

# M I N U T E S



CENTRAL JERSEY COLLEGE PREP CHARTER  
SCHOOL

BOARD OF TRUSTEES  
BOARD MEETING  
JUNE 24, 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  
Tel: 732-649-3954 Fax: 732-302-9993  
www.cjcollegeprep.org

## **BOARD OF TRUSTEES REGULAR MEETING**

**Date:** June 24, 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 6:47 PM. The Board reserves the right to act on any or all agenda items.

#### **Roll Call by:**

<b>Trustee</b>	<b>Position</b>	<b>Term Expires</b>	<b>Attendance</b>
Dr. Ferhan Tunagur	President	03/01/2026	PRESENT
Mrs. Jackie Lewis	Vice President	07/01/2028	PRESENT
Eric Van Bladel	Member	06/30/2027	EXCUSED
Dr. Tracy Gill	Member	06/30/2025	PRESENT
Dr. Ahmet Atlig	Member	02/19/2028	ABSENT
Dev Patel	Student Representative	06/30/2025	PRESENT

#### **Also Present:**

<b>Member</b>	<b>Position</b>	<b>Attendance</b>
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 June 24, 2025 Regular Board Meeting agenda.

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

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.1 is adopted unanimously.***

## III. Acceptance of Minutes

- i. **BE IT RESOLVED**, that the Board approves the minutes for the Regular Meeting held on May 06, 2025 presented in [Appendix A](#).

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

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.2 is adopted unanimously.***

## IV. Board Matters:

### i. **Renewal of Board Membership: Dr. Tracy Gill**

**BE IT RESOLVED**, that the board approves renewal of Dr. Tracy Gill's membership on the Board of Trustees for another one-year term from July 01, 2025 to June 30, 2026.

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

Roll call: majority

Against: NONE Abstained: Dr. Tracy Gill Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.3 is adopted by majority vote.***

### ii. **Annual Board Officer Approval**

- a. **BE IT RESOLVED**, that the board approves Dr. Ferhan Tunagur as **Board President** for the school year July 01, 2025 to June 30, 2026.

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

Roll call: majority

Against: NONE Abstained: Dr. Ferhan Tunagur Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.4 is adopted by majority vote.***

- b. **BE IT RESOLVED**, that the board approves Mrs. Jackie Lewis as **Board Vice President** for the school year July 01, 2025 to June 30, 2026.

Moved by Dr. Tracy Gill, seconded by Dr. Ferhan Tunagur to approve the motion.  
 Roll call: majority  
 Against: NONE Abstained: Mrs. Jackie Lewis Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel  
*Resolution 20250624.5 is adopted by majority vote.*

**iii. NJ School Boards Conference:** Monday October 20, 2025 to Thursday October 23, 2025. Attendees:

- Dr. Tracy Gill

**iv. Annual Evaluations:**

- Chief Education Officer
- Board Self- Evaluation

— ANNUAL CONSENT AGENDA —

**V. Staff Appointments**

Affirmative Action Officer	Ms. Carrie Thomas
Public Agency Compliance Officer	Mr. Matt A. Anar
Attendance Officer	Ms. Nima Amin
504 Compliance Officer	Ms. Barbara Grossmann
RTK Officer and AHERA Contact Person	Ms. Fiona Daubon
Qualified Purchasing Agent	Mr. Matt A. Anar
Treasurer of School Monies	Mr. Christopher Lessard
Custodian of School Records	Ms. Fiona Daubon
Integrated Pest Management Coordinator	Mr. David Master
Indoor Air Quality Coordinator	Mr. David Master
Anti-Bullying Coordinator	Ms. Carrie Thomas
Board Secretary	Ms. Fiona Daubon

**VI. Professional Appointments:**

- **Financial Auditor** – Mr. Richard Barre at the firm of Barre & Company, LLC.
- **Board Attorney** – Mr. Thomas Johnston at the firm of Johnston Law Firm LLC

## VII. Designations, Assignments and Authorizations

- a. Approval of adopting all current **Board By-laws, Policies and Regulations**.
- b. Approval of participation in New Jersey State Interscholastic Athletic Association (**NJSIAA**)
- c. Establishment of **Annual Meeting Calendar** – Regular Board Meetings for the 2025-2026 school year is listed below. The meetings will be held at **6:30 p.m.** in the school library/media center located at 101 Mettlers Road, Somerset NJ 08873.

