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CENTRAL JERSEY COLLEGE PREP CHARTER
SCHOOL

BOARD OF TRUSTEES
BOARD MEETING
MAY 06, 2025

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS
TRIBUNE ON JULY 23RD, 2024

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: May 6, 2025, 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 23rd, 2024**.

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 6:49 PM. The Board reserves the right to act on any or all agenda items.

Roll Call by:

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	06/30/2027	PRESENT
Dr. Tracy Gill	Member	06/30/2025	PRESENT
Dr. Ahmet Atlig	Member	02/19/2028	PRESENT
Dev Patel	Student Representative	06/30/2025	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	Curriculum Director/ABC	PRESENT

II. Acceptance of Agenda

- i. **BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the May 6, 2025 Regular Board Meeting agenda.

Moved by Dr. Ahmet Atlig, seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

Resolution 20250506.1 is adopted unanimously.

III. Acceptance of Minutes

- i. **BE IT RESOLVED**, that the Board approves the minutes listed below.
 - ❖ Regular Meeting Minutes for March 18, 2025 [Appendix A](#) with the corrected base salary of \$62,000 for Certified Counselors, Social Workers and Behavior Intervention Specialists.

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

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

Resolution 20250506.2 is adopted unanimously.

IV. Board Matters:

i. **Renewal of Board Membership: Mrs. Jackie Lewis**

BE IT RESOLVED, that the board approves renewal of Mrs. Jackie Lewis' membership on the Board of Trustees for another three-year term from July 02, 2025 to July 01, 2028.

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

Roll call: Majority

Against: NONE Abstained: Mrs. Jackie Lewis Absent: NONE

Resolution 20250506.3 is adopted by majority vote.

ii. **Next Board Meeting:** Tuesday, June 24, 2025

- CEO & Board Evaluation due in the next meeting

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

- AP Testing has started; the results will be available in July
- 100% Graduation rate for the Class of 2025
- Fully enrolled at every grade level

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. Designations, Discussion and Action Items

i. Consolidation of the New Brunswick Campus

WHEREAS, the Central Jersey College Prep Charter School Board of Trustees (the “Board”) is committed to providing high-quality educational opportunities in a manner that supports academic excellence, operational efficiency, and the long-term viability of the school; and

WHEREAS, Central Jersey College Prep Charter School currently operates two campuses under its charter and submitted a request to the New Jersey Department of Education (NJDOE) for an expansion to accommodate growing enrollment needs and improve program delivery at the New Brunswick campus; and

WHEREAS, the NJDOE denied the expansion request on January 31, 2025, thereby limiting the school's ability to grow its footprint and meet increasing demand through expansion; and

WHEREAS, following this denial, the school conducted a comprehensive internal review of enrollment trends, academic programming, staffing, operational logistics, and financial sustainability; and

WHEREAS, this review identified the consolidation of the New Brunswick and Somerset campuses into a single facility at the Somerset Campus as the most viable and strategic option to maintain educational quality, ensure organizational stability, and maximize the use of existing space and resources; and

WHEREAS, the Board has engaged stakeholders including staff, families, and community members in discussions regarding the impact and logistics of consolidation; and

WHEREAS, charter schools in New Jersey are subject to state oversight, and this consolidation plan will be implemented in full compliance with applicable laws, charter authorizer requirements, and NJDOE guidelines;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Central Jersey College Prep Charter School hereby approves the consolidation of the Somerset and New Brunswick campuses, effective July 1, 2025, with operations to be relocated to the Somerset Campus at 101 Mettlers Road, Somerset NJ 08873;

BE IT FURTHER RESOLVED, that the CEO and administration are directed to:

1. Develop and execute a transition plan ensuring minimal disruption to students and staff;
2. Notify all affected parties, including families and employees, of the decision and timeline;

3. Work with the New Jersey Department of Education and authorizing entities to ensure proper reporting and documentation of this consolidation;
4. Reallocate resources as needed to support a successful transition, including facilities, transportation, and instructional services;
5. Provide regular updates to the Board and school community throughout the transition process.

BE IT FINALLY RESOLVED, that this resolution shall be included in the school's public record and submitted to the NJDOE as part of its operational reporting obligations.

Moved by Mr. Eric Van Bladel, seconded by Dr. Ahmet Atlig to approve the motion.

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

Resolution 20250506.4 is adopted unanimously.

ii. Memorandum of Agreement between RVCC & CJCP

BE IT RESOLVED, that The Board hereby approves the Memorandum of Agreement between Raritan Valley Community College and Central Jersey College Prep Charter School for students to earn an Associate of Science Degree in Computer and Data Science and for students to participate in the Concurrent Enrollment and Early College Credit Courses for the 2025-2026 school year. [Appendix B](#)

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

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

Resolution 20250506.5 is adopted unanimously.

iii. E-Rate Category Two Services Contract

BE IT RESOLVED that the Board of Trustees approves awarding E-Rate Category Two Services (Wireless, Data and Firewall) Contract to Data Center Warehouse LLC (DCW) in connection with the 28-day competitive bid period (USAC Form 470 # 250016158) as the lowest responsible bidder in the total amount of \$ 195,265.00 in all three categories. [Appendix C](#)

Moved by Dr. Ahmet Atlig, seconded by Mr. Eric Van Bladel to approve the motion.

