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CENTRAL JERSEY COLLEGE PREP CHARTER
SCHOOL

BOARD OF TRUSTEES
BOARD MEETING
MAY 14, 2024

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: May 14, 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 6:3 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	Absent
Eric Van Bladel	Member	06/30/2024	Present
Dr. Tracy Gill	Member	06/30/2024	Present
Dr. Ahmet Atlig	Member	02/19/2025	Absent
Sander Matamoros	Student Representative	06/30/2024	Absent

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 May 14, 2024 Regular Board Meeting agenda,

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig

Resolution 20240514.1 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](#)
- ❖ Special Board Meeting Minutes for April 25, 2024 [Appendix B](#)

Moved by Mr. Eric Van Bladel, seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig

Resolution 20240514.2 is adopted unanimously.

IV. Board Matters:

- i. **Renewal of Board membership:** Mr. Eric Van Bladel

BE IT RESOLVED, that the board approves renewal of Mr. Eric Van Bladel's membership on the Board of Trustees for a three-year term expiring June 30, 2027.

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

Roll call: *Majority*

Against: _____ Abstained: Mr. Eric Van Bladel Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig

Resolution 20240514.3 is adopted by majority vote.

- iii. **Next Board Meeting:** Tuesday June 25, 2024 @ 6:30pm

V. 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.

Policies: [Appendix C](#)

- 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- 3211 Code of Ethics
- 5570 Sportsmanship
- 5750 Equitable Educational Opportunity
- 5841 Secret Societies
- 5842 Equal Access of Student Organizations
- 7610 Vandalism
- 9323 Notification of Juvenile Offender Case Disposition

Regulations: [Appendix D](#)

- R2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- R7610 Vandalism

Moved by Mr. Eric Van Bladel , seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig

Resolution 20240514.4 is adopted unanimously.

VI. Student Representative Report - Sander Matamoros

Not present

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

- Student Enrollment
- Charter School Renewal Petition
- NJ Performance Report
- Top 10 NJ Charter Schools

VIII. 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 Comment

IX. Designations, Discussion and Action Items

i. Approval of Food Service Management Company Base Year Bid Resolution

WHEREAS, the Board of Trustees of Central Jersey College Prep Charter School has diligently reviewed the proposals received for the Bid# FSMC 2024 dated May 07, 2024;

WHEREAS, after careful consideration, the Board has determined that Maschio's Food Service, Inc. presents the most responsive proposal based on Cost Reimbursable RFP results;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Central Jersey College Prep Charter School hereby awards the food service contract to Maschio's Food Service, Inc.; wherein Maschio's Food Service, Inc. will receive an annual management fee of \$48,000. This fee shall be paid in 10 monthly installments commencing on July 1, 2024, and concluding on June 30, 2025;

BE IT FURTHER RESOLVED, that Maschio's Food Service, Inc. has no guarantees in the food service operation with a total cost of \$920,742.40.

BE IT FURTHER RESOLVED, that Maschio's Food Service, Inc. has no guarantees in the food service operation;

The 2024-2025 school year will serve as the base year contract for this agreement.

Moved by Mr. Eric Van Bladel , seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig

Resolution 20240514.5 is adopted unanimously.

ii. Community Outreach and Public Relations

BE IT RESOLVED, that the Board of Trustees authorize Dr. Namik Sercan to execute a contract with Princeton Public Affairs without competitive bidding as extraordinary unspecifiable services pursuant to N.J.S.A. 18A:18A-5 (a) (2), to assist the school with community outreach and public relations. The contract is for July 1, 2024, through January 31, 2025, up to the total amount of \$42,000. [Appendix E](#)

Moved by Dr. Ferhan Tunagur , seconded by Mr. Eric Van Bladel to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig

Resolution 20240514.6 is adopted unanimously.

iii. Mentorship Program MOU- Big Brothers Big Sisters

BE IT RESOLVED, that The Board hereby approves the memorandum of understanding for an Elementary and Middle School Based Mentorship Program between Central Jersey College Prep Charter School and The Big Brothers Big Sisters of Coastal and Northern New Jersey for the 2024-2025 school year. [Appendix F](#)

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig

Resolution 20240514.7 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 G](#)

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

Moved by Dr. Ferhan Tunagur , seconded by Mr. Eric Van Bladel to approve agenda items IX. A - i through ii.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig
Resolution 20240514.8 is adopted unanimously.

