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MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

FEBRUARY 27, 2024

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:** February 27, 2024, 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 7:19 pm. The Board reserves the right to act on any or all agenda items.

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, Mr. John Cascarano

***Resolution 240227.1 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	Excused
Mr. John Cascarano	Member	June 30, 2026	Excused
Mr. David Vitali	Member	June 30, 2024	Present
Ms. Melissa Corraliza	Member	June 30, 2024	Present
Ms. Tonya Heyward	Member	June 30, 2024	Present

**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

Dr. Tasha Mosconi	Director of Curriculum	Present

**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: Abstained: Absent: Mr. Anthony Attanasio, Mr. John Cascarano

**Resolution 240227.2 is adopted unanimously.**

**III. Acceptance of Minutes**

**BE IT RESOLVED**, Middlesex County STEM Charter School Board of Trustees approves the Board Meeting Minutes for January 23, 2023 as presented in

[Appendix A](#)

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, Mr. John Cascarano

**Resolution 240227.3 is adopted unanimously.**

**IV. Board Matters**

**i. Financial Committee Meeting** to review FY25 Budget

Date: Wednesday 3/20/24.

Time: 1pm via zoom

Board Members attending: Jackie Lewis, Tonya Heyward

**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, 2024

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

- NJDOE Expansion approval into High School grades K-10
- Student Applications for school year 2024 -2025

## 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. 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.

**Policies:** [Appendix B](#)

- 1642.01 Sick Leave - Policy & Regulation (NEW)
- 2270 Religion in Schools - Policy
- 3161 Examination for Cause – Policy
- 3212 Attendance - Policy & Regulation
- 3324 Right of Privacy - Policy
- 4161 Examination for Cause - Policy
- 4212 Attendance – Policy & Regulation
- 4324 Right of Privacy - Policy
- 5111 Eligibility of Resident/Nonresident Students – Policy & Regulation(M)
- 5116 Education of Homeless Children and Youths – Policy & Regulation
- 8500 Food Services

**Regulations:** [Appendix C](#)

- R1642.01 Sick Leave
- R3212 Attendance Teaching Staff
- R4212 Attendance Support staff
- R5116 Education of Homeless Children and Youth
- R5111 Eligibility of Resident/Non-Resident Students

Moved by [Mrs. Jackie Lewis](#) , seconded by [Ms. Melissa Corraliza](#) to approve the motion.

Roll call: *All in Favor*

Against:      Abstained:      Absent: Mr. Anthony Attanasio, Mr. John Cascarano

***Resolution 240227.4 is adopted unanimously.***

## VIII. Designations, Discussion and Action Items

### i. FY25 SEMI Waiver

**WHEREAS**, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for FY 2025 for districts with 40 or less eligible students,

**BE IT RESOLVED**, that Board hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Middlesex an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for FY 2025 based on the eligibility projection of 34 students. [Appendix D](#)

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, Mr. John Cascarano

**Resolution 240227.5 is adopted unanimously.**

### **ii. FY25 Waiver Application-South Amboy Campus**

WHEREAS, MCSCS needs an additional building to address the expansion approved by the NJDOE in February 2024.

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, the school building located at 531 Washington Ave, South Amboy is currently being occupied by MCSCS as a result of waiver approval from the NJDOE in June 2023 for the school year 2023-2024.

WHEREAS, MCSCS wishes to stay in this facility for the school year 2024-2025

WHEREAS, NJDOE requires MCSCS to submit another waiver petition to utilize this satellite location since the proposed facility is outside of the school's region of residence.

NOW THEREFORE BE IT RESOLVED that MCSCS submits the waiver application to the NJDOE to obtain approval to continue to occupy the above mentioned building for the 2024- 2025 school year.

Moved by Mrs. Jackie Lewis , seconded by Ms. Tonya Heyward to approve the motion.

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. Anthony Attanasio, Mr. John Cascarano

**Resolution 240227.6 is adopted unanimously.**

### **iii. School Bus Purchase from CSP Grant**

**BE IT RESOLVED**, that Board hereby authorizes the purchase of 3 School buses from State Contractors Hoover Truck & Bus Centers in the amount of \$453,000.00 to be paid from CSP grant funding. [Appendix E](#)

Moved by Mr. David Vitali , seconded by Ms. Tonya Heyward to approve the motion.

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. Anthony Attanasio, Mr. John Cascarano

*Resolution 240227.7 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** for Teachers and staff FY24: [Appendix F](#)

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

Moved by Mrs. Jackie Lewis , seconded by Ms. Tonya Heyward to approve items IX A i to ii.

