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CENTRAL JERSEY COLLEGE PREP CHARTER  
SCHOOL

BOARD OF TRUSTEES  
BOARD MEETING  
AUGUST 29TH, 2023

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME  
NEWS TRIBUNE ON JULY 27TH, 2023

# CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

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## BOARD OF TRUSTEES REGULAR MEETING

**Date:** August 29th, 2023, 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 in Courier News and Home News Tribune on **July 27th, 2023**.

### 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 7:02 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	03/01/2026	absent
Mrs. Jackie Lewis	Vice President	07/01/2025	present
Eric Van Bladel	Member	06/30/2024	present
Dr. Ozcan Uzun	Member	12/01/2023	absent
Dr. Tracy Gill	Member	06/13/2023	present
Vacant	Student Representative		

#### Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	present
Mr. <a href="#">Matt Anar</a>	School Business Administrator	present
Ms. Victoria Mosier	School Board Secretary	present

## II. Acceptance of Agenda

- i. **BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the August 29th, 2023 Regular Board Meeting agenda,

Moved by Jackie Lewis, seconded by Eric Van Bladel to approve the motion.

Roll call: All in Favor

Against: None    Abstained: None    Absent: Dr. Ferhan Tunagur, Dr. Ozcan Uzun

Resolution 20230829.1 is adopted unanimously.

## III. Acceptance of Minutes

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

- ❖ Regular Meeting Minutes for June 13th, 2023 [Appendix A](#)

Moved by Jackie Lewis, seconded by Dr. Tracy Gill to approve the motion.

Roll call: All in Favor

Against: None    Abstained: None    Absent: Dr. Ferhan Tunagur, Dr. Ozcan Uzun

Resolution 20230829.2 is adopted unanimously.

## IV. Board Matters:

NJSBA Conference

- Registration for NJSBA conference October 23, - October 26th in Atlantic City, NJ
- Deadline for [Lodging Reservation](#) is September 22, 2023. (EVB, JL AND TG)

Be it resolved, that the board approves the cancelation of the September 17th Board Meeting.

Moved by Eric Van Bladel, Seconded by Jackie Lewis

Roll call: All in Favor

Against: None    Abstained: None    Absent: Dr. Ferhan Tunagur, Dr. Ozcan Uzun

Resolution 20230829.3 is adopted unanimously.

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

Dr. Sercan presented the following topics:

- NJSLA results
- Advanced Placement Results
- Student enrollment counts
- Teacher recruitment status

## 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.

A parent expressed concern over cell phone policy as well as policies in regards to gym class.

## **VII. Board Policy**

**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.

- **Policy 2419: School Threat Assessment Team** [Appendix B](#)
- **Regulation 2419: School Threat Assessment Teams** [Appendix B1](#)

Moved by Jackie Lewis , seconded by Eric Van Bladel to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Dr. Ozcan

Uzun

Resolution 20230829.4 is adopted unanimously.

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

### **i. Education Services Commission of NJ Contract**

**BE IT RESOLVED**, that The Board hereby approves the professional service contract with the Education Services Commission of New Jersey to provide related services (physical/occupational/speech therapy) for the Child Study Team for the 2023-2024 school year in the amount of \$97,560. [Appendix C](#)

Moved by Jackie Lewis , seconded by Eric Van Bladel to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Dr. Ozcan

Uzun

Resolution 20230829.5 is adopted unanimously.

### **ii. Big Brother and Big Sister mentorship Program Contract**

**BE IT RESOLVED**, that The Board hereby approves the attached contract for the Fiscal Year 2023-2024 school year for a middle school mentorship program. [Appendix D](#)

Moved by Dr. Tracy Gill , seconded by Jackie Lewis to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Dr. Ozcan

Uzun

Resolution 20230829.6 is adopted unanimously.

### **iii. Grant Administration and Consultation Services**

**BE IT RESOLVED**, that Board hereby approves the service contract of New Sussex Education Consultants, LLC - Dr. Thomas Kane to provide grant administration and consultation services at the cost of \$600 per day per diem, not to exceed \$20,000 for the 2023-2024 School Year. [Appendix E](#)

Moved by Eric Van Bladel , seconded by Dr. Tracy Gill to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Dr. Ozcan

Uzun

Resolution 20230829.7 is adopted unanimously.