B. Field Trips

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

Moved by Mr. Eric Van Bladel, seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig
Resolution 20240514.9 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. Sarah Kaeli	June 4th	<i>NJ Learns Green Conference: A holistic Approach to Teaching Climate Change in ELA and Math in K-8 NJ Classrooms</i>	The College of New Jersey Ewing NJ	\$275
Ms. Carrie Thomas	May 9th	<i>NJPBSIS</i>	Rutgers- The Boggs Venter on	\$29

			Developmental Disabilities	
Ms. Kimm Gourdine & Ms. Jennifer Tucker	June 18 - 21	Orton–Gillingham is a teaching approach designed to help struggling readers. Orton–Gillingham teaches the connections between sounds and letters. It pioneered the multisensory approach to teaching reading.	Washington Park School, Totowa NJ	\$1409/per person
Employee	Date	Program Name	Location	Cost
Ms. Alicia Walker-Carman	June 5th	Cultural Competency	Online	No Cost
Mr. Matthew Mariani	July 8, 2024 - July 11th	AP Summer Institute: AP European History	University of Arkansas - Virtual	\$700
Ms. Hannah Mathias	June 24 - June 27th	Ap Summer Institute: AP African American Studies	Walton University - Virtual	\$1075
Mr. Matthews Messina	August 5th - August 9th	AP Summer Institute: AP Seminar	Texas Christian University - Virtual	\$1075
Mr. Phillip Laudino	August 12th - August 16th	AP Summer Institute: AP Seminar	Loyola University- Virtual	\$1075

Ms. Sheila Tartaglia	July 2024	AP Summer Institute: AP African American Studies		\$1075
Ms. Natalie Calcavecchio	June 24th to June 27th	AP Calculus AB- New Teachers APSI Online	Bellevue School District- Virtual	\$800
Mr. Muchahit Kaharaman		Cloud Technologies for School Environment	Online	\$4800
Ms. Maliha Nadeem	July 8th - 11th	AP Summer Institute: AP Psychology	Online	\$1050
Ms. Alexandroa Oana	July 2024	AP Summer Institute	Online	\$1075
Ms. Anna Gevorgyan	July 2024	AP Summer Institute	Online	\$1075
Dr. Nadeem Mirza	July 8 - 11 2024	AP Summer Institute - AP Biology	Rutgers University APSI (In Person at Point Pleasant Beach HS)	\$1050
Dr. Namik Sercan	July 1-3, 2024	National Charter School Conference	Boston	\$725 + travel
Ms. Gwendolyne Martinez	July 1-3, 2024	National Charter School Conference	Boston	\$725 + travel

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig

Resolution 20240514.10 is adopted unanimously.

XI. Finance

i. 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:

- **\$13,404,526.30** as of March 31, 2024.
- **\$12,800,071.97** as of April 30, 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 April 30, 2024 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

May 13, 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 March 2024 and April 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 Mr. Eric Van Bladel, seconded by Dr. Ferhan Tunagur to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig

Resolution 20240514.11 is adopted unanimously.

ii. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the period between March 16, 2024 and April 30, 2024 in the total amount of \$3,092,290.71. [Appendix J](#)

Moved by Dr. Ferhan Tunagur, seconded by Mr. Eric Van Bladel to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig

Resolution 20240514.12 is adopted unanimously.

XII. Executive Session

- i. Central Jersey College Prep Charter School is **called to order for an executive session** at 7:26 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.

Moved by Dr. Ferhan Tunagur, seconded by Mr. Eric Van Bladel to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig

Resolution 20240514.13 is adopted unanimously.

- ii. **FURTHER RESOLVED** that the Board of Trustees will return to open session to conduct business at the conclusion of the executive session.

Moved by TG, seconded by Mr. Eric Van Bladel to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig

Resolution 20240514.14 is adopted unanimously.

XIII. Acceptance of HIB Report

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

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig

Resolution 20240514.15 is adopted unanimously.

XIV. Adjournment

Moved by Dr. Ferhan Tunagur, seconded by Mr. Eric Van Bladel to **adjourn meeting** at 7:43 PM.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mrs. Jackie Lewis, Dr. Ahmet Atlig

Resolution 20240514.16 is adopted unanimously.