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MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

DECEMBER 19, 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: December 19, 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 6:57pm. The Board reserves the right to act on any or all agenda items.

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

Roll call: *All in Favor*

Against: None Abstained: None Absent: Mr. Anthony Attanasio

Resolution 231219.1 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	Excused
Mr. John Cascarano	Member	June 30, 2026	Present
Mr. David Vitali	Member	June 30, 2024	Present
Vacant	Member		

Also Present:

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

Ms. Jazmyne Mitchell	Director of Student Support Services	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 Mrs. Jackie Lewis to approve the motion.

Roll call: *All in Favor*

Against: None Abstained: None Absent: Mr. Anthony Attanasio

Resolution 231219.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the [Board Meeting Minutes for October 24, 2023](#)

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

Roll call: *All in Favor*

Against: None Abstained: None Absent: Mr. Anthony Attanasio

Resolution 231219.3 is adopted unanimously.

IV. Board Matters

i. New Parent Board Member:

WHEREAS, Middlesex County STEM Charter School Board of Trustees acknowledges the significance of the parent representation on the Board,

WHEREAS, according to the Bylaws, the Board is authorized to have up to seven trustees serving on the Board of Trustees;

WHEREAS, the Board is authorized to approve up to three new board members.

BE IT ALSO RESOLVED, Middlesex County STEM Charter School Board of Trustees approve the membership of Melissa Corraliza for a term through June 30, 2024.

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

Roll call: *All in Favor*

Against: None Abstained: None Absent: Mr. Anthony Attanasio

Resolution 231219.4 is adopted unanimously.

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

- Expansion Rollout for High School Grade levels

- NJSLA State Results: Comparison with Perth Amboy BOE

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.

A parent discussed his concerns about an alleged HIB case.

VII. Designations, Discussion and Action Items

i. HIB Self Assessment SY 22-23

BE IT RESOLVED, that The Board hereby approves the HIB Self Assessment for SY23 [Appendix A](#)

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

Roll call: *All in Favor*

Against: None Abstained: None Absent: Mr. Anthony Attanasio

Resolution 231219.5 is adopted unanimously.

ii. FY25 Budget Calendar

BE IT RESOLVED, that The Board hereby approves the FY25 Budget Calendar. [Appendix B](#)

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

Roll call: *All in Favor*

Against: None Abstained: None Absent: Mr. Anthony Attanasio

Resolution 231219.6 is adopted unanimously.

iii. Grant Administration and Consultation Services

BE IT RESOLVED, that Board hereby approves the revision of 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 \$30,000 for the 2023-2024 School Year. [Appendix C](#)

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

Roll call: *All in Favor*

Against: None Abstained: None Absent: Mr. Anthony Attanasio

Resolution 231219.7 is adopted unanimously.

iv. Functional Behavioral Assessment Services

BE IT RESOLVED, that Board hereby approves the service contract of Applied Behavioral Counseling P.C. to provide functional behavioral assessment services at the cost of \$140 per hour per diem, not to exceed \$1,400 per student for the 2023-2024 School Year. [Appendix D](#)

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

Roll call: *All in Favor*
Against: None Abstained: None Absent: Mr. Anthony Attanasio
Resolution 231219.8 is adopted unanimously.

v. Transportation Services

BE IT RESOLVED, that Board hereby approves the service contract of Essex Regional Educational Services Commission to provide student transportation services at the cost of \$600 per day + 4% administrative fee, beginning December 6th, 2023 to June 30, 2024. [Appendix E](#)

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

Roll call: *All in Favor*
Against: None Abstained: None Absent: Mr. Anthony Attanasio
Resolution 231219.9 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 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 Mr. John Cascarano to approve the agenda items IX. A - i through ii.

Roll call: *All in Favor*
Against: None Abstained: None Absent: Mr. Anthony Attanasio
Resolution 231219.10 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
Nicole Murphy Angelina Prentiss Veronica Roux Sara Diwane Giamarie Petrocelli	January 25, 2023 @ 9am-12pm	RWJ I&RS Training to re-establish & enforce intervention and referral services efforts.	Online	\$199 pp
Jessica Pierz	April 12 @ 7:30am - 3:30pm	NJAGC Conference 2024: <i>To gain more information on the Gifted children program</i>	In person 1200 Old Trenton Rd West Windsor, NJ 08550 United States	\$224
Gretchen Katzenberger	February 2 @ 9am -3:30pm	Catching Up Students who have Fallen behind in Reading or Writing (Grades 3-5): <i>To provide training on practical, innovative ways to improve the literacy skills of 3rd, 4th & 5th grade students, especially those who've fallen behind</i>	Online	\$279

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

Roll call: *All in Favor*

Against: None Abstained: None Absent: Mr. Anthony Attanasio

Resolution 231219.11 is adopted unanimously.

IX. Finance

i. NJ High Impact Tutoring Grant

BE IT RESOLVED, that The Board hereby accepts the High Impact Tutoring Grant award in the amount of \$48,000 for the program duration of October 11, 2023 through to August 31, 2024. [Appendix H](#)

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

Roll call: *All in Favor*

Against: None Abstained: None Absent: Mr. Anthony Attanasio

Resolution 231219.12 is adopted unanimously.

iv. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the period between September 01, 2023 and November 30, 2023 in the total amount of \$3,758,559.69 [Appendix I](#)

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

Roll call: *All in Favor*

Against: None Abstained: None Absent: Mr. Anthony Attanasio

Resolution 231219.13 is adopted unanimously.

X. Executive Session

Middlesex County STEM Charter School is **called to order for an executive session** at 8:29 PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

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

Roll call: *All in Favor*

Against: None Abstained: None Absent: Mr. Anthony Attanasio

Resolution 231219.14 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 Mrs. Jackie Lewis , seconded by Mr. David Vitali to approve the motion.

Roll call: *All in Favor*

Against: None Abstained: None Absent: Mr. Anthony Attanasio

Resolution 231219.15 is adopted unanimously.

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mr. Anthony Attanasio

Resolution 231219.16 is adopted unanimously.

XII. Adjournment

Motion by Mr. David Vitali , seconded by Mrs. Jackie Lewis to **adjourn meeting** at __9:15__ PM.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mr. Anthony Attanasio

Resolution 231219.17 is adopted unanimously.