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Central Jersey College Prep Charter School

Board of Trustees
Board Meeting
September 23, 2025

The meeting notice has been advertised in courier news and Home News Tribune on July 3rd, 2025

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: September 23, 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 3rd, 2025.**

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 6:59 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	07/01/2028	ABSENT
Eric Van Bladel	Member	06/30/2027	ABSENT
Dr. Tracy Gill	Member	06/30/2026	PRESENT
Dr. Ahmet Atlig	Member	02/19/2028	PRESENT
Amina Andha	Student Representative	06/30/2026	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 & Special Education Director	PRESENT
Ms. Barbara Grossmann	Anti-Bullying Coordinator	PRESENT

II. Acceptance of Agenda

i. ***BE IT RESOLVED***, Central Jersey College Prep Charter School Board of Trustees approves the September 23, 2025 Regular Board Meeting agenda.

Moved by Dr. Tracy Gill, seconded by Dr. Ahmet Atlig to approve the motion.
Roll call: All In Favor
Against: NONE Abstained: NONE
Absent: Mr. Eric Van Bladel, Mrs. Jackie Lewis
Resolution 20250923.1 is adopted unanimously.

III. Acceptance of Minutes

i. ***BE IT RESOLVED***, that the Board approves the minutes for the Regular Meeting held on August 19, 2025 presented in **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: Mr. Eric Van Bladel, Mrs. Jackie Lewis
Resolution 20250923.2 is adopted unanimously.

IV. Board Matters:

i. ***BE IT RESOLVED***, that the Board approves Amina Andha as the Student Representative to the Board for the 2025-2026 school year.

Moved by Dr. Tracy Gill , seconded by Dr. Ahmet Atlig to approve the motion.
Roll call: All In Favor
Against: NONE Abstained: NONE
Absent: Mr. Eric Van Bladel, Mrs. Jackie Lewis
Resolution 20250923.3 is adopted unanimously.

ii. **Next Board meeting:** Tuesday, October 28, 2025

V. Board Policy

i. ***BE IT RESOLVED,*** that the Board approves the **second reading** and **adoption** of the following new/revised/abolished policies and code of conduct as detailed in the exhibits attached hereto and made a part of the minutes. **Appendix B**

Number	P	R	Policy/ Regulation Title
1636.01	X		NOTIFICATION OF PROMOTION, NEW JOB, AND TRANSFER OPPORTUNITIES (M) (New)
5339.01	X		STUDENT SUN PROTECTION (M) (New)

6111	X	X	SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M) (New)
0143	X		BOARD MEMBER ELECTION AND APPOINTMENT (Bylaw) (Revised)
0173	X		DUTIES OF PUBLIC ACCOUNTANT (Bylaw) (Revised)
0174	X		LEGAL SERVICES (Bylaw) (Revised)
0177	X		PROFESSIONAL SERVICES (Bylaw) (Revised)
1570	X		INTERNAL CONTROLS (M) (Revised)
2422	X		Statutory Curricular Requirements (M) (Revised)
6220	X	X	BUDGET PREPARATION (M) (Revised)
1648.15	X		Recordkeeping for Healthcare Settings in School Buildings – COVID-19 (M) (ABOLISHED)
			Financial Aid

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, Mrs. Jackie Lewis
Resolution 20250923.4 is adopted unanimously.

ii. *BE IT RESOLVED,* that the Board approves the **first reading** of the revised regulation R 5516 Use of Electronic Communication or Recording Devices as detailed in the attached hereto and made a part of the minutes. **Appendix C**

Moved by Dr. Tracy Gill, seconded by Dr. Ahmet Atlig to approve the motion.
Roll call: All In Favor
Against: NONE Abstained: NONE
Absent: Mr. Eric Van Bladel, Mrs. Jackie Lewis
Resolution 20250923.5 is adopted unanimously.

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

- Fully Enrolled
- 93% Success rate in Advanced Placement Exams
- NJSLA Comparative Data is not yet available and will be presented in the next meeting
- 80% of High School students are taking Dual Enrollment classes
- Target for Building Expansion for additional classroom and instructional spaces - September 2026.

VII. 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.

- Parent discussed classroom size as a result of consolidation.
- Parent expressed his support for the cell phone policy.

