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CENTRAL JERSEY COLLEGE PREP CHARTER
SCHOOL

BOARD OF TRUSTEES
BOARD MEETING
AUGUST 31, 2022

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS
TRIBUNE ON AUGUST 9TH, 2022.

CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

101 Mettlers Rd, Somerset, NJ 08873
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www.cjcollegeprep.org

BOARD OF TRUSTEES REGULAR MEETING

Date: August 31, 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 **August 9th, 2022**.

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 6:57PM. 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 | Present |
| Mrs. Jackie Lewis | Vice President | 07/01/2025 | Present |
| Eric Van Bladel | Member | 06/30/2024 | Present |
| Dr. Ozcan Uzun | Member | 12/01/2023 | Present |
| Dr. Anton Antony Arockiasamy | Member | 06/30/2025 | Present |

Also Present:

| Member | Position | Attendance |
|------------------|--|-------------------|
| Dr. Namik Sercan | Chief Education Officer | Present |
| Mrs. Nikki Adams | Acting Board Secretary/ Business Administrator | Present |

II. Acceptance of Agenda

- i. **BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the August 31st, 2022, Regular Board Meeting agenda,

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

Roll call: Against: None Abstained: None Absent: None

Resolution 22020831.1 adopted unanimously

III. Board Matters

- i. Mandatory training
- ii. Board Meeting Schedule for the school year 2022-2023

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 Road Somerset, NJ 08807 starting at 6:30 pm. The _____ **Wednesday of each month.**

August 31st, 2022

October 5th, 2022

Moved by Mrs. Jackie Lewis, seconded by Dr. Anton Antony Arockiasamy to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 22020831.2 adopted unanimously

IV. Acceptance of Minutes and Reports

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

- ❖ [Regular Meeting Minutes for June 30, 2022](#)
- ❖ [Bill list from 7/1/2022 to 8/19/2022](#)
- ❖ [Board Secretary Reports for July 2022](#)

Moved by Mrs. Jackie Lewis, seconded by Dr. Anton Antony Arockiasamy to approve the motion.

Roll call: Against: None Abstained: Dr. Ozcan Absent: None

Resolution 22020831.3 adopted by majority

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

Dr. Sercan presented the following topics:

- NJDOE approval on enrollment adjustments
- School Opening
 - Student enrollment
 - Teacher recruitment
 - Vacancies
- Update on Covid regulation

- Governor Murphy Signs Executive Order Lifting Routine COVID-19 Testing Requirements for School Districts, Child Care Settings, and State Contractors in [Executive order no. 302](#)
- School districts, child care facilities are still required to report vaccination and testing data to the Department of Health as per [Executive Directive No. 21-011](#)

VI. Public Comments

The Board President or designee opens the public comment session on any topic. Each person is limited to speaking 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.

No public comment

VII. Policy Adoptions

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

- **Policy 5722 Student Journalism**
- **Policy 6113 E-Rate**
- **Policy 4216 Dress And Grooming**
- **Policy 0143.2 High School Student Representative to the Board of Trustees**

Moved by Dr. Anton Antony Arockiasamy, seconded by Eric Van Bladel to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 202208.31.4 adopted unanimously

VIII. Designations, Discussion and Action Items

- i. Copy Lease Agreement*

BE IT RESOLVED, that The Board hereby approves the Copy Lease Agreement with RDC Company to provide the school with copy coverage of black & white prints at \$0.0065 and colored prints at \$0.065, with 900,000 free black & white prints. RDC will pay old Leaf Lease at no charge. [Appendix B](#)

Moved by Dr. Anton Antony Arockiasamy, seconded by Dr. Ozcan Uzun to approve the motion.

