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**MIDDLESEX COUNTY STEM CHARTER SCHOOL**

**BOARD OF TRUSTEES**

**SEPTEMBER 13, 2023**

**THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS  
TRIBUNE ON SEPTEMBER 11, 2023.**

**MIDDLESEX COUNTY STEM CHARTER SCHOOL**

613 Carlock, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

**BOARD OF TRUSTEES MEETING**

**Date:** September 13, 2023, 6:30 PM

**Place:** 613 Carlock Avenue, Perth Amboy, NJ 08861

**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 September 13, 2023.

**Mission Statement**

The mission of the Middlesex County STEM Charter School is to provide rigorous science, technology, engineering, and math curricula in a diverse and nurturing environment to spark students’ interest at early ages in STEM careers.

**AGENDA**

**I. Roll Call**

The Regular Meeting of the Middlesex County STEM Charter School is called to order at 8:42pm. The Board reserves the right to act on any or all agenda items.

Moved by Mrs. Jackie Lewis, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: *All in Favor*

Against: Abstained: Absent: Ms. Jessenia Mejia

*Resolution 230913.1 is adopted unanimously.*

**Roll Call by:**

<b>Trustee</b>	<b>Position</b>	<b>Term Expires</b>	<b>Attendance</b>
Mrs. Jackie Lewis	President	June 30, 2024	Present
Mr. Anthony Attanasio	Vice President	June 30, 2026	Present
Mr. John Cascarano	Member	June 30, 2023	Present
Mr. David Vitali	Member	June 30, 2024	Present
Ms. Jessenia Mejia	Member	June 30, 2024	Absent

**Also Present:**

<b>Member</b>	<b>Position</b>	<b>Attendance</b>
Dr. Namik Sercan	Chief Education Officer	Present
Ms. Fiona Daubon	Business Administrator/Board Secretary	Present

## II. Acceptance of Agenda

**BE IT RESOLVED**, Middlesex County Stem Charter School Board of Trustees approves the Rescheduled Board Meeting agenda.

Moved by Mrs. Jackie Lewis, seconded by Mr. David Vitali to approve the motion.  
Roll call: *All in Favor*

Against: Abstained: Absent: Ms. Jessenia Mejia  
**Resolution 230913.2 is adopted unanimously.**

## III. Acceptance of Minutes

**BE IT RESOLVED**, Middlesex County STEM Charter School Board of Trustees approves the [Regular Meeting Minutes for June 27, 2023](#)

Moved by Mr. David Vitali, seconded by Mrs. Jackie Lewis to approve the motion.  
Roll call: *All in Favor*

Against: Abstained: Absent: Ms. Jessenia Mejia  
**Resolution 230913.3 is adopted unanimously.**

## IV. Board Matters

### i. Renewal of Board membership: Mr. John Cascarano

**BE IT RESOLVED**, that the board approves renewal of Mr. John Cascarano's membership on the Board of Trustees for another three-year term expiring June 30, 2026

Moved by Mrs. Jackie Lewis, seconded by Mr. Anthony Attanasio to approve the motion.  
Roll call: *All in Favor*

Against: Abstained: Absent: Ms. Jessenia Mejia  
**Resolution 230913.4 is adopted unanimously.**

### ii. Removal of Board member: Ms. Jessenia Mejia

**BE IT RESOLVED**, that the board approves the removal of Ms. Jessenia Mejia's membership on the Board of Trustees.

Moved by Mr. Anthony Attanasio, seconded by Mrs. Jackie Lewis to approve the motion.  
Roll call: *All in Favor*

Against: Abstained: Absent:  
**Resolution 230913.5 is adopted unanimously.**

### iii. NJSBA Conference

Registration for NJSBA conference October 23, - October 26th in Atlantic City, NJ  
Deadline for [Lodging Reservation](#) is September 22, 2023.

John Cascarano  
Fiona Daubon

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

- i. Enrollment counts
- ii. New campus in South Amboy
- iii. Transportation challenges

**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. Board Policy**

**BE IT RESOLVED**, that the Board approves the **first reading** of the following policies and code of conduct as detailed in the exhibits attached hereto and made a part of the minutes.