VIII. Designations, Discussion and Action Items

a. Contract for Tutoring Services- RFP #26-01

WHEREAS, Central Jersey College Prep Charter School issued Request for Proposals (RFP) #26-01 for Tutoring Services in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq.; and

WHEREAS, the RFP was duly advertised and four (4) proposals were received and opened on September 16, 2025; and

WHEREAS, in accordance with N.J.S.A. 18A:18A-4.1 et seq., an Evaluation Committee was convened to review, score, and evaluate the proposals received based on the weighted criteria established in the RFP; and

WHEREAS, the Evaluation Committee has submitted its report and recommendation identifying New Jersey Tutoring Corps Inc as the vendor whose proposal was the most advantageous to the district, price and other factors considered; and

WHEREAS, the Evaluation Summary Page, attached hereto as **Appendix D**, details the scoring and results of the evaluation process and has been reviewed by the Board; and

NOW, THEREFORE, BE IT RESOLVED, that the Central Jersey College Prep Charter School Board of Trustees hereby awards the contract for Tutoring Services – RFP #26-01 to New Jersey Tutoring Corps Inc., at a contract amount not to exceed $170,240.00 for the period of September 29, 2025 – June 30, 2026; and

BE IT FURTHER RESOLVED, that the Business Administrator is authorized to execute the contract and any related documents on behalf of the Board.

Moved by Dr. Tracy Gill , seconded by Dr. Ahmet Atlig to approve the motion.
Roll call: All In Favor
Against: NONE Abstained: NONE
Absent: Mr. Eric Van Bladel, Mrs. Jackie Lewis
Resolution 20250923.6 is adopted unanimously.

b. Dual Enrollment Agreement with William Paterson University

WHEREAS, Central Jersey College Prep Charter School has negotiated a Dual Enrollment Agreement with William Paterson University to offer eligible students the ability to enroll in college-level courses that will provide both high school and college credit; and

WHEREAS, the CEO has reviewed the proposed Agreement, attached hereto as **Appendix E**, and finds it to be in the best interest of the students of Central Jersey College Pre Charter School;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Central Jersey College Prep Charter School hereby approves the Dual Enrollment Agreement with William Paterson University for the 2025-2026 school year, authorizes the CEO to execute the Agreement, and to take all necessary steps to implement the program in accordance with applicable law and the terms of the Agreement.

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, Mrs. Jackie Lewis
Resolution 20250923.7 is adopted unanimously.

c. Approval of Emergency Virtual & Remote Instructional Plan FY26

BE IT RESOLVED that the Board approves the 2025-2026 Emergency Virtual & Remote Instructional Plan as presented in **Appendix F**.

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, Mrs. Jackie Lewis
Resolution 20250923.8 is adopted unanimously.

d. Educational Consultant for Amendment Application

BE IT RESOLVED that the Board approves the Educational Consultant Services of DEN Education Solutions LLC to provide services related to the submission of an amendment application in an amount not to exceed $10,000 from October 1, 2025 to December 1, 2025 as presented in **Appendix G**.

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, Mrs. Jackie Lewis
Resolution 20250923.9 is adopted unanimously.

e. Appointment of Anti-Bullying Coordinator FY26

BE IT RESOLVED that the Board approves the appointment of Ms. Barbara Grossmann as the Anti-Bullying Coordinator for the 2025-2026 school year.

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

Roll call: All In Favor
Against: NONE Abstained: NONE
Absent: Mr. Eric Van Bladel, Mrs. Jackie Lewis
Resolution 20250923.10 is adopted unanimously.

f. HIB FY25 Self Assessment

BE IT RESOLVED that the Board approves the HIB Self Assessment for the 2024-2025 school year as presented in **Appendix H**.

Moved by Dr. Tracy Gill , seconded by Dr. Ahmet Atlig to approve the motion.
Roll call: All In Favor
Against: NONE Abstained: NONE
Absent: Absent: Mr. Eric Van Bladel, Mrs. Jackie Lewis
Resolution 20250923.11 is adopted unanimously.

d. Big Brothers Big Sisters Memorandum of Understanding FY26

WHEREAS, Big Brothers Big Sisters of Coastal and Northern NJ has proposed to continue their partnership with Central Jersey College Prep Charter School through a Memorandum of Understanding (MOU) to provide structured mentorship opportunities for eligible students; and

WHEREAS, the Chief Education Officer has reviewed the proposed MOU, attached hereto as **Appendix I**, and finds it to be in the best interest of the students of Central Jersey College Prep Charter School;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Central Jersey College Prep Charter School hereby approves the Memorandum of Understanding with Big Brothers Big Sisters of Coastal and Northern NJ, authorizes the CEO to take all necessary steps to implement and support the mentorship program in accordance with the terms of the MOU.

