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MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

OCTOBER 24, 2023

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS
TRIBUNE ON JULY 5, 2023.

MIDDLESEX COUNTY STEM CHARTER SCHOOL

613 Carlock, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

BOARD OF TRUSTEES MEETING

Date: October 24, 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 July 05, 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 6:30 ____pm. The Board reserves the right to act on any or all agenda items.

Moved by Mr. Anthony Attanasio, seconded by Mr. David Vitali to approve the motion.

Roll call: *All in Favor*

Against: Abstained: Absent: Mrs. Jackie Lewis

Resolution 231024.1 is adopted unanimously.

Roll Call by:

Trustee	Position	Term Expires	Attendance
Mrs. Jackie Lewis	President	June 30, 2024	Present *
Mr. Anthony Attanasio	Vice President	June 30, 2026	Present
Mr. John Cascarano	Member	June 30, 2026	Present
Mr. David Vitali	Member	June 30, 2024	Present
Vacant	Member		

- ***Mrs. Lewis Joined at 6:40pm**

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	Present
Ms. Fiona Daubon	Business Administrator/Board Secretary	Present
Dr. Tasha Mosconi	Director of Curriculum	Present

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II. Acceptance of Agenda

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

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

Roll call: *All in Favor*

Against: Abstained: Absent:

Resolution 231024.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the [Rescheduled Meeting Minutes for September 13, 2023](#)

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

Roll call: *All in Favor*

Against: Abstained: Absent:

Resolution 231024.3 is adopted unanimously.

IV. Board Matters

i. NJSBA Conference: October 23, - October 26th in Atlantic City, NJ

Attendees: Mrs. Jackie Lewis & Fiona Daubon

ii. **New Parent Board Member:** Two options will be presented in the next meeting

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

- Comparative ELA & Math test score results - cohort growth

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 **second reading and adoption** 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 Mrs. Jackie Lewis, seconded by Mr. John Cascarano to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.4 is adopted unanimously.

VIII. Designations, Discussion and Action Items

i. Healthcare Staffing Agreement FY24

BE IT RESOLVED, that Board hereby approves the charter's Healthcare Staffing Agreement between Middlesex County STEM Charter School and Interim Healthcare, for the current school year 2023-2024 at a rate of \$62.25/hr for RN, and \$57.00/hr for LPN services. [Appendix C](#)

Moved by Mr. Anthony Attanasio, seconded by Mr. John Cascarano to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.5 is adopted unanimously.

ii. Snow Removal Service FY24

BE IT RESOLVED, that the board approves the snow removal services contract with Four Seasons Snow & Landscape Inc for services beginning November 15, 2023 to April 15, 2024. [Appendix D](#)

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.6 is adopted unanimously.

iii. Charter Amendment Application

WHEREAS, Charter Schools in New Jersey are subject to renewal every 5 years.

WHEREAS, Middlesex County STEM Charter School's charter expansion was approved by the NJDOE in February 2022.

WHEREAS, Middlesex County STEM Charter School community demands the continuation of educational opportunities offered at MCSCS in middle and high school grades.

WHEREAS, Middlesex County STEM Charter School Board of Trustees requests an expansion into high school grades through the charter renewal process based on the demand and interest from the community,

THEREFORE, BE IT RESOLVED, that the Board of Trustees for Middlesex County STEM Charter School approves submission of the renewal petition with expansion as presented in [Appendix E](#).

Moved by Mr. Anthony Attanasio, seconded by Mr. John Cascarano to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.7 is adopted unanimously.

iv. Charter Waiver Application

WHEREAS, MCSCS needs an additional building to address the expansion approved by the NJDOE in February 2022.

WHEREAS, MCSCS has conducted robust facility searches in the City of Perth Amboy to identify buildings suitable for school use. Unfortunately, the searches did not yield viable options.

WHEREAS, there is a school building readily available to move in located at 531 Washington Ave, South Amboy.

WHEREAS, NJDOE requires charter schools to submit a charter amendment petition to use satellite locations.

WHEREAS, MCSCS is also required to submit a waiver application to NJDOE since the proposed facility is outside of the school's region of residence.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approve the submission of the waiver application to the NJDOE to obtain approval to continue to occupy the above mentioned building on a temporary basis.