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

Resolution 20250506.6 is adopted unanimously.

iv. Authorization to Initiate a Competitive Contracting Process for Custodial Cleaning Services

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.1 et seq., a public school may use competitive contracting in lieu of public bidding for certain specialized goods and services, including custodial services; and

WHEREAS, the Central Jersey College Prep Board of Trustees has determined that the

use of competitive contracting is in the best interest of the school for procuring cleaning services due to the specialized nature of the work and the need to evaluate proposals based on factors in addition to cost;

NOW, THEREFORE, BE IT RESOLVED that the Central Jersey College Prep Charter School Board of Trustees hereby authorizes the use of the competitive contracting process for the solicitation and award of a contract for custodial cleaning services, in accordance with N.J.S.A. 18A:18A-4.1(k) and N.J.A.C. 5:34-4 et seq.

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

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

Resolution 20250506.7 is adopted unanimously.

v. Use of Fund Balance for the Leased Purchase of School Buses

WHEREAS, due to the consolidation of the New Brunswick campus and the North Brunswick Board of Education's decision to discontinue transportation services for Central Jersey College Prep Charter School students attending the Somerset campus, the School must provide its own transportation to ensure continued access to education for affected students; and

WHEREAS, the acquisition of school buses is essential to meet this operational need, maintain student attendance, and ensure equitable access across the consolidated campuses; and

WHEREAS, the Board of Trustees is committed to providing safe and efficient transportation services in a financially responsible manner; and

WHEREAS, the School proposes to enter into a leased-purchase agreement for the acquisition of eight (8) school buses, to be financed over a multi-year term with a residual value obligation; and

WHEREAS, the Charter School has sufficient available fund balance to support this initiative without negatively impacting its core instructional programs or financial health;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Central Jersey College Prep Charter School hereby authorizes the use of fund balance to enter into a leased-purchase agreement for the acquisition of school buses to support student transportation needs; and

BE IT FURTHER RESOLVED, that the Board authorizes the CEO to execute all agreements and documents necessary to complete the leased-purchase transaction in accordance with all applicable laws, regulations, and procurement requirements.

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

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

Resolution 20250506.8 is adopted unanimously.

vi. Summer Payment Plan

BE IT RESOLVED that the Board of Trustees authorizes the establishment of a summer payment plan to provide for withholding 10 percent of the salary of 10-month employees during the academic year to be paid out at the end of the academic year.

Moved by Mrs. Jackie Lewis, seconded by Dr. Ahmet Atlig to approve the motion.

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

Resolution 20250506.9 is adopted unanimously.

VIII. 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 2024-2025 and 2025-2026 school years as detailed in the below exhibits attached hereto and made a part of the minutes:

i. New Hires, Renewals & Position/Term Changes for the school year of 2024 - 2025 and 2025-2026 as detailed in the exhibit attached hereto and made a part of the minutes.

Appendix D

ii. Stipends for Teachers and staff FY25 **Appendix E**

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

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

Resolution 20250506.10 is adopted unanimously.

B. Field Trips

BE IT RESOLVED, that The Board hereby approves the field trips listed in **Appendix F**

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

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

Resolution 20250506.11 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. Minal Puranik	May 28, 2025	Garden State Cyber Summit	The College of New Jersey 2000 Pennington Road Ewing Township, NJ 08618	No registration fee
Mr. John Michaels	June 23-28, 2025	Online AP Summer Institute AP Human Geography	Online University of Texas El Paso	\$775
Ms. Sara Meyer Ms. Linda Mancuso	June 8, 2025	CDK End of Year Accounting Training	Hawk Pointe Golf Club, Washington, NJ	No registration fee
Ms. Ymari Lee	June 23, 2025 at 7:30 AM - June 26, 2025	Online AP Summer Institute AP Language & Composition	Online, synchronous, full day	\$895
Ms. Hannah Mathias	7/7/25-7/10/25	Online AP Summer Institute AP European History	Online, synchronous, full day	\$750
Mr. Matthew Mariani	July 21, 2025 - July 24, 2025	AP African American History AP Summer Institute	Online, synchronous, full day	\$725
Mr. Emre Guduk	July 21, 2025 - July 24, 2025	AP Research: AP Capstone Summer Institute	Online, synchronous, full day	\$730
Mr. Bruce Elliott	7/7/25 - 7/10/25	Online AP Summer Institute AP Human	Online, synchronous, full day	\$775

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

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: NONE

Resolution 20250506.12 is adopted unanimously.

IX. 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](#) are in agreement with the cash balance in the Governmental Funds of \$14,945,304.12 as of March 31, 2025.

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 March 31, 2025 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

May 2, 2025

Matt Ahmet Anar – Business Administrator

Date

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's report for March 2025 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. Ahmet Atlig, seconded by Dr. Ferhan Tunagur to approve the motion listed in items X.iii.A to C.

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

Resolution 20250506.13 is adopted unanimously.

d. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between March 1, 2025 and April 30, 2025 in the total amount of \$4,712,438.09. [Appendix G](#)

Moved by Mrs. Jackie Lewis, seconded by Dr. Ahmet Atlig to approve the motion.

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

Resolution 20250506.14 is adopted unanimously.

X. Executive Session

- i. Central Jersey College Prep Charter School is **called to order for an executive session** at 8:03 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 Mrs. Jackie Lewis, seconded by Mr. Eric Van Bladel to approve the motion.

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

Resolution 20250506.15 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 Dr. Tracy Gill, seconded by Dr. Ahmet Atlig to approve the motion.

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

XI. 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. Ahmet Atlig to approve the motion.

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE

XII. Adjournment

Moved by Mrs. Jackie Lewis, seconded by Dr. Tracy Gill to **adjourn meeting** at 8:14PM.

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: NONE