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CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

BOARD OF TRUSTEES  
MEETING

MARCH 24, 2022

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS  
TRIBUNE ON JULY 27, 2021.

**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 24, 2022, 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 July 27, 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 \_\_\_\_ PM. The Board reserves the right to act on any or all agenda items.

**Roll Call by, Dr. Namik Sercan:**

Trustee	Position	Term Expires	Attendance
Dr. Ferhan Tunagur	President	03/01/2023	
Mrs. Jackie Lewis	Vice President	07/01/2022	
Mr. Eric Van Bladel	Member	06/30/2024	
Dr. Ozcan Uzun	Member	12/01/2023	
Dr. Anton Antony Arockiasamy	Member	06/30/2022	

**Also Present:**

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

**II. Acceptance of Agenda**

- i. **BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves March 24, 2022, Regular Board Meeting agenda,

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

**III. Board Matters**

**IV. Acceptance of Minutes and Reports**

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

- ❖ [Board Meeting Minutes for February 24, 2022](#)
- ❖ [Bill list from 01/19/2022 to 02/22/2022](#)
- ❖ [Board Secretary Report - February 2022](#)

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

**V. Chief Education Officer's Monthly Report – Dr. Sercan**

- Applications for 2022-23 - Total: 1390
  - Kindergarten 296 Siblings: 41, Grade 1: 165, Grade 2: 152, Grade 3: 133, Grade 4: 115, Grade 5: 130, Grade 6: 156, Grade 7: 80, Grade 8: 56, Grade 9: 79, Grade 10: 15, Grade 11: 9, Grade 12: 4
- Enrollment Calendar -
- Summer School: July 11 through August 12
  - Free for low income students, \$300 for others
  - 9 am to 1 pm
  - Lunch will be served
  - Transportation will be provided in certain areas
- 100% graduation rate is expected per state requirements
- 100% of seniors already received college acceptances
- Hiring - 3 job fairs attended, 2 more to go
- Letter of Intent for 2022-23 -
  - NOs: 1 counselor, 3 teachers, 1 ICS, 1 Substitute
- Covid - 19:
  - Positive: 1 student, 1 teacher
  - Quarantine: 6

**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.



**VII. Policy Adoptions**

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

- Policy 5141.10 - Face Coverings
- Policy 6470.01 - Electronic Funds Transfer and Claimant Certification (M)
- Regulation R6470.01 - Electronic Funds Transfer and Claimant Certification (M)

Moved by \_\_\_\_\_ , seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

ii. **BE IT RESOLVED**, that the Board approves the first reading of the following policies and regulation as detailed in the exhibits attached hereto and made a part of the minutes' [Appendix B](#)

- 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs
- 6115.02 Federal Awards/Funds Internal Controls – Mandatory Disclosures
- 6115.03 Federal Awards/Funds Internal Controls – Conflict of Interest

Moved by \_\_\_\_\_ , seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

iii. **BE IT RESOLVED**, that the Board approves first reading of the updates on the CJCP's Standard Operation Procedure as presented in [Appendix C](#).

Moved by \_\_\_\_\_ , seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

### VIII. **Designations, Discussion, and Action Items**

i. **BE IT RESOLVED**, that The Board hereby awards the Spooky Brook Landscaping, Inc for landscaping services in the amount of 12,705.00/year. The vendors and the amounts are as follows; [Appendix D](#)

- Spooky Brook Landscaping, Inc. 12,705.00/year
- Prime Design Landscapes 20,905.00/year
- JMJ Home Improvement LLC 55,222.00/year

Moved by \_\_\_\_\_ , seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

- ii. **BE IT RESOLVED**, that The Board hereby approves the attached projected budget for the Fiscal Year 2022-2023 school year. [Appendix E](#)

Moved by \_\_\_\_\_ , seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

- iii. **BE IT RESOLVED**, that the Board hereby approves the Central Jersey College Prep Charter School - Somerset & New Brunswick Campuses Academic Calendar for the school year 2022 - 2023. [Appendix G](#)

Moved by \_\_\_\_\_ , seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

- iv. **BE IT RESOLVED**, that the Board hereby awards the Educere, Inc for French-I and French-II courses services subscription for 69 students in the amount of \$199.50/student/course and the total amount \$13,765.50 [Appendix H](#)

Moved by \_\_\_\_\_ , seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

**IX. 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 I](#)

Moved by \_\_\_\_\_ , seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

**X. Executive Session**

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

Moved by \_\_\_\_\_ , seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

**XI. Adjournment**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to **adjourn the meeting** at \_\_\_\_\_ PM.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_