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CENTRAL JERSEY COLLEGE PREP CHARTER  
SCHOOL

BOARD OF TRUSTEES  
BOARD MEETING  
JANUARY 21, 2025

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

# CENTRAL JERSEY COLLEGE PREP CHARTER SCHOOL

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## BOARD OF TRUSTEES REGULAR MEETING

**Date:** January 21, 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 6:43pm 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         | 07/01/2025          | PRESENT           |
| Eric Van Bladel    | Member                 | 06/30/2027          | PRESENT           |
| Dr. Tracy Gill     | Member                 | 06/30/2025          | PRESENT           |
| Dr. Ahmet Atlig    | Member                 | 02/19/2025          | PRESENT           |
| Papa Dugan         | Student Representative | 06/30/2025          | ABSENT            |

#### **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 removal of Board Policy item from the Regular Board Meeting agenda.

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 20250121.1 is adopted unanimously.**

- ii. **BE IT RESOLVED**, Central Jersey College Prep Charter School Board of Trustees approves the January 21, 2025 Regular Board Meeting agenda.

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 20250121.2 is adopted unanimously.**

## III. Acceptance of Minutes

- i. **BE IT RESOLVED**, that the Board approves the minutes listed below.
  - ❖ Regular Meeting Minutes for December 10, 2024 [Appendix A](#)

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

Roll call: All in Favor

Against: None Abstained: None Absent: None

**Resolution 20250121.3 is adopted unanimously.**

## IV. Board Matters:

- i. **Renewal of Board membership:** Dr. Ahmet Atlig

**BE IT RESOLVED**, that the board approves renewal of Dr. Ahmet Atlig's membership on the Board of Trustees for a three year term from February 19, 2025 to February 19, 2028.

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

Roll call: Majority

Against: None Abstained: Dr. Ahhmet Atlig Absent: None

**Resolution 20250121.4 is adopted unanimously.**

- ii. **Annual Financial Disclosure Statement** to be completed by all Board Members as per N.J.S.A. 18A:12-25 and N.J.S.A. 18A:12-26 by April 30, 2025

Ms. Fiona Daubon will email the information to Board Members.

- iii. **NJSBA 2nd Women's Leadership Conference: Friday March 21, 2025**

**Attendees:** Mrs. Lewis & Dr. Gill, Mr. Eric Van Bladel

**iv. Next Board Meeting:** Tuesday February 18, 2025

**V. Chief Education Officer’s Monthly Report – Dr. Sercan**

- Enrollment Applications opened on January 1, 2025 and will close on February 15, 2025
- Renewal and Expansion Application
- College Board Recognition- Female Diversity Award in AP Computer Science

**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 Comment**

**VII. Finance**

**i. FY24 Annual Comprehensive Financial Report (Audit) and Auditor's Management Report**

**BE IT RESOLVED**, that the Board accepts the attached Annual Comprehensive Financial Report (ACFR) and Auditor’s Management Report (AMR) with no findings and no corrective action recommended for the fiscal year ending June 30, 2024:

**ACFR: [Appendix B](#)      AMR: [Appendix C](#)  
Report Synopsis: [Appendix D](#)**

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 20250121.5 is adopted unanimously.***

**ii. FY25 Revised Budget**

**BE IT RESOLVED**, that The Board hereby approves the Revised Budget for the 2024-2025 School Year based on the October 15th Enrollment Count to be submitted to the NJDOE Office Of Charter & Renaissance Schools. [Appendix E](#)

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

Roll call:            All in Favor

Against: None            Abstained: None    Absent: None

***Resolution 20250121.6 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 \$12,782,638.09 as of December 31, 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 December 31, 2024 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

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**January 17, 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 December 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. Tracy Gill to approve the motion listed in items X.iii.A to C.

Roll call: All in Favor  
Against: None Abstained: None Absent: None

***Resolution 20250121.7 is adopted unanimously.***

***d. List of Bills***

**BE IT RESOLVED**, that the Board approves the List of Bills for the periods between December 1, 2024 and December 31, 2024 in the total amount of \$2,364,792.57.

[Appendix F](#)

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 20250121.8 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 G](#)

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

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

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20250121.9 is adopted unanimously.***

**B. Field Trips**

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

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

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20250121.10 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.