Month	Date
AUGUST	Tuesday, August 19, 2025
SEPTEMBER	Tuesday September 23rd , 2025
OCTOBER	Tuesday October 28th , 2025
NOVEMBER	Monday November 24th, 2025
JANUARY	Tuesday January 20th, 2026
MARCH	Tuesday March 24th, 2026
MAY	Tuesday May 12th, 2026
JUNE	Tuesday June 16th, 2026

- d. Designation of **Official Newspaper** – The Herald News and The Record as official news media for the 2025-2026 school year.
- e. Designation of **Financial Depository** – Unity Bank as Depository for all school funds for 2025-2026 school year.
- f. Approves Collection and **Maintenance of Student Records**

**RESOLVED**, that the Central Jersey College Prep Charter School, in the County of Somerset, New Jersey authorizes certified school personnel to collect and maintain the following mandated pupil records as per N.J.A.C. 6A:32-7.3 and Policy 8330:

- ❖ The student's name, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment and test answer sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed.
- ❖ Record of daily attendance;
- ❖ Descriptions of the student progress according to the system of student evaluation used in the school district;
- ❖ History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees;
- ❖ Records pursuant to rules and regulations regarding education of students with disabilities; and
- ❖ All other records required by State Board of Education

- g.* Establishment of **Petty Cash** – School Business Administrator or designee as custodian of \$500 Petty Cash fund for 2025-2026 school year and set the maximum single petty cash disbursement limit at \$100.
- h.* Designation of **Tax Shelter Annuity Company** –Axa Equitable, as Tax Shelter Annuity Company for the 2025-2026 fiscal year and as the 403b Plan Administrator.
- i.* Designation of **Employee Benefit Plan Service Providers** – Aflac as Supplemental Insurance and Clarity Benefit Solutions as FSA administrator for school employees for the 2025-2026 fiscal year.
- j.* Approval of **Payment of Bills Between Meetings** - Resolution to approve early payment of bills as follows:  
**WHEREAS**, the Board of Trustees of Central Jersey College Prep Charter School does recognize that there is an advantage to paying their obligations in a timely manner, and  
**WHEREAS**, the Board of Trustees of Central Jersey College Prep Charter School does recognize that some billings become due before an official Board meeting, and that payment of said billings would benefit the Board monetarily and business wise, and therefore,  
**BE IT RESOLVED**, that the Board of Trustees of Central Jersey College Prep Charter School does hereby approve early payment of certain bills with official approval by the full Board at the first official meeting following said approval.
- k.* Authorize the **Qualified Purchasing Agent** to Award Contracts up to the bid threshold of \$44,000 and set the quote threshold at 15% of the bid threshold pursuant to 18A:18A-3(b)
- l.* **Mileage Reimbursement** – Approve 47 ¢/mile for reimbursement to the employees and trustees of Central Jersey College Prep Charter School towards miles driven for school business purposes.
- m.* Authorize **Regular Business Travel** for charter personnel not to exceed \$1,500 per person, per annum. Regular business travel consists of mileage and tolls for official school business. Additional travel expenses (workshops, hotels, meals and other transportation) must be specifically approved by the Board of Trustees in advance.
- n.* **WHEREAS**, the Board of Trustees ("Board") is authorized to appoint, transfer and remove any certificated or non-certificated officer or employee only upon the recommendation of the CEO; and  
**WHEREAS**, the Board wishes to ensure that the candidates for employment whom the CEO recommends for employment are informed in a timely fashion of his recommendation for their employment;

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees as follows:

1. The CEO is hereby authorized to notify candidates for employment in the school district of the recommendation by the CEO to the Board of Trustees for their employment in the school, and to offer such employment.
  2. Such notification and offer shall include notice that the candidate's employment with the school is pending Board approval.
  3. This resolution shall take effect immediately and continue throughout the school year 2025-2026.
- o.* Authorize Board President and Business Administrator to **Sign Warrants** (checks) and authorize Assistant Business Administrator- Ms. Fiona Daubon to sign in the absence of Business Administrator.
  - p.* Approve the use of **Facsimile Signatures** for the Board President for ensuing term of the board on warrants, paychecks, and contracts.