**iv. ARP Safe Return Plan**

**BE IT RESOLVED**, that the board approves the charter’s Guidance for Virtual or Remote Instruction Plan for 2023-2024 , 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 F](#)

Moved by Eric Van Bladel , seconded by Dr. Tracy Gill to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Dr. Ozcan

Uzun

Resolution 20230829.8 is adopted unanimously.

**v. School Wide Testing Schedule**

**BE IT RESOLVED**, that the board approves the charter’s Testing schedule for state mandated and other school assessments. [Appendix G](#)

Moved by Jackie Lewis , seconded by Eric Van Bladel to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Dr. Ozcan

Uzun

Resolution 20230829.9 is adopted unanimously.

**vi. Cost-Sharing Agreement**

**BE IT RESOLVED**, that the Board hereby approves the attached Cost-Sharing agreement with Middlesex County STEM Charter School effective as of July 01, 2023 through to June 30, 2024. [Appendix H](#)

Moved by Eric Van Bladel , seconded by Dr. Tracy Gill to approve the motion.

Roll call: one abstention, approved with majority

Against: None Abstained: Jackie Lewis Absent: Dr. Ferhan Tunagur, Dr. Ozcan

Uzun

Resolution 20230829.10 is adopted unanimously.

**IX. Human Resources**

- A. **BE IT RESOLVED**, that the Board, upon recommendation by the CEO, approves the

hiring of new employees, adjustments in professional responsibilities, pertinent salary allocations, additional stipends, professional development compensation and alumni tutors for the school year of 2023 - 2024 as detailed in the below exhibits attached hereto and made a part of the minutes:

**i. Optional Staff PD Compensation**

Compensation of \$170 per day for returning staff members who attend the Optional Professional Development sessions on August 24th & August 25th from 9am to 3pm. [Appendix I](#)

**ii. New Hires & Position/Term Changes** for the school year of 2023 - 2024 as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix J](#)

**iii. Stipends** for Teachers and staff FY24. [Appendix K](#)

**iv. AP Alumni Tutors** who scored 3 and above in their AP exams as tutors for the 2023-2024 school year. [Appendix L](#)

Moved by Jackie Lewis , seconded by Dr. Tracy Gill to approve the agenda items IX. A - i through iv.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Dr. Ozcan Uzun

Resolution 20230829.11 is adopted unanimously.

**B. Workshops/Conferences**

Approval of the attendance to and costs of the following Workshops/Conferences as requested by the following faculty members:

**WHEREAS**, the Faculty listed below will be attending workshops; and

**WHEREAS**, the attendance at stated functions is accepted as work related and within the scope of the work responsibilities of the attendee; and

**WHEREAS**, the attendance at the functions is accepted as promoting delivery of instruction, furthering efficient operation of the school district; and fiscally prudent, and

**WHEREAS**, the travel and related expenses particular to attendance at these functions are expected to exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter; be it

**RESOLVED**, that the board finds the cost of attendance, including all registration fees, and statutorily authorized travel and related expense and the excess expenses particular to attendance at this function as unavoidable, be it

**RESOLVED**, that the excess is justified and therefore reimbursable.

Employee	Date	Program Name	Location	Cost
Ms. Carrie Thomas, Ms. Amy Gettelfinger, Ms. Suzan Dincer, Ms. Melissa Gibbs, Dr. Christian Mathews, Ms. Francine Brown and Ms. Lauren Mignono, Ms. Barbra Grossman	Self Paced	<a href="#">Growth-Focused Observations - Refresher Course (00d)</a>	Online	\$150 per person

Employee	Date	Program Name	Location	Cost
Ms. Sarah Kaeli and Ms. Megan Firsichbaum	Self Paced	<a href="#">2013 Framework for Teaching: A Common Vision of Instructional Excellence (00)</a>	Online	\$195 per person

Moved by Eric Van Bladel , seconded by Jackie Lewis to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Dr. Ozcan Uzun

Resolution 20230829.12 is adopted unanimously.

## X. Finance

### *i. Investment:*

Upon recommendation of the Chief Education Officer, and the Business Administrator, motion to approve the resolution to invest \$8,000,000 in a certificate of deposit at Unity Bank at 5% interest for 11 months.