- **Policy 2419: School Threat Assessment Team** [Appendix A](#)
- **Regulation 2419: School Threat Assessment Teams** [Appendix B](#)

Moved by Mr. David Vitali , seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: *All in Favor*

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: *Mr. Anthony Attanasio*

**Resolution 230913.6 is adopted unanimously.**

**VIII. Designations, Discussion and Action Items**

**i. School Wide Testing Schedule**

**BE IT RESOLVED**, that the board approves the charter’s Testing schedule for state mandated and other school assessments. [Appendix C](#)

Moved by Mr. David Vitali , seconded by Mr. John Cascarano to approve the motion.

Roll call: *All in Favor*

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: *Mr. Anthony Attanasio*

**Resolution 230913.7 is adopted unanimously.**

**ii. Education Services Commission of NJ Contract**

**BE IT RESOLVED**, that The Board hereby approves the professional service contract with the Education Services Commission of New Jersey to provide related services (physical/occupational/speech therapy) for the Child Study Team for the 2023-2024 school year in the amount of \$64,352.00. [Appendix D](#)

Moved by Mr. John Cascarano , seconded by Mr. David Vitali to approve the motion.

Roll call: *All in Favor*  
Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: *Mr. Anthony Attanasio*  
***Resolution 230913.8 is adopted unanimously.***

**ii. Grant Administration and Consultation Services**

***BE IT RESOLVED***, that Board hereby approves the service contract of New Sussex Education Consultants, LLC - Dr. Thomas Kane to provide grant administration and consultation services at the cost of \$600 per day per diem, not to exceed \$20,000 for the 2023-2024 School Year. [Appendix E](#)

Moved by Mrs. Jackie Lewis, seconded by Mr. John Cascarano to approve the motion.

Roll call: *All in Favor*  
Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: *Mr. Anthony Attanasio*  
***Resolution 230913.9 is adopted unanimously.***

**iii. ARP Safe Return Plan**

***BE IT RESOLVED***, that the board approves the charter's Guidance for Virtual or Remote Instruction Plan for 2023-2024, in accordance with Governor Murphy issued executive order that became P.L.2020,c.27 to provide continuity of instruction in the event of a public-health related district closure. [Appendix F](#)

Moved by Mr. John Cascarano, seconded by Mr. David Vitali to approve the motion.

Roll call: *All in Favor*  
Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: *Mr. Anthony Attanasio*  
***Resolution 230913.10 is adopted unanimously.***

**vi. Cost-Sharing Agreement**

***BE IT RESOLVED***, that the Board hereby approves the attached Cost-Sharing agreement with Central Jersey College Prep Charter School effective as of July 01, 2023 through to June 30, 2024. [Appendix G](#)

Moved by Mr. John Cascarano, seconded by Mr. David Vitali to approve the motion.

Roll call:  
Against: \_\_\_\_\_ Abstained: Mrs. Jackie Lewis Absent: *Mr. Anthony Attanasio*  
***Resolution 230913.11 is adopted by majority.***

**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 2023 - 2024 as detailed in the below exhibits attached hereto and made a part of the minutes:

**i. Optional Staff PD Compensation**

Compensation of \$170 per day for returning staff members who attend the Optional Professional Development sessions on August 24th & August 25th from 9am to 3pm. [Appendix H](#)

**ii. New Hires & Position/Term Changes** for the school year of 2023 - 2024 as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix I](#)

Moved by Mr. John Cascarano, seconded by Mr. David Vitali to approve the agenda items IX. A - i through ii.