- q.** Approve the assigned use of district vehicles as follows:

<b>Vehicle Type</b>	<b>Authorized User(s)</b>
Maintenance Vehicles	Mr. David Master & Mr. Abdelsalam Elkhoully

- r. Approve State and Cooperative Contract Vendor contracts** – Authorize the Business Administrator to make purchases, up to the bid threshold utilizing the quotation process and/or purchases from NJ State contract vendors and/or purchases from other qualified pricing cooperatives/consortiums approved/awarded vendors (e.g. approved vendors from Educational Data Services, the Somerset County Educational Services Commission, the Educational Services Commission of NJ, Hunterdon County Educational Services Commission of Morris County, NJ Education Consortium, NJ Cooperative Purchasing Alliance, Morris County Cooperative Pricing Council, NJSBA TEC Cooperative Pricing System, Keystone Purchasing Network (KPN), PEPPM, TIPS, Sourcewell, Omnia Partners, National Joint Purchasing Alliance.)
- s. 2025-2026 Anticipated contracts to be renewed, awarded, or to expire during the school year** – Pursuant to PL 2015, Chapter 47 the Central Jersey College Prep Charter School Board of Trustees intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq. The Board has determined that the below services are being performed in an effective and efficient manner, and that the contracts are eligible to be renewed and or continued for the 2025-2026 school year.

<b><u>Name of Vendor</u></b>	<b><u>Description of Services</u></b>
Associated Fire Protection, Inc.	Fire system maintenance
Barre & Company, LLC	Audit/Accounting Services
DeAngelo Fire Protection LLC	Fire Inspection
ESCNJ	Special Education Support Services/LTDC/OT/PT Services
CDK Systems, Inc.	Accounting Software
Centric Benefits Consulting	Insurance Brokerage Service Medical & Dental
Christopher M. Lessard	Treasurer of School Monies and Consulting
NJ School Jobs	Recruiting/Staffing Services
Republic Services	Solid Waste Collection Services
NJ School Insurance Group	Umbrella Insurance
Interim Healthcare	Substitute School Nurse Service

Genesis Educational Services, Inc.	Student Information Systems & Personnel Management
Johnston Law Firm, LLC	Legal Services - Board Attorney
Treadstone Risk Management LLC	Insurance Brokerage (School Insurance)
Maschio's Food Service, Inc.	Food Service Management
Strauss Esmay Associates, LLP	School Policy/Regulation Support Services
MDF Strategies	Communications
New Jersey Education Consortium	Cooperative Procurement Management Program
New Jersey Public Charter Schools Assoc.	Membership
E & G Exterminators	Pest Control
Jersey Elevator Co Inc	Elevator Maintenance
Pitney Bowes	Postage Usage
TEC Inc.	Fire system maintenance

*t.* Approve the following **substitute rates** for 2025-2026 School Year:

Teacher Full Day/NJ Substitute Teacher Certified	\$180/day
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***BE IT RESOLVED***, that the board approves the Annual Consent Agenda items V through to VII for the 2025-2026 school year.

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

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.6 is adopted unanimously.***

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

- NJSLA Test results will be released on June 30, 2025
- Graduation:
  - 100% Graduation Rate
  - 19 students graduated with an Associates Degree in Mathematics and Computer Science through RVCC
- Currently fully Enrolled for the 2025 - 2026 school year



- Employee Retention Credit Program Claims Approved

## **IX. 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**

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

### ***i. Lease Agreement and Bond Documents Relating to the Issuance of Bonds***

Resolution of Central Jersey College Prep Charter School authorizing the execution and delivery of a lease agreement for certain real property for use as school facilities, and the other documents attached hereto as [Appendix B](#), relating to the issuance of bonds on behalf of Advanced Schools, Inc., and other matters in connection therewith.