Moved by Dr. Tracy Gill , seconded by Jackie Lewis to approve the motion.

Roll call: All in Favor

Against: None    Abstained: None    Absent: Dr. Ferhan Tunagur, Dr. Ozcan Uzun

Resolution 20230829.13 is adopted unanimously

***ii. Monthly Reports***

***a. Board Secretary & Treasurer's Report***

Upon recommendation of the Chief Education Officer, and the Business Administrator, motion to approve the following resolution:

**WHEREAS**, both the [A148 Report of the Secretary](#) and the [A149 Report of the Treasurer of School Moneys](#) are in agreement with the cash balance in the Governmental Funds of \$12,522,923.26 as of June 30, 2023.

**BE IT RESOLVED**, that the Reports of the Secretary and the Treasurer of School Moneys be accepted.

***b. Board Secretary's Certification of Accounts***

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of June 30, 2023 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

\_\_\_\_\_  
***Matt Ahmet Anar – Business Administrator***

***August 29, 2023***

***Date***

***c. Board Certification of Accounts***

RESOLVED, that after review of the Secretary's and Treasurer's reports for June 2023 based upon consultation with and representations of the appropriate officials (Secretary, Treasurer, Business Administrator and Chief Education Officer), the Board of Trustees of Central Jersey College Prep Charter School has ascertained, to the best of our knowledge and ability, with the information provided, that no major account (Current Expense, Capital Outlay, Debt Service) has been over-expended and that sufficient funds are available to meet



the charter's financial obligations for the remainder of the fiscal year, and hereby certifies the charter's financial plan (the budget) as approved is being followed as revealed in the financial.

Moved by Jackie Lewis, seconded by Eric Van Bladel to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: Dr. Ferhan Tunagur, Dr. Ozcan Uzun

Resolution 20230829.14 is adopted unanimously

***d. List of Bills***

**BE IT RESOLVED**, that the Board approves the List of Bills for the period between June 01, 2023 and June 30, 2023 in the total amount of \$2,878,836.50. [Appendix M](#)

Moved by Dr. Tracy Gill , seconded by Eric Van Bladel to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: \_\_\_\_

Resolution 20230829.15 is adopted unanimously

***e. New Jersey Learning Acceleration: High-Impact Tutoring Grant***

**BE IT RESOLVED**, that The Board hereby authorizes the submission of the New Jersey Learning Acceleration: High Impact Tutoring Grant for the 2023-2024 School Year and any amendments that entail either programmatic or fiscal changes to the final NJDOE approved grant application. Grant funds are designated to be used for targeted high impact tutoring interventions for 3rd & 4th grade students disproportionately affected by the pandemic. [Appendix N](#)

Moved by Jackie Lewis , seconded by Dr. Tracy Gill to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: \_\_\_\_\_

Resolution 20230829.16 is adopted unanimously

***e. Grant Fund Acceptances***

**BE IT RESOLVED**, that The Board hereby approves the acceptance of funds from the IDEA and ESEA grant programs as stated below.

**IDEA funds**

IDEA Basic- \$259,097

IDEA Preschool- \$4,730

**Total IDEA grant: \$263,827**

**ESEA funds**

Title I A \$186,647

Title II-A \$26,429

Title III (ELL) N/A

Title III Immigrant \$6,567

Title IV A \$16,292

**Total ESSA Grant: \$235,935**

Moved by Jackie Lewis , seconded by Dr. Tracy Gill to approve the motion.

Roll call: All in Favor  
Against: None Abstained: None Absent:  
Resolution 20230829.17 is adopted unanimously

**XI. Executive Session**

- i.** Central Jersey College Prep Charter School is **called to order for an executive session** at 7:55 PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

Moved by Jackie Lewis, seconded by Dr. Tracy Gill to approve the motion.

Roll call: All in Favor  
Against: None Abstained: None Absent:

**No action taken**

**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 Education will return to open session to conduct business at the conclusion of the executive session.

Moved by Dr. Tracy Gill , seconded by Eric Van Bladel to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent:

NO ACTION NEEDED

**XII. Adjournment**

Motion by Jackie Lewis , seconded by Eric Van Bladel **adjourn meeting** at 8:51 PM.

Roll call: All in Favor

Against: None Abstained: None Absent: