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CENTRAL JERSEY COLLEGE PREP CHARTER
SCHOOL

BOARD OF TRUSTEES
BOARD MEETING
MARCH 19, 2024

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

CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

101 Mettlers Rd, Somerset, NJ 08873
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BOARD OF TRUSTEES REGULAR MEETING

Date: March 19, 2024, 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 6:43 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	Excused
Dr. Tracy Gill	Member	06/30/2024	Present
Dr. Ahmet Atlig	Member	02/19/2025	Present
Sander Matamoros	Student Representative	06/30/2024	Present

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	Present
Mr. Matt Anar	School Business Administrator	Present
Ms. Fiona Daubon	Assistant BA/Board Secretary	Present
Ms. Carrie Thomas	Director of Curriculum	Present

II. Acceptance of Agenda

- i. **BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the March 19, 2024 Regular Board Meeting agenda,

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Eric Van Bladel

Resolution 20240319.1 is adopted unanimously.

III. Acceptance of Minutes

- i. **BE IT RESOLVED**, that the Board approves the minutes listed below.
 - ❖ Regular Meeting Minutes for February 20, 2024 [Appendix A](#)

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Eric Van Bladel

Resolution 20240319.2 is adopted unanimously.

IV. Board Matters:

- **Annual Financial Disclosure Statement** to be completed by all Board Members as per N.J.S.A. 18A:12-25 and N.J.S.A. 18A:12-26 by April 30, 2024
- NJSBA Women's Leadership Conference April 19, 2024
 - i. Board Member Attendees: Ms. Jackie Lewis and Dr. Tracy Gill
 - ii. Location: Mercer County College NJ

V. Student Representative Report - Sander Matamoros

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

- Enrollment Challenges
- High School Showcase
- 100% of seniors acceptance to 4 yr colleges

VII. 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

VIII. Designations, Discussion and Action Items

i. Special Education Consultant Contract

BE IT RESOLVED, that Board hereby approves the service contract of Quincey Schenck to provide consultation services for Special Education at the cost of \$600 per day per diem, not to exceed \$10,000 for the 2023-2024 School Year. [Appendix B](#)

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Eric Van Bladel

Resolution 20240319.3 is adopted unanimously.

ii. Academic Calendar FY25

BE IT RESOLVED, that Board hereby approves the academic calendar for the 2024-2025 School Year. [Appendix C](#)

Moved by Dr. Tracy Gill, seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Eric Van Bladel

Resolution 20240319.4 is adopted unanimously.

iii. Reimbursement Resolution for Bond Financing

BE IT RESOLVED, that Board hereby approves the reimbursement resolution for bond financing as presented in [Appendix D](#)

Moved by Dr. Tracy Gill, seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Eric Van Bladel

Resolution 20240319.5 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. 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 E](#)

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

Moved by Dr. Ferhan Tunagur, seconded by Mrs. Jackie Lewis to approve the agenda items IX. A - i through ii.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Eric Van Bladel

Resolution 20240319.6 is adopted unanimously.

B. Field Trips

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

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Eric Van Bladel

Resolution 20240319.7 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 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. Elizabeth Oke	February 28, 2024	Legal One Anti Bullying Specialist	Online	\$500
Ms. Christina Sarlo	April 8th or	Game On: Harnessing the Power of Games for Teaching	The College of New Jersey Ewing NJ	\$275

	April 11th 9am -2pm	Mathematics		
Employee	Date	Program Name	Location	Cost
Ms. Hannah Mathias	April 10th 9am - 3pm	New Jersey State Bar Foundation Beyond Bias: Being an Antiracist	New Jersey Law Center New Brunswick NJ	Free
Ms. Francine Brown, Ms. Oza, Ms. Calcavecchio, Mr. Kapetanakis	April 16th 9am - 2pm	Inquiry Based Learning in Mathematics Classroom	The College of New Jersey Ewing NJ	\$275/per person
Ms. Sylvia Kay	Wednesday April 17th @ 9:30am - 2pm	Shifting the Balance: Aligning Literacy Instruction with What we know about how the Brain Reads	Busch Student Center New Brunswick NJ	\$180
Ms. D.Jacobs, Mr. R.Nasir Ms. S.Cerone Ms. L.Dobrin Ms. P.Alvarez	Friday April 19, 2024 7:30am to 2:30pm	School Counselor conference	Kean University Union NJ	\$200 total
Ms. Melissa Ramos, Ms. Linda Mancuso	Tuesday April 30, 2024	CDK End of Year Meeting-Accounting	Hawk Pointe Golf Club 294 State 31, Washington, NJ 07882	Complimentary
Ms. Sara Meyer, Ms. Fiona Daubon	Thursday May 2, 2024	CDK End of Year Meeting-Accounting	Hawk Pointe Golf Club 294 State 31, Washington, NJ 07882	\$60/person

Employee	Date	Program Name	Location	Cost
Ms. Witczak, Ms. Gubitoso	May 10, 2024	Bilingualism & Disabilities: Critical Steps to Differentiate Both Bilingualism & Disabilities	Virtual	\$225/person
Ms. Sarah Kaeli	May 20th @ 9am - 2pm	Facilitating Mathematical Discussions: putting the 5 practices into practice	The College of New Jersey Ewing NJ	\$275
Ms. Candice Goldstein	Anytime	NJASBO- Introduction to Payroll	Online	\$325
Ms. Fiona Daubon	June 5th to June 7th	NJASBO Conference	Atlantic City	\$750

Moved by Mrs. Jackie Lewis, seconded by Dr. Ferhan Tunagur to approve the motion.
 Roll call: All in Favor
 Against: _____ Abstained: _____ Absent: Eric Van Bladel
Resolution 20240319.8 is adopted unanimously.

X. Finance

i. FY25 Budget

BE IT RESOLVED, that The Board hereby approves the Budget for the 2024-2025 School Year to be submitted to the NJDOE Office Of Charter & Renaissance Schools.
[Appendix H](#)

Moved by Mrs. Jackie Lewis, seconded by Dr. Tracy Gill to approve the motion.
 Roll call: All in Favor
 Against: _____ Abstained: _____ Absent: Eric Van Bladel
Resolution 20240319.9 is adopted unanimously.

iii. 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: **\$14,053,604.45** as of February 29, 2024.

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 February 29, 2024 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

March 19, 2024

Matt Ahmet Anar – Business Administrator

Date

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for February 2024 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 Dr. Tracy Gill, seconded by Dr. Ahmet Atlig to approve the motion

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Eric Van Bladel

Resolution 20240319.10 is adopted unanimously.

v. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the period between February 15, 2024 and March 15, 2024 in the total amount of \$1,982,473.36. [Appendix I](#)

Moved by Dr. Tracy Gill, seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: *All in Favor*
Against: _____ Abstained: _____ Absent: Eric Van Bladel
Resolution 20240319.11 is adopted unanimously.

XI. Executive Session

- i. Central Jersey College Prep Charter School is **called to order for an executive session** at 7:45 PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

Moved by Mrs. Jackie Lewis, seconded by Dr. Ahmet Atlig to approve the motion.
Roll call: *All in Favor*
Against: _____ Abstained: _____ Absent: Eric Van Bladel
Resolution 20240319.12 is adopted unanimously.

- 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 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 Mrs. Jackie Lewis, seconded by Dr. Ferhan Tunagur to approve the motion.
Roll call: *All in Favor*
Against: _____ Abstained: _____ Absent: Eric Van Bladel
Resolution 20240319.13 is adopted unanimously.

XII. Acceptance of HIB Report

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

Moved by Mrs. Jackie Lewis, seconded by Dr. Tracy Gill to approve the motion.
Roll call: *All in Favor*
Against: _____ Abstained: _____ Absent: Eric Van Bladel
Resolution 20240319.14 is adopted unanimously.

XIII. Adjournment

Motion by Dr. Ahmet Atlig, seconded by Dr. Tracy Gill to **adjourn meeting** at 7:52 PM.

Roll call: *All in Favor*
Against: _____ Abstained: _____ Absent: Eric Van Bladel
Resolution 20240319.15 is adopted unanimously.