**WHEREAS**, Central Jersey College Prep Charter School a NJ Nonprofit Corporation. (“CJCP”) has been formed and is operating as a New Jersey nonprofit corporation exclusively for the tax-exempt educational purposes set forth in the Certificate of Incorporation and in accordance with the Charter School Program Act of 1995, N.J.S.A. 18A:36A; Charter Schools Administrative Code N.J.A.C. 6A:11; New Jersey Public School Law; and

**WHEREAS**, CJCP currently leases a school facility at certain property identified on the tax maps of the Township of Franklin, County of Somerset, State of New Jersey as Block 511, Lot 1.02 and commonly known as 101 Mettlers Lane, Franklin, NJ 08873, also known as 101 Mettlers Road or Mettlers La Somerset, New Jersey, 08873 and the building and improvements located thereon (the “Project Facilities”) from 101 Mettlers Road LLC pursuant to a certain lease agreement dated July 21, 2016, (the “Original Lease”); and

**WHEREAS**, Advanced Schools, Inc., a NJ Nonprofit Corporation (“Advanced Schools, Inc.”) is a New Jersey nonprofit corporation and 501(c)(3) nonprofit corporation formed for the purpose of receiving, administering and expending funds for charitable and educational purposes in connection with the owning, developing, constructing, renovating, leasing, equipping, managing and operating affordable school facilities for and on behalf of CJCP; supporting the operations and programs of CJCP including by fundraising and grants and;

**WHEREAS**, Advanced Schools, Inc., has authorized and entered into a certain purchase and sale agreement to acquire the Project Facilities dated May 14, 2024, as amended (the “Purchase and Sale Agreement”) and;

**WHEREAS**, Advanced Schools, Inc., has applied to the New Jersey Economic Development Authority (the “Authority”) for financial assistance in the total aggregate principal amount of not to exceed \$32,500,000, the proceeds to be used to: (1) finance the acquisition of the Project Facilities, (2) fund a deposit to the debt service reserve fund; and

(3) pay certain costs of issuing the Series 2025 Bonds (defined below) (collectively, the “Project”); and

**WHEREAS**, the Authority has by resolution duly adopted in accordance with the New Jersey Economic Development Authority Act, constituting Chapter 80 of the Pamphlet Laws of 1974 of the State of New Jersey, as amended (the “Act”) on June 11, 2025, accepted the Application for Financial Assistance of the Borrower in connection with the issuance of not to exceed [\$32,500,000] total aggregate principal amount of its Charter School Revenue Bonds (Central Jersey College Prep Charter School Project), Series 2025 (the “Bonds”) for the purpose of making a loan to Advanced Schools, Inc. to finance the costs of the Project (the “Loan”) pursuant to a Loan Agreement to be entered into between Advanced Schools, Inc. and the Authority (the “Loan Agreement”); and

**WHEREAS**, it is expected and intended that the Bonds will be sold at public sale by RBC Capital Markets, LLC (the “Underwriter”) pursuant to the terms of a Bond Purchase Agreement (the “Bond Purchase Agreement”) to be entered into among the Authority, Advanced Schools, Inc., CJCP and the Underwriter, and a preliminary and final official statement (the “Official Statement”); and

**WHEREAS**, upon acquisition, Advanced Schools, Inc. will lease the Project Facilities to CJCP pursuant to a Lease Agreement (the “Lease Agreement”), under which CJCP will agree to make rent payments in an amount at least sufficient to enable Advanced Schools, Inc. to make the debt service payments owed to the Authority under the Loan Documents (as defined in the Loan Agreement) and the Bonds will be primarily secured by a mortgage and an assignment of the Lease Agreement and all revenue or receipts to be derived from the Lease Agreement to the Bonds trustee; and