Moved by Dr. Ahmet Atlig , seconded by Dr. Ferhan Tunagur to approve the motion.
Roll call: All In Favor
Against: NONE Abstained: NONE
Absent: Absent: Mr. Eric Van Bladel, Mrs. Jackie Lewis
Resolution 20250923.12 is adopted unanimously.

IX. 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 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 2025-2026 as detailed in the exhibit attached hereto and made a part of the minutes. **Appendix J**

ii. Stipends & Bonuses for Teachers and staff FY26 **Appendix K**

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, Mrs. Jackie Lewis
Resolution 20250923.13 is adopted unanimously.

B. Field Trips

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

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, Mrs. Jackie Lewis
Resolution 20250923.14 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. Ebru Ozturk Ozcan	October 7, 2025 8:30 am to 3:00 pm	***IXL Live:*** *This hands-on workshop will take you on a deep dive through the most important parts of IXL. You'll explore practical, powerful ways to use IXL's assessment suite, curriculum, and analytics to solve the challenges in your unique classroom.*	Hyatt Regency Morristown 3 Speedwell Avenue Morristown, NJ 07960	$129
Ms. Rebecca Blaskopf	October 9, 2025 8:30 am to 11:00 am 10/9/2025 12:30 pm to 3:00 pm	***IXL Live Immersive: Assessment & Analytics***	Hyatt Regency Morristown 3 Speedwell Avenue Morristown, NJ 07960	$95 each
Ms. Sydney Ramos & Ms. Katherine Vargas Polanco	Asynchronous	***LEGAL ONE Anti-Bullying Specialist (ABS) Online Certificate Program***	Virtual	$500 each/$1000 total
Crystal Riebe	11/21/2025 8:30 am to 3:30 pm	***AMTNJ 2025 Annual 6-12 Conference***	Brookdale Community College, Lincroft, NJ 07738	$215
Crystal Riebe	12/10/2025 9:00 am to 2:00 pm	***Sequencing for Success: Developing Teachers' Skills in Linking and Organizing Mathematical Ideas***	TCNJ, 2000 Pennington Road Ewing, NJ 08618	$285
Dr. Xiuying Zhao	March 3, 2026 9:00 am to 2:00 pm	***Teaching students to think as a Mathematician using the Pósa Method***	TCNJ, 2000 Pennington Road Ewing, NJ 08618	$285

Dr. Muhammad Mirza	October 21 and October 22	***NJ Science Convention - Bringing 21st Century Skills to the Classroom 2025: Science Unleashed: Innovating the Future of Science Education***	Princeton Marriot at Forrestal, 100 College Rd E, Princeton, NJ 08540	$365 for both days
Regina Antipin, Meenakshi Kumar	December 10, 9:00 am to 3:00 pm	***NGSS Workshop Series: Engaging Students in Practices Using Performance Tasks***	118 Lamington Rd, Branchburg, NJ 08876	$150/ per person
Regina Antipin, Meenakshi Kumar	2/4/2026 9:00 am to 3:00 pm	***NGSS Workshop Series: Making Crosscutting Concepts Explicit***	118 Lamington Rd, Branchburg, NJ 08876	$150/ per person
Vijaya Kumar	October 29, 2026 9 am to 3 pm	***NGSS Workshop Series: Using Core Ideas to Construct Explanations of Science Phenomena***	118 Lamington Rd, Branchburg, NJ 08876	$150
Vijaya Kumar, Shukla Pal Gorai	March 18, 2026 9 am to 3 pm	***NGSS Workshop Series: Defining Problems and Designing Solutions for Engineering Phenomena***	118 Lamington Rd, Branchburg, NJ 08876	$150/ per person
Amber Jackson	(Wed Dec 3, 9AM-3PM)	***C1: Using Foundational Science to Investigate Causes of Climate Change***	Raritan Valley Community College (Branchburg, NJ).	$150
Amber Jackson	(Wed Jan 21, 9AM-3PM)	***C2: Using Foundational Science to Investigate Climate Change Phenomena***	Raritan Valley Community College (Branchburg, NJ).	$150
Amber Jackson	Tuesday November 18, 2025	***Starlab Training***	Raritan Valley Community College (Branchburg, NJ).	$175