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. Anthony Attanasio, Mr. John Cascarano

*Resolution 240227.8 is adopted unanimously.*

**B. Salary Proportion from CSP Grant Funding**

**BE IT RESOLVED** that the Board approves the following salary proportions for CSP Administrator for the remainder of the 2023- 2024 school year.

**CSP**

Name	Position	Total Annual Salary	Pro-rated Salary From 3/1/24-6/30/24	% CSP Funding	Amount CSP Funding
Tozan, John	Director of Operations	\$116,699.00	\$38,899.68	100%	\$38,899.68

Moved by Mrs. Jackie Lewis , seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. Anthony Attanasio, Mr. John Cascarano

*Resolution 240227.9 is adopted unanimously.*

**C. Field Trips**

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

Moved by Mrs. Jackie Lewis , seconded by Ms. Tonya Heyward to approve the motion.

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. Anthony Attanasio, Mr. John Cascarano

*Resolution 240227.10 is adopted unanimously.*

**D. 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.

<b>Employee</b>	<b>Date</b>	<b>Program Name</b>	<b>Location</b>	<b>Cost</b>
Ms. Lisa Arato	March 13, 2024	<b>Dealing with Disrespectful and Disengaged Students:</b> <i>Specifically Designed for Grades 1-12: Classroom Teachers, Special Education Staff, Paraprofessionals, Administrators, Counselors, School Psychologists, Crisis Interventionists and Special Program Coordinators</i>  <i>Practical strategies that will improve the behavior of repeatedly disrespectful students</i> <i>Innovative NEW ideas for more</i>	Online	\$279 per person

		<i>respectful and positive behavior</i> <i>Receive an extensive digital resource handbook filled with practical strategies for dealing with disrespectful and disengaged students in your classroom</i>		
Ms. Anna Swank	April 17, 2024	<b>The Center for Literacy Development Shifting the Balance: Aligning Literacy Instruction with What We Know about How the Brain Reads</b>	Rutgers Busch Student Center	\$180
Ms. Anna Swank	May 21, 2024	<b>High-Impact and Engaging Routines for Phonics, Word Study, and Fluency K-6</b>	Rutgers Student Center	\$180

Moved by Mrs. Jackie Lewis , seconded by Ms. Tonya Heyward to approve the motion.

Roll call: *All in Favor*



Against: Abstained: Absent: Mr. Anthony Attanasio, Mr. John Cascarano  
***Resolution 240227.11 is adopted unanimously.***

**X. Finance**

***i. Acceptance of CSP Grant Award***

***BE IT RESOLVED***, that the Board accepts the Round IV of the New Jersey Public Charter Schools Association’s CSP Grant Award for funding up to \$1.5 million to be used starting the 2023-2024 school year through to the 2025-2026 school year.

***Appendix I***

Moved by Ms. Tonya Heyward , seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. Anthony Attanasio, Mr. John Cascarano  
***Resolution 240227.12 is adopted unanimously.***

***ii. FY24 Annual Fiscal Questionnaire***

***BE IT RESOLVED***, that The Board hereby approves the 2023-2024 Annual Fiscal Questionnaire to be submitted to the NJDOE Office Of Charter & Renaissance Schools. ***Appendix J***

Moved by Ms. Tonya Heyward , seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. Anthony Attanasio, Mr. John Cascarano  
***Resolution 240227.13 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*** for the following months are in agreement with the cash balance in the Governmental Funds:

- \$1,683,416.73 as of January 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 January 31, 2024 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

\_\_\_\_\_ ***Fiona Daubon***

***February 23, 2024***

***Fiona Daubon – Business Administrator***

***Date***

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

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

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. Anthony Attanasio, Mr. John Cascarano

***Resolution 240227.14 is adopted unanimously.***

***iv. List of Bills***

**BE IT RESOLVED**, that the Board approves the List of Bills for the period between January 20, 2024 and February 22, 2024 in the total amount of \$938,414.45 [Appendix K](#)

Moved by Ms. Melissa Corraliza, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. Anthony Attanasio, Mr. John Cascarano

***Resolution 240227.15 is adopted unanimously.***

**XI. Executive Session**

Middlesex County STEM Charter School is **called to order for an executive session** at \_\_\_\_\_ 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 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.

**XII. Acceptance of HIB Report**

**BE IT RESOLVED** that the Board of Education accepts the HIB report presented in the executive session.

No HIB report was presented.

**XIII. Adjournment**

Motion by Mrs. Jackie Lewis , seconded by Ms. Tonya Heyward to **adjourn meeting** at 8:14 PM.

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. Anthony Attanasio, Mr. John Cascarano

***Resolution 240227.16 is adopted unanimously.***