**WHEREAS**, CJCP now hereby desires to authorize (i) the execution and delivery of a Lease Agreement substantially in the form attached hereto as Exhibit A; (ii) in connection with the issuance of the Bonds, to authorize the execution and delivery of (a) a Bond Purchase Agreement containing certain representations and warranties of CJCP, (b) a Preliminary and Final Offering Documents containing certain operational information and disclosure concerning CJCP and (c) a Continuing Disclosure Agreement in standard form setting forth the ongoing disclosure requirements of CJCP (the “Disclosure Agreement”), a Tax Regulatory Agreement setting forth certain representations and covenants of CJCP with respect to their use of the Project Facilities (the “Tax Agreement”) and such other documents, certificates, instruments or agreements as may be necessary or appropriate to market, issue, sell or secure the Bonds (collectively, the “School Bond Documents”); and (iii) the execution and delivery of such other documents, certificates, agreements or instruments and the taking or refraining from taking any further actions as may be necessary or desirable in order to effectuate, consummate or perform its obligations as tenant of the Project Facilities (collectively, the “Transactions”);

**NOW THEREFORE, BE IT HEREBY RESOLVED THAT:**

1. The above recitals are incorporated herein by reference.
2. The CJCP board hereby approves the Transactions described herein.
3. The CJCP board hereby authorizes the execution and delivery of the Lease Agreement in substantially the form attached hereto. Each of the President, Vice President, Secretary, Treasurer, School Business Administrator and the Chief Education Officer of CJCP (each, an “Authorized Officer”) is hereby authorized to execute and deliver the Lease

Agreement with such changes, additions, modifications and deletions as agreed to by an Authorized Officer. The execution of the Lease Agreement by an Authorized Officer shall be conclusive evidence of the approval of the Lease Agreement as authorized by this Section.

4. CJCP hereby acknowledges that because the Bonds are being sold pursuant to a bona fide public offering, certain information about the finances and operations of CJCP must be disclosed in the Official Statement and CJCP shall be obligated to provide ongoing financial and operating data to the public during the term of the Bonds. CJCP hereby approves (i) the use and distribution of information concerning CJCP in the Official Statement as may be approved by an Authorized Officer, (ii) the execution and delivery of a Continuing Disclosure Agreement in substantially the form attached hereto and (iii) the execution and delivery of the Bond Purchase Agreement solely for the purpose of making certain representations, warranties and covenants as set forth therein. Each Authorized Officer is hereby authorized to (i) provide information in connection with, and review and approve the Official Statement and (ii) execute and deliver the Continuing Disclosure Agreement in substantially in the form attached hereto and the Bond Purchase Agreement, with such changes as may be agreed to by such Authorized Officer with the advice of counsel. Such Authorized Officer's signature on the Bond documents shall be conclusive evidence of such approval.

5. CJCP hereby acknowledges that because the Bonds are exempt from federal taxation, CJCP must make certain representations and covenants with respect to the use of the Project Facilities on a tax-exempt basis. Each Authorized Officer is hereby authorized to provide such information and diligence as may be required by Bond counsel to establish the tax-exempt status of the Bonds and to execute and deliver a tax representation agreement or similar agreement as may be agreed to by an Authorized Officer with the advice of counsel (the "Tax Agreement"). Such Authorized Officer's signature on the Tax Agreement shall be conclusive evidence of such approval.

6. Each Authorized Officer is hereby further authorized to take such other actions or to execute such documents, instruments, affidavits, agreements or certificates as may be deemed necessary or desirable in connection with the execution and delivery of, and performance by CJCP under, the Lease Agreement and the School Bond Documents and to facilitate Advanced Schools, Inc.'s acquisition of the Project Facilities all in furtherance of authorizations set forth in this Resolution.

7. Each Authorized Officer is hereby authorized to execute and deliver such additional documents, agreements, certificates, acknowledgements, affidavits and instruments in the name of CJCP as such Authorized Officer, with the advice of counsel, determines to be necessary or appropriate to effectuate and carry out the Transactions authorized by this resolution.

8. Any and all actions taken by an Authorized Officer on behalf of CJCP prior to the date hereof with respect to the Transactions contemplated by this resolution are hereby ratified, confirmed and approved in all respects.

