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CENTRAL JERSEY COLLEGE PREP CHARTER
SCHOOL

BOARD OF TRUSTEES
BOARD MEETING
DECEMBER 10, 2024

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: December 10, 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 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 6:35 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	EXCUSED
Dr. Tracy Gill	Member	06/30/2025	PRESENT
Dr. Ahmet Atlig	Member	02/19/2025	PRESENT
VACANT	Student Representative		

- Joined at 6:43pm

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
Ms. Jenita LaLindez	HR Specialist	PRESENT

II. Acceptance of Agenda

- i. **BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the December 10, 2024 Regular Board Meeting agenda.

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

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel

Resolution 20241210.1 is adopted unanimously.

III. Acceptance of Minutes

- i. **BE IT RESOLVED**, that the Board approves the minutes listed below.
 - ❖ Regular Meeting Minutes for October 22, 2024 [Appendix A](#)

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

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel

Resolution 20241210.2 is adopted unanimously.

IV. Board Matters:

i. **Student Representative to the Board:**

BE IT RESOLVED that the Board of Trustees approves Papa Dugan as the Student Representative to the Board for the 2024-2025 School Year to begin December 10, 2024 and ending June 30, 2025.

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

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Dr. Ferhan Tunagur, Mr. Eric Van Bladel

Resolution 20241210.3 is adopted unanimously.

ii. **Next Board Meeting:** Tuesday January 21, 2025

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

- NJSLA results released- comparative data will be presented at the next meeting
- Renewal On-site Visit and Interview Process. Decision will be released on Friday January 31, 2025.

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

a) Transportation Services Agreement for 2024-2025

BE IT RESOLVED that the Board of Trustees approves the Transportation Services Agreement with Essex Regional Educational Services Commission for field and athletic trips and other unique transportation requests for the 2024-2025 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: Mr. Eric Van Bladel

Resolution 20241210.4 is adopted unanimously.

b) FY25 Memorandum of Agreement with Education and Law Enforcement Officials

BE IT RESOLVED, that the Board of Trustees approves the 2024-2025 Memorandum Agreement between Education and Law Enforcement Officials as presented in [Appendix C](#)

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

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. Eric Van Bladel

Resolution 20241210.5 is adopted unanimously.

c) FY26 Budget Calendar

BE IT RESOLVED, that the Board of Trustees approves the Budget Calendar for the FY26 Budget. [Appendix D](#)

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

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. Eric Van Bladel

Resolution 20241210.6 is adopted unanimously.

d) Services agreement with MDF Strategies for Communications Management

WHEREAS, there exists a need to retain the services of an expert to assist with communications management and

WHEREAS, N.J.S.A. 18A:18A-5 provides that a contract which exceeds the bid threshold may be negotiated and awarded without public advertising for bids and bidding therefor, if the subject matter consists of extraordinary unspecifiable services which cannot reasonably be described by written specifications; and

WHEREAS, the award of this Contract may be characterized as an “extraordinary, unspecifiable service” pursuant to N.J.S.A. 18A:18A-5; and

WHEREAS, in accordance with N.J.A.C. 5:34-2.3, a designated official of **Central Jersey College Prep Charter School** has filed a certificate with the Board of Trustees describing the nature of the work to be done, stating that it is not reasonably possible to draft specifications, describing the informal solicitation of quotations, and describing in detail why the contract meets the provisions of the statute and regulations; and

WHEREAS, funds are available for these services as the services will be paid on a contingency fee; and

NOW THEREFORE BE IT RESOLVED as follows:

1. This contract is awarded without competitive bidding as “Extraordinary, Unspecifiable Services” under the provisions of the Public School Contracts Law.
2. The CEO is hereby authorized and directed to execute the agreement with MDF Strategies LLC, consistent with this Resolution. [Appendix E](#)
3. A copy of this Resolution, the Certification of Extraordinary Unspecifiable Service and the agreement shall be placed on file with the Board.
4. A notice of this action shall be published in the official newspaper as required by law.

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

Roll call:

All in Favor

Against: NONE

Abstained: NONE

Absent: Mr. Eric Van Bladel

Resolution 20241210.7 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 school year 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 2024 - 2025 as detailed in the exhibit attached hereto and made a part of the minutes.

[Appendix F](#)

ii. Stipends for Teachers and staff FY25 [Appendix G](#)

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: Mr. Eric Van Bladel

Resolution 20241210.8 is adopted unanimously.

