mercer County Special Services School District, Morris County Cooperative Pricing Council, NSBA BuyBoard, Keystone Purchasing Network (KPN), OMNIA, PEPPM purchasing cooperative, US Communities, National Joint Purchasing Alliance.)

Moved by Mr. Anton , seconded by Mrs. Lewis to approve the motion.

Roll call: **#211007.14 adopted**

Against: None Abstained: None Absent: O.U., E.V.

IX. Designations, Discussion, and Action Items

- i. **BE IT RESOLVED**, that The Board hereby approves the following salary proportions for ESSA - Title I staff for the school year 2021-22.

Name	Position	Total Salary	% Federal Funding	Amount Federal Funding	% Local Funding	Amount Local Funding
Frederick Steinberg	Upper School Math Title-I In-Class Support	\$35,000	100.00%	\$35,000	0	\$0
Kali Turner	Upper School ELA Title-I In-Class Support	\$35,000	100%	\$35,000	0	\$0
Stephanie Skrocki	Lower School Basic Skills Title-I In-Class Support Teacher	\$35,000	100%	\$35,000	0	\$0
Jessica Rountree	Lower School Basic Skills Title-I In-Class Support Teacher	\$35,000	100%	\$35,000	0	\$0

Moved by Mrs. Lewis , seconded by Mr. Anton to approve the motion.

Roll call: **#211007.15 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- ii. **BE IT RESOLVED**, that The Board hereby approves the following salary proportions for IDEA staff for the school year 2021-22.

Name	Position	Total Salary	% Federal Funding	Amount Federal Funding	% Local Funding	Amount Local Funding
Vanessa Montero	Case Manager/Social Worker	\$59,000	100%	\$59,000	0	\$0
Isabella Spatola	School Psychologist	\$59,000	90%	\$52,900	0	\$6,100
Francesca Szabo	Resource Teacher-Replacement	\$54,050	29%	\$15,845	72.93	\$38,205

Moved by Mrs. Lewis , seconded by Mr. Anton to approve the motion.

Roll call: **#211007.16 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- iii. **BE IT RESOLVED**, that The Board hereby approves a \$75/student who scored a three or above in the AP College Board Assessments from Summer 2021 administration for the following teachers:

Course Description	Teachers	Students	Stipend Total
AP Studio Arts	Gibbs, Melissa	3	\$225.00
AP Calculus BC	Fitzsimmons, Kyle	4	\$300.00
AP Physics	Kocak, Alan	5	\$375.00
AP Research	Mathews, Christian	6	\$450.00
AP Human Geography	Stolerman, Vladimir	13	\$975.00
AP Literature	Bennett, Telia	6	\$450.00
AP Statistics	Elaldi, Rabia	6	\$450.00
AP US Government and Politics	Mathews, Christian	7	\$525.00
AP Seminar	Bennett, Telia	8	\$600.00
AP Chemistry	Rajagopalan, Murali	8	\$600.00
AP Environmental Science	Cooper, Jeanne	8	\$600.00
AP Language	Bennett, Telia	18	\$1,350.00
AP Calculus AB	Fitzsimmons, Kyle	9	\$675.00
		Total	\$7,350.00

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

Roll call: **#211007.17 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- iv. **BE IT RESOLVED**, that the Board of Trustees approves the contract with the MDF Strategies without competitive bidding as extraordinary unspecifiable services pursuant to N.J.S.A. 18A:18A-5(a)(2), to assist the school with community outreach and public relations. The contract is for October 1, 2021, through June 30, 2022, in the total amount of \$31,500. [Appendix C](#)

Moved by Mr. Anton , seconded by Mrs. Lewis to approve the motion.

Roll call: **#211007.18 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- v. **BE IT RESOLVED**, that the Board hereby approves the Testing Calendar for the school year 2021-22. [Appendix D](#)

Moved by Mr. Anton , seconded by Dr. Tunagur to approve the motion.

Roll call: **#211007.19 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- vi. **BE IT RESOLVED**, that the Board hereby approves the following services with **Frontline Technologies Group LLC** for the school year 2021-22 [Appendix E](#)
- 504 Program Management -Direct, unlimited usage for internal employees - **\$205.62**
 - SEI End User Virtual Training - 504 and implementation - **\$1,900.00**
 - IEP- Direct, unlimited usage for internal employees **\$9,014.48**
 - 504 Program Management - Direct, unlimited usage for internal employees - **\$950.00**
 - Employee Evaluation Management with Evaluation Frameworks with Danielson 2011/2013 - **\$2,129.93**

Moved by Mr. Anton , seconded by Dr. Tunagur to approve the motion.

Roll call: **#211007.20 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- vii. **BE IT RESOLVED**, that the Board upon recommendation by the CEO approves the contract for Assessment Management and Analytics Platform from Advanced Assessment Systems, Inc. (d/b/a LinkIt) in the amount of \$35,593 as a proprietary service. [Appendix F](#)

Moved by Mr. Anton , seconded by Dr. Tunagur to approve the motion.

Roll call: **#211007.21 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- viii. **BE IT RESOLVED**, that the Board hereby approves a payment of \$50/hour to be paid to the CJCP staff members who attend administratively approved events outside the working hours for the school year 2021-22.

Moved by Mrs. Lewis , seconded by Mr. Anton to approve the motion.

Roll call: **#211007.22 adopted**

Against: None Abstained: None Absent: O.U., E.V.

X. 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 year of 2021 - 2022 as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix H](#) & [Appendix I](#)

Moved by Mr. Anton , seconded by Dr. Tunagur to approve the motion.

Roll call: **#211007.23 adopted**

Against: None Abstained: None Absent: O.U., E.V.

XI. Executive Session

- i. Central Jersey College Prep Charter School is **called to order for an executive session** at 8:30 PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

Moved by Mr. Anton , seconded by Mrs. Lewis to approve the motion.

Roll call: **#211007.24 adopted**

Against: None Abstained: None Absent: O.U., E.V.

- ii. **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 the 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.

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

- HIB Report presented to the Board of Trustees

Moved by Mrs. Lewis , seconded by Mr. Anton to close the executive session and return to public session..

Roll call: **#211007.25 adopted**

Against: None Abstained: None Absent: O.U., E.V.

BE IT RESOLVED that the Board of Trustees approves the HIB report presented in the executive session.

Moved by Ms. Lewis, seconded by Dr. Tunagur to approve the motion.

Roll call: **#211104.13 adopted**

Against: None Abstained: None Absent: O.U., E.V.

XII. Adjournment

Motion by Mrs. Lewis , seconded by Mr. Anton to **adjourn the meeting** at 8:58 PM.

Roll call: **#211007.26 adopted**

Against: None Abstained: None Absent: O.U., E.V.