9. This resolution shall take effect immediately.

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

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.7 is adopted unanimously.***

**ii. Food Service Management Contract**

WHEREAS, that the Board of Trustees of Central Jersey College Prep Charter School has awarded the food service contract with Maschio's Food Service, Inc. based on Cost Reimbursable RFP results on May 07, 2024 that 2024-2025 school year is the base year contract,

WHEREAS, that Maschio's Food Service, Inc. has no guarantees in the food service operation with a management fee,

WHEREAS, that the total cost of contract is \$1,067,308.55

BE IT RESOLVED, that Central Jersey College Prep Charter School awards the food service contract renewal for 2025-2026 school year on a flat management fee basis with 2.5 % index rate increase. The increased fee is \$49,200. This fee shall be paid in 10 monthly installments commencing on September 1, 2025, and ending on June 30, 2026.

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

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel\_

***Resolution 20250624.8 is adopted unanimously.***

**iii. Food Service Consolidation Agreement**

**BE IT RESOLVED**, that the Board hereby approves the Food Service Consolidation Agreement with Middlesex County STEM Charter School for the School Year 2025 - 2026. [Appendix C](#)

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

Roll call: majority

Against: NONE Abstained: Mrs. Jackie Lewis Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel\_

***Resolution 20250624.9 is adopted by majority vote.***

**iv. Comprehensive Equity Plan**

**BE IT RESOLVED**, that The Board hereby approves the Comprehensive Equity Plan for School years 2025-2026 through to 2027-28. [Appendix D](#)

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

Roll call: All In Favor

Against: Abstained: Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.10 is adopted unanimously.***

**v. Authorizing Award of Contract for Custodial Cleaning Services via Competitive Contracting Process**

**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 Charter School Board of Trustees determined that the use of competitive contracting was 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 criteria in addition to cost, including experience with K–12 schools, staffing and supervision plans, and references; and

**WHEREAS**, the Board, by prior resolution, authorized the use of the competitive contracting process 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.; and

**WHEREAS**, the School Business Administrator, serving as the Qualified Purchasing Agent, prepared the necessary Competitive Contracting Request for Proposal (CC/RFP #25-01), advertised the opportunity in accordance with statute, and received eight (8) proposals and evaluated all proposals in consultation with an evaluation committee established for that purpose; and

**WHEREAS**, based on the evaluation and scoring of proposals received, the Business Administrator has recommended awarding the contract to Talarico Building Services Inc located in Bellmawr, New Jersey, which received the highest overall evaluation score and met all qualifications required in the CC/RFP #25-01;

**NOW, THEREFORE, BE IT RESOLVED**, that the Central Jersey College Prep Charter School Board of Trustees hereby awards the contract for custodial cleaning services beginning July 1, 2025 through June 30, 2026 to Talarico Building Services Inc, in accordance with the terms of the CC/RFP #25-01 and their submitted proposal, in an amount not to exceed \$215,276.04 per year, subject to availability of funds; and

**BE IT FURTHER RESOLVED**, that the Board authorizes the School Business Administrator to execute the contract and any related documents on behalf of the school.  
[Appendix E](#)

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

Roll call: All In Favor

Against: Abstained: Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.11 is adopted unanimously.***

***v. Authorizing the Leased Purchase of School Buses through Educational Services Commission of New Jersey Cooperative Purchasing Agreement***

**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 Board previously approved the procurement of eight (8) school buses through the Educational Services Commission of New Jersey Cooperative Purchasing Agreement, in accordance with N.J.S.A. 18A:18A-11, from Robert H. Hoover & Sons Inc., an authorized vendor under said cooperative; and

**WHEREAS**, the School proposes to enter into a leased purchase agreement for the buses, with financing arranged through Daimler Truck Financial, over a five-year term with a residual value obligation with 20% of the original cost; and

**WHEREAS**, the Charter School has sufficient available fund balance to support the first twelve (12) months of lease payments without negatively impacting core instructional programs or financial health, and will utilize the annual general operating budget to support the remaining forty-eight (48) months of the lease term;