Roll call: *All in Favor*

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: *Mr. Anthony Attanasio*

***Resolution 230913.12 is adopted unanimously.***

**B. Workshops/Conferences**

Approval of the attendance to and costs of the following Workshops/Conferences as requested by the following 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
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Dr. Mosconi Ms. Jennifer Gonzales	Self Paced	<a href="#">Growth-Focused Observations - Refresher Course (00d)</a>	Online	\$150 per person
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Employee	Date	Program Name	Location	Cost
Ms. Pierz	Self Paced	<a href="#">2013 Framework for Teaching: A Common Vision of Instructional Excellence (00)</a>	Online	\$195 per person

Moved by Mrs. Jackie Lewis, seconded by Mr. John Cascarano to approve the motion.

Roll call: *All in Favor*

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: *Mr. Anthony Attanasio*

***Resolution 230913.13 is adopted unanimously.***

## **X. Finance**

### ***i. FY23 Budget Adjustments:***

***BE IT RESOLVED***, by the Board of Trustees of Middlesex County Stem Charter School that the attached inter-appropriation transfers made on the financial records of the Board affecting 2022-2023 budget be affirmed and approved. Total transfers are in the amount of \$1,156,920.45. [Appendix J](#)

Moved by Mr. David Vitali, seconded by Mr. John Cascarano to approve the motion.

Roll call: *All in Favor*

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: *Mr. Anthony Attanasio*

***Resolution 230913.14 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 **\$2,087,497.04 as of April 30, 2023.**

**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 **\$2,349,652.24 as of May 31, 2023.**

**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 **\$1,749,273.84 as of June 30, 2023.**

**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 June 30, 2023 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

*Fiona Daubon*

**Fiona Daubon – Business Administrator**

*September 13, 2023*

***Date***

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



RESOLVED, that after review of the Secretary's and Treasurer's reports for June 2023 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 Mrs. Jackie Lewis, seconded by Mr. John Cascarano to approve the motion.

Roll call: *All in Favor*  
Against: \_\_\_\_ Abstained: \_\_\_\_ Absent: *Mr. Anthony Attanasio*  
**Resolution 230913.15 is adopted unanimously.**

**iii. List of Bills**

**BE IT RESOLVED**, that the Board approves the List of Bills for the period between June 01, 2023 and June 30, 2023 in the total amount of \$1,061,263.94. [Appendix K](#)

Moved by Mrs. Jackie Lewis, seconded by Mr. John Cascarano to approve the motion.

Roll call: *All in Favor*  
Against: \_\_\_\_ Abstained: \_\_\_\_ Absent: *Mr. Anthony Attanasio*  
**Resolution 230913.16 is adopted unanimously.**

**e. New Jersey Learning Acceleration: High-Impact Tutoring Grant**

**BE IT RESOLVED**, that The Board hereby authorizes the submission of the New Jersey Learning Acceleration: High Impact Tutoring Grant for the 2023-2024 School Year and any amendments that entail either programmatic or fiscal changes to the final NJDOE approved grant application. Grant funds are designated to be used for targeted high impact tutoring interventions for 3rd & 4th grade students disproportionately affected by the pandemic. [Appendix L](#)

Moved by Mrs. Jackie Lewis , seconded by Mr. John Cascarano to approve the motion.

Roll call: *All in Favor*  
Against: \_\_\_\_ Abstained: \_\_\_\_ Absent: *Mr. Anthony Attanasio*  
**Resolution 230913.17 is adopted unanimously.**

**e. Grant Fund Acceptances**

**BE IT RESOLVED**, that The Board hereby approves the acceptance of funds from the IDEA grant programs as stated below.

**IDEA funds**

IDEA Basic- \$104,358

IDEA Preschool- \$1,806

**Total IDEA grant: \$106,164**

Moved by Mr. John Cascarano, seconded by Mr. David Vitali to approve the motion.

Roll call: *All in Favor*

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: *Mr. Anthony Attanasio*

***Resolution 230913.18 is adopted unanimously.***

**XI. Executive Session -**

No executive session was conducted.

**XII. Adjournment**

Motion by Mr. David Vitali, seconded by Mr. John Cascarano to **adjourn meeting** at 9:34PM.

Roll call: *All in Favor*

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: *Mr. Anthony Attanasio*

***Resolution 230913.19 is adopted unanimously.***