	(9AM-4PM).			
Mrs. Podraza & Mr. Cobb	December 5, 2025 8:30 to 3:00	***Preserving Memory Through Storytelling and the Arts***	Student Life Center, Brookdale Campus	No registration fee
Ms. Carrie Thomas	Oct 1, 2025 9am to 3pm	***Hot Issues in Special Education Law***	12 Centre Drive, Monroe, NJ 08831	$195.00
Ms. Megan Firsichbaum	October 6, 2025	***Multilingual Learners Summit: Building Capacity from Within***	12 Centre Drive, Monroe, NJ 08831	$195
Ms. Carrie Thomas	Day 1: 10/29/2025 - Section 504 Explained Day 2: 11/11/2025- Legally Compliant IEPs Day 3: 12/18/2025- Preparing for Mediation and Due Process Hearings	***Special Education Litigation Certificate Program, Fall '25***	12 Centre Drive, Monroe, NJ 08831	$560
Ms. Carrie Thomas	**November 14, 2025; 9:00 am -3:00 pm**	***Special Education Directors' Toolkit: Strengthening Tier 1 Supports for Prevention and Inclusion (PSEL Standards 3,5 and 6)***	12 Centre Drive, Monroe, NJ 08831	$195.00
Ms. Paula Alvarez, Cienad Cerone, Ms. Allison Hauser	**Monday September 29th, 2025**	***New Jersey School Counselor Association, Inc***	Doubletree Somerset Hotel and Conference Center Somerset,	$149 per person

			NJ	

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, Mrs. Jackie Lewis
Resolution 20250923.15 is adopted unanimously.

X. Finance

i. Extension of CD investment for another 6 months

BE IT RESOLVED, that the Board hereby approves the extension of the Certificate of Deposit Investment that was previously approved in the March 18, 2025 meeting, for another 6 months at the current highest interest rate provided by Unity Bank.
Moved by Dr. Tracy Gill, seconded by Dr. Ahmet Atlig to approve the motion.
Roll call: All In Favor
Against: NONE Abstained: NONE
Absent: Mr. Eric Van Bladel, Mrs. Jackie Lewis
Resolution 20250923.16 is adopted unanimously.

ii. 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

- $15,027,202.04 as of July 31, 2025
- $17,342,264.49 as of August 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 August 31, 2025 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

______________________________ ***September 22, 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 July and August 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. Tracy Gill, 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, Mrs. Jackie Lewis
Resolution 20250923.17 is adopted unanimously.

d. List of Bills
BE IT RESOLVED, that the Board approves the List of Bills for the periods between July 1, 2025 and September 15, 2025 in the total amount of $3,571,669.19. **Appendix M**

Moved by Dr. Tracy Gill , seconded by Dr. Ahmet Atlig to approve the motion.
Roll call: All In Favor
Against: NONE Abstained: NONE
Absent: Mr. Eric Van Bladel, Mrs. Jackie Lewis
Resolution 20250923.18 is adopted unanimously.

XI. Executive Session

i. Central Jersey College Prep Charter School is **called to order for an executive session** at __7:50____ PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

WHEREAS, the Open Public Meetings Act authorizes Boards of Trustees to meet in executive session under certain circumstances

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session; now therefore,

BE IT RESOLVED by the Central Jersey College Prep Charter School Board of Trustees, that it is necessary to meet in executive session to discuss certain items involving such as personnel matters, attorney-client privilege matters, pending litigation, HIB monthly reports, negotiations and other such related matters pursuant to law N.J.S.A. 10:4-12(b).

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

Moved by Dr. Ferhan Tunagur , seconded by Dr. Ahmet Atlig to approve the motion.
Roll call: All In Favor
Against: NONE Abstained: NONE
Absent: Mr. Eric Van Bladel, Mrs. Jackie Lewis
Resolution 20250923.19 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. 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, Mrs. Jackie Lewis
Resolution 20250923.20 is adopted unanimously.

XII. HIB Report

BE IT RESOLVED, that the Board hereby 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: All in Favor
Against: NONE Abstained: NONE
Absent: Mr. Eric Van Bladel, Mrs. Jackie Lewis
Resolution 20250923.21 is adopted unanimously.

XIII. Adjournment

Moved by Dr. Ahmet Atlig, seconded by Dr. Tracy Gill to **adjourn meeting** at __7:55_PM.
Roll call: All in Favor
Against: NONE Abstained: NONE
Absent: Mr. Eric Van Bladel, Mrs. Jackie Lewis
Resolution 20250923.22 is adopted unanimously.