Total Cost: \$1,383,472.76

Down Payment: \$133,280

Monthly payment: \$22,743.01

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Central Jersey College Prep Charter School hereby authorizes the execution of a leased purchase agreement with Robert H. Hoover & Sons Inc., financed through Daimler Truck Financial, for the acquisition of eight (8) school buses to support student transportation needs;

**BE IT FURTHER RESOLVED**, that lease payments for the first year shall be paid from the Charter School's available fund balance, and lease payments for years two through five shall be incorporated into the annual operating budget;

**BE IT FURTHER RESOLVED**, that this procurement shall be made pursuant to the terms of the ESCNJ Bid # ESCNJ 23/24-21, in compliance with N.J.S.A. 18A:18A-11, and all applicable regulations;

**BE IT FURTHER RESOLVED**, that the Business Administrator Mr. Matt Anar, is hereby authorized to execute all agreements and documents necessary to complete the lease-purchase transaction and ensure timely delivery and registration of the vehicles.

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

Roll call: All In Favor

Against: Abstained: Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.12 is adopted unanimously.***

**vi. Master Collaborative agreement renewal with ESCNJ**

BE IT RESOLVED, that The Board hereby approves the renewal of the Master Collaborative Agreement between Central Jersey College Prep Charter School and the Educational Services Commission of New Jersey to provide Collaborative Educational services for the term July 1, 2025 to June 30, 2030. [Appendix F](#)

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

Roll call: All In Favor

Against: Abstained: Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.13 is adopted unanimously.***

**vii. Authorizing the Donation of Surplus Smartboards to Middlesex County STEM Charter School**

**WHEREAS**, Central Jersey College Prep Charter School (“CJCP”) is the owner of ten (10) Smartboards which are no longer in use due to the consolidation of the Somerset and New Brunswick campuses and are considered surplus equipment, and

**WHEREAS**, CJCP has determined that these Smartboards have limited market resale value and are no longer needed for instructional or operational purposes, and

**WHEREAS**, CJCP maintains a Shared Services Agreement with Middlesex County STEM Charter School to collaborate in various operational and academic areas; and

**WHEREAS**, the existing Shared Services Agreement does not specifically include the transfer or donation of tangible assets, the Board of Trustees desires to support the Sister School’s instructional programs by donating these Smartboards in the spirit of mutual cooperation and educational support; and

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-45, the Board may authorize the transfer or donation of personal property no longer needed for school purposes to another public entity without consideration;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Central Jersey College Prep Charter School hereby authorizes the donation of ten (10) surplus Smartboards to Middlesex County STEM Charter School, a New Jersey Public Charter School, in accordance with applicable statutes and policies; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator is authorized to coordinate the transfer and ensure proper documentation of the asset removal from the school’s inventory records.

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

Roll call: majority

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

***Resolution 20250624.14 is adopted by majority vote.***

**XI. 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 G**

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

Moved by Dr. Tracy Gill , seconded by Dr. Ferhan Tunagur to approve agenda items IX. A - i through ii.

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.15 is adopted unanimously.***

**B. 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
Dr. Namik Sercan	June 28, 2025 to July 2, 2025	<i>National Charter School Conference</i>	Orlando FL	\$850
Dr. Namik Sercan	July 21, 2025 - July 25, 2025	<i>National Institute for Urban School Leaders</i>	Harvard Graduate School of Education	<b>\$4,250</b>



Ms. Fiona Daubon	Oct. 20- Oct 23 2025	<i>ASBO International</i>	Fort Worth, Texas	\$1,148
Mr. Hakan Sandir	August 4 - August 7, 2025	<i>CSTA NJ CSPDWeek (Computer Science Training)</i>	TCNJ	No registration Fee
Ms. Sarah Kaeli	August 12 - August 13	<i>AI in Education Summit</i>	Gateway Regional High School 775 Tanyard Rd, Woodbury Heights, NJ 08096	Registration: \$200 Hotel: \$150
Ms. Francine Brown	July 21 - 25	<i>NGSS Summer Institute for Grades K-12</i>	RVCC, Branchburg NJ	\$400
Dr. Christian Mathews, Ms. Sarah Kaeli, Ms. Carrie Thomas, Dr. Debbie Vesper, Ms. Lauren Mignogno	July 22 -23, 2025	<i>Data Forward Summer Institute</i>	Hillsborough High School 466 Raider Blvd, Hillsborough Township, NJ 08844	\$350 per person
Ms. Megan Firsichbaum, Ms. Erica Swinick, Ms. Kimm Gourdine, Ms. Jennifer Tucker	Asynchronous	<i>Foundations Launch Workshop and Virtual Implementation</i>	Virtual	\$2,800