B. Field Trips

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

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

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. Eric Van Bladel

Resolution 20241210.9 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. Mary Roncesvalles	November 20, 2024	<i>TCNJ: "Using AI in the Classroom to Support Student Success: Tips, Tools and Tricky Topics"</i>	TCNJ 2000 Pennington Road Ewing Township, NJ 08628	\$225
Dr. Christian Mathews	December 11, 2024	<i>Faculty AI Workshop and Showcase: Developing Teaching and Learning using AI. Montclair State University.</i>	Montclair State University, 10 Normal Ave Montclair, NJ	No registration fee
Ms. Carrie Thomas, Ms. Elizabeth	January 9, 2024	<i>Legal Requirements and Emerging Issues Related to</i>	FEA Conference Center, 12 Centre Dr, Monroe Twp, NJ	\$500/per person

Oke, Ms. Dominique Jacobs	9 am to 3 pm	<i>the Code of Student Conduct, Code of Student Conduct Certificate Program, Day 1 of 3</i>	08831	
Ms. Carrie Thomas, Ms. Elizabeth Oke, Ms. Dominique Jacobs	January 16, 2024 9 am to 3 pm	<i>Working with Law Enforcement and Addressing Equity in Student Discipline, Code of Student Conduct Certificate Program, Day 2 of 3</i>	FEA Conference Center, 12 Centre Dr, Monroe Twp, NJ 08831	\$500/per person
Ms. Carrie Thomas, Ms. Elizabeth Oke, Ms. Dominique Jacobs	January 23, 2024 9 am to 3 pm	<i>Adapting the Code of Conduct to Address Specialized Populations, Code of Student Conduct Certificate Program, Day 3 of 3</i>	FEA Conference Center, 12 Centre Dr, Monroe Twp, NJ 08831	\$500/per person
Ms. Roncesvalles, Ms. Bankes, Ms. Pelli	Wednesday, February 5th, 2025 6:30 - 8:30 PM ET	<i>Together Teacher: Evening Edition (Teacher Organization Strategies)</i>	TCNJ 2000 Pennington Road Ewing Township, NJ 08628	\$55/per person
Mr. Jose Santos	March 3, 2025	<i>Social Emotional Character Development</i>	NJ Bar association New Jersey Law Center 1 Constitution Square New Brunswick NJ 08901	No registration fee
Ms. Lizette Lopez, Ms. Francine Brown	March 19, 2025 8am - 2pm	<i>NJAMLE Annual Conference: Cultivating the Middle: Growing Middle Level</i>	Brookdale Community College Student Life Center 765 Newman	\$175/person

		Education in the Garden State	Springs Rd. Lincroft, NJ 07738	
Ms. Edith Cuevas, Ms. Rose Lee, Ms. Amy Gettelfinger	Access to Video Library Conference from May 27th to August 21st.	NJTESOL (Teachers of English to Speakers of Other Languages) 2025 SPRING CONFERENCE	Virtual	Early Bird: \$350 Regular Rates: \$450

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

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. Eric Van Bladel

Resolution 20241210.10 is adopted unanimously.

IX. Finance

i. AAE Classroom Grant

BE IT RESOLVED, that the Board of Trustees approves the Classroom Grant presented to Ms. Veronica Torres- Ruiz from the Association of American Educators in the amount of \$500 to enhance our elementary teachers' lounge, making it a more comfortable and inviting space for our staff. [Appendix I](#)

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

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. Eric Van Bladel

Resolution 20241210.11 is adopted unanimously.

ii. High Impact Tutoring Grant

BE IT RESOLVED, that The Board hereby accepts the High Impact Tutoring Grant award for an additional \$4713.00 along with FY24 carryover of \$8,428 for a total allocation of \$13,141 for the program duration of July 1, 2024 through to December 31, 2025. [Appendix J](#)

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

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. Eric Van Bladel

Resolution 20241210.12 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

- \$14,160,213.23 as of October 31, 2024
- \$13,128,442.52 as of November 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 November 30, 2024 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

December 6, 2024

Matt Ahmet Anar – Business Administrator

Date

c. Board Certification of Accounts

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

Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Eric Van Bladel

Resolution 20241210.13 is adopted unanimously.

e. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between October 19, 2024 and November 30, 2024 in the total amount of \$3,299,380.12.

Appendix K

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

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. Eric Van Bladel

Resolution 20241210.14 is adopted unanimously.

X. Executive Session

- i. Central Jersey College Prep Charter School is **called to order for an executive session** at 7:18 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. Ahmet Atlig to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. Eric Van Bladel

Resolution 20241210.15 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 at 7:26pm.

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

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. Eric Van Bladel

Resolution 20241210.16 is adopted unanimously.

XI. Acceptance of HIB Report

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

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

Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Eric Van Bladel
Resolution 20241210.17 is adopted unanimously.

XII. Adjournment

Moved by Mrs. Jackie Lewis, seconded by Dr. Ahmet Atlig to **adjourn meeting** at
7:28 PM.

Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Eric Van Bladel
Resolution 20241210.18 is adopted unanimously.