Roll call: Against:None Abstained: None Absent: None

Resolution 202208.31.5 adopted unanimously

ii. **Guidance for Virtual or Remote Instruction Plan FY 2022-2023**

BE IT RESOLVED, that the board approves the charter's Guidance for Virtual or Remote Instruction Plan for 2022-2023, in accordance with Governor Murphy issued executive order that became P.L.2020,c.27 to provide continuity of instruction in the event of a public-health related district closure. [Appendix C](#)

Moved by Mrs. Jackie Lewis, seconded by Dr. Anton Antony Arockiasamy to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 202208.31.6 adopted unanimously

iii. **2022-2023 College Mentorship Program Stipends & Staff List**

BE IT RESOLVED, that The Board hereby approves the College Mentorship Program (CMP) stipends and staff list for school year 2022-2023. [Appendix D](#)

Moved by Dr. Anton Antony Arockiasamy, seconded by Dr. Ozcan Uzun to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 202208.31.7 adopted unanimously

iv. **E-rate Consulting & Process Management Service FY23**

BE IT RESOLVED, that the Board of Trustees approves the E-rate Consulting & Process Management Services NJSBA Procurement Number E-8801-aces-cps Addendum To Consulting Agreement for the amount of \$1000 annual filing fees for Category one services and \$1000 for Category two services for the school year 2022-2023. [Appendix E](#)

Moved by Dr. Anton Antony Arockiasamy, seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 202208.31.8 adopted unanimously

v. **CJCP-New Brunswick Gym Rental Contract FY 2022-2023**

BE IT RESOLVED, that The Board hereby approves The YMCA at Piscataway Community Center Rental Contract for the 2022-2023 school at a rate of \$20,000.00. [Appendix F](#)

Moved by Dr. Anton Antony Arockiasamy, seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 202208.31.9 adopted unanimously

vi. **Healthcare Staffing Agreement FY23**

BE IT RESOLVED, that the board approves the charter’s Health Care Staffing Agreement between Central Jersey College Prep Charter School and Interim HealthCare, for the current school year 2022-2023 at a rate of \$61.00/hr for RN, and \$56.00/hr for LPN services. [Appendix G](#)

Moved by Mrs. Jackie Lewis, seconded by Dr. Anton Antony Arockiasamy to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 202208.31.10 adopted unanimously

vii. **Kitchen Equipment Purchase**

BE IT RESOLVED, that the board approves the purchase of the attached kitchen equipment based on the consolidated agreement [sponsoring SFA Requirement](#). Total cost of equipment purchases is \$70,473.56 .[Appendix H](#)

Moved by Dr. Anton , seconded by JL prove the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 202208.31.11 adopted unanimously

viii. **AP Alumni Payment**

BE IT RESOLVED, that the board approves the attached payment for AP alumnis who scored 3 and above in their AP exams. [Appendix I](#)

Moved by Mrs. Jackie Lewis, seconded by Dr. Anton Antony Arockiasamy to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 202208.31.12 adopted unanimously

IX. **Human Resources**

i. **New Hires**

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 2022 - 2023 as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix J](#)

Moved by Dr. Anton Antony Arockiasamy, seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 202208.31.13 adopted unanimously

ii. **Appointment of New Assistant Business Administrator**

BE IT RESOLVED, that the Board, upon recommendation of the CEO approves Ms. Fiona Daubon as an Assistant Business Administrator for the current school year 2022-2023, with a total salary of \$80,000.

Moved by Dr. Anton Antony Arockiasamy, seconded by Eric Van Bladel to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 202208.31.14 adopted unanimously

iii. **Appointment of Business Administrator**

BE IT RESOLVED, that the Board, Mrs. Nikki Adams as the Business Administrator for the current school year 2022-2023.

Moved by Dr. Ozcan Uzun, seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 202208.31.15 adopted unanimously

X. **Executive Session**

Central Jersey College Prep Charter School is **called to order by** Mrs. Jackie Lewis and second by Dr. Anton Antony Arockiasamy for an executive session at 8:55 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 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 open session at 9:50PM to conduct business at the conclusion of the executive session.

XI. Adjournment

Motion by Dr. Ozcan Uzun, seconded by Dr. Anton Antony Arockiasamy to **adjourn meeting** at 9:54 PM.

Roll call: Against: None Abstained: None Absent: None

Resolution 202208.31.18 adopted unanimously