| <b>Employee</b>   | <b>Date</b>                    | <b>Program Name</b>  | <b>Location</b>  | <b>Cost</b>          |
|---|--------------------------------|--|--|----------------------|
| Mr. Debabrata Bhaumik   | February 13, 2025              | <b><i>Middle and High School Conflict Resolution through the NJ Bar Foundation</i></b> | NJ Law Center<br>1 Constitution Square<br>New Brunswick, NJ  | No registration cost |
| Ms. Kimm Gourdine<br>Ms. Jennifer Tucker  | February 25, 2025              | <b><i>DYSLEXIA: Best Strategies (Grades K-6)</i></b>                                   | Virtual  | \$295 per person     |
| Dr. Tiara Lockett,<br>Ms. Elizabeth Oke,<br>Ms. Melirah Searcy,<br>Ms. Dominique Jacobs | January 22, 2025               | <b><i>HIB Refresher Workshop</i></b>   | Ocean County Community College, Toms River NJ  | \$145/per person     |
| Ms. Melirah Searcy,<br>Ms. Karen Valera   | March 5, 2025                  | <b><i>Restorative Justice in Schools</i></b>   | New Jersey State Bar Foundation, New Jersey Law Center, One Constitution Square, New Brunswick, NJ 08901 | No registration cost |
| Dr. Tiara Lockett,<br>Ms. Elizabeth Oke,<br>Ms. Melirah Searcy,<br>Ms. Dominique Jacobs | March 13, 2025<br>9 am to 3 pm | <b><i>Trauma Savvy School Culture - (In-Person)</i></b>                                | New Jersey State Bar Foundation, New Jersey Law Center, One Constitution Square, New Brunswick, NJ 08901 | No registration cost |
| Ms. Witczak,<br>Ms. Carrino   | March 14, 2025<br>or March 27, | <b><i>Helping Your Struggling Readers Become</i></b>                                   | Virtual  | \$295 per person     |

|  |  |   |   |                      |
|--|--|---|---|----------------------|
|  | 2025                                   | <b>More Successful Readers: Targeted Interventions That Work! (Grades K-5)</b>                                      |   |                      |
| Ms. Karen Valera   | March 13, 2025<br>or<br>March 19, 2025 | <b>SCHOOL COUNSELORS: Better Support Students' Mental Health Needs</b>  | Virtual   | \$295                |
| Ms. Megan Firsichbaum  | March 3, 2025                          | <b>Progress Monitoring and Data-Based Decision Making in Reading and Math K-8</b>                                   | TCNJ, Ewing, NJ campus  | \$225                |
| Ms. Sheila Tartaglia,<br>Sonal Khedkar   | March 25, 2025                         | <b>IXL Live</b>   | DoubleTree by Hilton Hotel Princeton<br><br>4355 U.S. 1<br>Princeton, NJ<br>08540 | \$95                 |
| Ms. Wanda Burrell  | March 27, 2025                         | <b>NJ PBSIS 2025 Annual Leadership Forum</b>  | The Conference Center at Mercer County Community College                          | No Registration Cost |
| Ms. Marizelle Ramos Cristobal,<br><br>Ms. Lizette Lopez,<br><br>Ms. Rachel Yopez                       | April 3, 2025                          | <b>Practical strategies for improving the behavior of attention-seeking, manipulative, and challenging students</b> | Online, synchronous, full day   | \$275 per person     |
| Ms. Dominique Jacobs,<br>Ms. Tiara Lockett,<br>Ms. Anna Gevorgyan,<br>Ms. Ymari Lee,<br>Ms. Sylvia Kay | March 18, 2025<br>or April 3, 2025     | <b>Practical strategies for improving the behavior of attention-seeking, manipulative, and challenging students</b> | Online, synchronous, full day   | \$275 per person     |



|  |                             |   |  |                      |
|--|-----------------------------|---|--|----------------------|
| Mr. Matthew Messina,<br>Mr. Philip Laudino | March 20, 2025<br>8am - 3pm | <b>New Jersey Council of English Teachers Spring Conference</b>                     | The College of New Jersey<br>2000 Pennington Road Ewing Township, NJ 08618 | \$125 per person     |
| Ms. Maha Sarwani                           | January 30, 2025            | <b>Debunk Math Myths</b>  | Rutgers University Lifelong Learning Center New Brunswick                  | \$179                |
| Ms. Heather Heyer                          | February 6, 2025            | <b>AI in Education, Grades 4-12 ELA: Problems, Potentials, and Possible Futures</b> | Rutgers University Douglass Student Center New Brunswick                   | No registration cost |
| Mr. David Master                           | March 23rd - 26th           | <b>New Jersey School Buildings and Grounds Association Conference</b>               | Harrah's Atlantic City Conference Center                                   | \$350                |

Moved by Mr. Eric Van Bladel, seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: None

**Resolution 20250121.11 is adopted unanimously.**

**IX. Executive Session**

- i. Central Jersey College Prep Charter School is **called to order for an executive session** at 7:56 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. Ahmet Atlig , seconded by Dr. Tracy Gill to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20250121.12 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 Mrs. Jackie Lewis, seconded by Dr. Ahmet Atlig to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20250121.13 is adopted unanimously.***

**X. 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 Mrs. Jackie Lewis to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20250121.14 is adopted unanimously.***

**XI. Adjournment**

Moved by Mrs. Jackie Lewis, seconded by Dr. Ferhan Tunagur, to **adjourn the meeting** at 8:20 PM.

Roll call: All in Favor

Against: None Abstained: None Absent: None

***Resolution 20250121.15 is adopted unanimously.***