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.8 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 2023 - 2024 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 2023 - 2024 as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix F](#)

ii. Stipends for Teachers and staff FY24 [Appendix G](#)

Moved by Mr. David Vitali, seconded by Mrs. Jackie Lewis to approve the agenda items IX. A - i through ii.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.9 is adopted unanimously.

B. Salary Proportions from Grant Funding

BE IT RESOLVED that the Board approves the following salary proportions for IDEA support staff and ESEA- Title I Instructional aides for the school year 2023-2024.

IDEA

Name	Position	Total Salary	% Federal Funding	Amount Federal Funding	% Local Funding	Amount Local Funding
Rawlins, Tiara	In Class Support Teacher	\$41,000	73%	\$30,000	27%	\$11,000

ESEA

Name	Position	Total Salary	% Federal Funding	Amount Federal Funding	% Local Funding	Amount Local Funding
Amin, Ereny	In Class Support Teacher	\$40,000	37.5%	\$15,000	62.5%	\$25,000
Bashout, Engi	In Class Support Teacher	\$41,000	37%	\$15,000	63%	\$26,000
Dillon, Chris	In Class Support Teacher	\$40,000	37.5%	\$15,000	62.5%	\$25,000
Wasily,	In Class	\$40,000	37.5%	\$15,000	62.5%	\$25,000

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.10 is adopted unanimously.

C. 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
Maria Greenstein Laurel White	November	WIDA Webinar: to provide training for ELL support.	Online	\$250 pp
Sara Diwane	November 16 @ 9-3pm	Legally Compliant IEP's: To help case managers learn to make sure IEPs are written with legal compliance. CM will turnkey the information to the CM team.	In person	\$150

Katherine Guzman Ancy Edappara	Nov 2 @ 9-1pm	HIB Law Update (Virtual): <i>To provide training for HIB personnel and receive any new HIB law updates</i>	Online	\$125/pp
Giamarie Petrocelli		Frontline Training for New Case Managers: <i>To teach new case managers how to use Frontline IEP and 504</i>	Online	\$800
Ancy Edappara		HIB Certificate Training for New Behaviorists: <i>To teach new behaviorists how to conduct HIBs</i>	Online	\$500/pp
Tammy Mulvaney Nicole Murphy Angelina Prentiss Veronica Roux		BIP Training for all Counselors: <i>To teach counselors how to write and implement BIPs</i>		

Moved by Mr. Anthony Attanasio , seconded by Mr. David Vitali to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.11 is adopted unanimously.

X. Finance

i. Grant Fund Acceptances

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

ESEA funds

Title I - \$215,579

Title IIA - \$22,217

Title III - \$14,715

Title III Immigrant - \$2,873

Title IV - \$14,357

Total ESEA grant: \$269,741

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.12 is adopted unanimously.

ii. CSP Grant Application

BE IT RESOLVED, that The Board of Trustees hereby approves the submission of the Charter Schools Program Expansion Grant to the NJ Charter Schools Association on October 30, 2023 in the amount of \$1,500,000.

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.13 is adopted unanimously.

iii. Field Trips

BE IT RESOLVED, that the Board approves the following Field Trips

Location	Grade Level	Date	# of Students	Cost
VonThun's Country Farm Market LLC <i>519 Ridge Road Monmouth Junction, NJ 08852</i>	Kindergarten	Tuesday 10/24/23	78	\$11/student
	1st Grade	Tuesday 10/31/23	81	\$11/student
	2nd Grade	Monday 10/30/23	81	\$11/student

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.14 is adopted unanimously.

iv. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the period between July 01, 2023 and August 31, 2023 in the total amount of \$603,098.06 [Appendix H](#)

Moved by Mr. Anthony Attanasio, seconded by Mr. David Vitali to approve the motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.15 is adopted unanimously.

XI. Executive Session

Middlesex County STEM Charter School is **called to order for an executive session** at 7:46 PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.16 is adopted unanimously.

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 Middlesex County STEM 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.

FURTHER RESOLVED that the Board of Education will return to open session to conduct business at the conclusion of the executive session.

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.17 is adopted unanimously.

XII. Acceptance of HIB report

BE IT RESOLVED, that The Board of Trustees hereby approves the acceptance of the HIB report presented in the Executive Session.

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.18 is adopted unanimously.

XIII. Adjournment

Motion by Mrs. Jackie Lewis, seconded by Mr. John Cascarano to **adjourn meeting** at __8:15__ PM.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: _____

Resolution 231024.19 is adopted unanimously.