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CENTRAL JERSEY COLLEGE PREP CHARTER
SCHOOL

BOARD OF TRUSTEES
BOARD MEETING
DECEMBER 12TH, 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: December 12th, 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 on 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 6:49pm 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	Present
Mrs. Jackie Lewis	Vice President	07/01/2025	Present
Eric Van Bladel	Member	06/30/2024	Present
Dr. Tracy Gill	Member	06/30/2024	Present
Vacant	Member		
Vacant	Student Representative		

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	Present
Mr. Matt Anar	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 December 12th, 2023 Regular Board Meeting agenda,

Moved by JL, seconded by EVB to approve the motion.

Roll call: AIF

Against: None Abstained: None Absent: None

Resolution 20231212.1 is adopted unanimously.

III. Acceptance of Minutes

- i. **BE IT RESOLVED**, that the Board approves the minutes listed below.
 - ❖ Regular Meeting Minutes for October 17th, 2023 [Appendix A](#)

Moved by EVB , seconded by TG to approve the motion.

Roll call: AIF

Against: None Abstained: None Absent: None

Resolution 20231212.2 is adopted unanimously.

IV. Board Matters:

- o Trainings mandated for the Trustees have been discussed.

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

- o The Dept of Education released test data for NJSLA scores. Dr. Sercan presented our data and compared to our sending districts in ELA and Math.

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 a desire to understand the connection between NSLA scores/results and classroom performance and how the scores connect to placement in honors and other classes.

VII. Designations, Discussion and Action Items

i. Cleaning Services

BE IT RESOLVED, that The Board hereby approves the one year extension of the School Cleaning Services Bid#22-06-28 contract with Best Cleaning Building Services LLC to provide cleaning services in the amount of One hundred and eighty two Thousand dollars (\$182,000) for the school year 2023-24 with no increase. [Appendix B](#)

Moved by JL , seconded by FT to approve the motion.
Roll call: AIF
Against: None Abstained: None Absent: None
Resolution 20231212.3 is adopted unanimously.

ii. Saturday Academy program

BE IT RESOLVED, that The Board hereby approves the Saturday Academy program that will be funded by FY24 ARP/ESSER III funds for the period December 01, 2023 to June 30, 2024.

Moved by JL , seconded by TG to approve the motion.
Roll call: AIF
Against: None Abstained: None Absent: None
Resolution 20231212.4 is adopted unanimously.

iii. Donors Choose.org

BE IT RESOLVED, that The Board hereby approves the Classroom library book donations from Donors Choose for Mrs. Walker-Carman's class. [Appendix C](#)

Moved by JL , seconded by EVB to approve the motion.
Roll call: AIF
Against: None Abstained: None Absent: None
Resolution 20231212.5 is adopted unanimously.

iv. FY25 Budget Calendar

BE IT RESOLVED, that The Board hereby approves the FY25 Budget Calendar. [Appendix D](#)

Moved by FT , seconded by JL to approve the motion.
Roll call: AIF
Against: None Abstained: None Absent: None
Resolution 20231212.6 is adopted unanimously.

v. HIB Self Assessment SY 22-23

BE IT RESOLVED, that The Board hereby approves the HIB Self Assessment for SY23 [Appendix E](#)

Moved by JL , seconded by TG to approve the motion.
Roll call: AIF
Against: None Abstained: None Absent: None
Resolution 20231212.7 is adopted unanimously.

VIII. Executive Session

Central Jersey College Prep Charter School is **called to order for an executive session** at 7:54 PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

Moved by JL , seconded by EVB to approve the motion.
Roll call: AIF
Against: None Abstained: None Absent: None
Resolution 20231212.8 is adopted unanimously.

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 to conduct business at the conclusion of the executive session.

Moved by JL , seconded by TG to approve the motion to return to open session.

Roll call: AIF

Against: None Abstained: None Absent: None

*Executive session closed at 8:41

Resolution 20231212.9 is adopted unanimously.

IX. Acceptance of HIB Report

BE IT RESOLVED that the Board of Education accepts the HIB report presented in the executive session.

Moved by JL, seconded by EVB to approve the motion.

Roll call: AIF

Against: None Abstained: None Absent: None

Resolution 20231212.10 is adopted unanimously.

X. 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. 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 F](#)

ii. Stipends for Teachers and staff FY24. [Appendix G](#)

Moved by FT , seconded by EVB to approve the agenda items IX. A - i through ii.

Roll call: AIF

Against: None Abstained: None Absent: None

Resolution 20231212.11 is adopted unanimously.

B. Field Trips

BE IT RESOLVED, that The Board hereby approves the field trips listed in [Appendix H](#)

Moved by JL , seconded by TG to approve the motion.

Roll call: AIF

Against: None Abstained: None Absent: None

Resolution 20231212.12 is adopted unanimously.

C. Workshops/Conferences

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

WHEREAS, the Faculty listed in [Appendix I](#) 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.

Moved by TG , seconded by JL to approve the motion.

Roll call: AIF

Against: None Abstained: None Absent: None

Resolution 20231212.13 is adopted unanimously.

XI. Finance

i. NJ High Impact Tutoring Grant

BE IT RESOLVED, that The Board hereby accepts the High Impact Tutoring Grant award in the amount of \$58,000 for the program duration of October 11, 2023 through to August 31, 2024. [Appendix J](#)

Moved by FT , seconded by EVB to approve the motion.

Roll call: AIF

Against: None Abstained: None Absent: None

Resolution 20231212.14 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](#) for the following months are in agreement with the cash balance in the Governmental Funds:

- \$12,400,528.03 as of July 31, 2023.
- \$ 5,828,535.95* as of August 31, 2023
- \$ 4,983,530.26* as of September 30, 2023
- \$ 6,132,640.95* as of October 31, 2023

*Balance does not include the investment amount at the Unity Bank, which has a balance of [\\$8,125,876.00](#) as of December 1st, 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 October 31, 2023 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

December 12, 2023

Matt Ahmet Anar – Business Administrator

Date

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for July 2023 through to October 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 TG, seconded by EVB to approve the motion.

Roll call:AIF
Against: None Abstained: None Absent: None
Resolution 20231212.15 is adopted unanimously.

ii. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the period between October 17, 2023 and December 11, 2023 in the total amount of \$4,772,405.14. [Appendix K](#)

Moved by EVB, seconded by JL to approve the motion.

Roll call: FT
Against: None Abstained: None Absent: None
Resolution 20231212.16 is adopted unanimously.

XII. Adjournment

Motion by JL , seconded by TGto **adjourn meeting** at 9:11 PM.

Roll call: AIF
Against: None Abstained: None Absent: None
Resolution 20231212.17 is adopted unanimously.