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

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.16 is adopted unanimously.***

## **XII. Finance**

### **i. Acceptance of the FOCUS Grant**

**WHEREAS**, the New Jersey Department of Education has awarded the Funding for Optimal Comprehensive Universal Screeners (FOCUS) Grant to support school districts in adopting high-quality literacy screeners for students in grades K–3; and

**WHEREAS**, the grant helps meet state requirements for early literacy screening and aligns with the Department’s Universal Literacy Screening Criteria; and

**WHEREAS**, Central Jersey College Prep Charter School has been selected to receive this grant to improve early literacy practices;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Central Jersey College Prep Charter School accepts the FOCUS Grant in the amount of \$2,900 and authorizes the Chief Executive Officer and School Business Administrator to complete all actions necessary to implement the grant in accordance with state guidelines. [Appendix I](#)

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

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.17 is adopted unanimously.***

**ii. Authorization of the Completion of an Application and Receipt of an NJSIG Safety Grant Award**

**WHEREAS**, the New Jersey Schools Insurance Group (“NJSIG”) is a school board insurance group authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

**WHEREAS**, Central Jersey College Prep Charter School, hereinafter referred to as the “Educational Institution,” is a member of NJSIG; and,

**WHEREAS**, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

**NOW THEREFORE, BE IT RESOLVED THAT:**

1) The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2025-2026 fiscal year in the amount of \$2,000 for the purposes set forth in their safety grant application, which is attached hereto; and,

2) The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award. [Appendix J](#)

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

Roll call: All In Favor

Against: NONE Abstained: NONE Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.18 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](#) are in agreement with the cash balance in the Governmental Funds of

- \$14,791,847.80 as of April 30, 2025
- \$14,321,667.57 as of May 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 May 31, 2025 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

\_\_\_\_\_

**June 18, 2025**

***Matt Ahmet Anar – Business Administrator***

***Date***

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

RESOLVED, that after review of the Secretary's and Treasurer's reports for April 2025 and for May 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. Ferhan Tunagur, seconded by Mrs. Jackie Lewis to approve the motion listed in items X.iii.A to C.

Roll call: All In Favor

Against: NONE      Abstained: NONE      Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel\_

***d. List of Bills***

**BE IT RESOLVED**, that the Board approves the List of Bills for the periods between May 1, 2025 and June 15, 2025 in the total amount of \$3,453,283.28. [Appendix K](#)

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

Roll call:                      All In Favor

Against: NONE      Abstained: NONE      Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel\_

***Resolution 20250624.19 is adopted unanimously.***

**XIII. Executive Session**

- i. Central Jersey College Prep Charter School is **called to order for an executive session** at 7:49 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 Dr. Ferhan Tunagur to approve the motion.

Roll call:

Against: NONE      Abstained: NONE      Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel\_

***Resolution 20250624.20 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 Mrs. Jackie Lewis to approve the motion.

Roll call:

Against: NONE      Abstained: NONE      Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel\_

***Resolution 20250624.21 is adopted unanimously.***

**XIV. 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 Dr. Tracy Gill to approve the motion.

Roll call:

Against: NONE          Abstained: NONE    Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.22 is adopted unanimously.***

**XV. Adjournment**

Moved by Mrs. Jackie Lewis , seconded by Dr. Ferhan Tunagur to **adjourn meeting** at 8:30 PM.

Roll call:

Against: NONE          Abstained: NONE    Absent: Dr. Ahmet Atlig, Mr. Eric Van Bladel

***Resolution 20250624.23 is adopted unanimously.***