

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

MAY 7, 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: May 7, 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 6:37pm. 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: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.1 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	Absent
Mr. David Vitali	Member	June 30, 2024	Absent
Ms. Melissa Corraliza	Member	June 30, 2024	Present
Ms. Tonya Heyward	Member	June 30, 2024	Present

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

II. Acceptance of Agenda

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

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

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the Board Meeting Minutes for March 26, 2024 as presented in

[Appendix A](#)

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.3 is adopted unanimously.

IV. Board Matters

i. Renewal of Board membership: Mrs. Jackie Lewis

BE IT RESOLVED, that the board approves renewal of Mrs. Jackie Lewis' membership on the Board of Trustees for another three-year term expiring June 30, 2027.

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

Roll call: *All in Favor*

Against: Abstained: Mrs. Jackie Lewis

Absent: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.4 is adopted by majority vote.

ii. Renewal of Board membership: Mr. David Vitali

BE IT RESOLVED, that the board approves renewal of Mr. David Vitali's membership on the Board of Trustees for another three-year term expiring June 30, 2027.

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

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.5 is adopted unanimously.

iii. Next Board Meeting: Thursday June 27, 2024 @ 6:30pm

V. 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.

Policies: [Appendix B](#)

- 1440 Educational Equity/Affirmative Action - Policy & Regulation (NEW)
- 1523 Comprehensive Equity Plan- Policy
- 1530 Equal Employment/ Anti Discrimination– Policy
- 2660 Equity in School and Classroom Practices- Policy & Regulation
- 2411 Guidance Counseling- Policy
- 2423 Bilingual Education - Policy

Regulations: [Appendix C](#)

- R1530 Equal Employment Opportunity Complaint Procedure
- R2200 Curriculum Content
- R2260 Equity in School and Classroom Practices Procedure
- R2423- Bilingual Education

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

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.6 is adopted unanimously.

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

- Building Updates
- CSP Expansion Grant Update
 - Enrollment in expanded grades K, 1st, 8th
 - Buses purchased
- School Performance Report

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.

No Public Comment

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 for Teachers and staff FY24 and FY25 Renewals: [Appendix D](#)

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

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

Roll call:: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.7 is adopted unanimously.

B. Field Trips

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

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

Roll call:: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.8 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
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Ms. Sara Diwane, Ms. Giamarie Petrocelli, and Ms. Ashley Gil	June 7, 2024 8am - 3:30pm	<i>NJCIE Inclusion Leadership Conference: To provide child study team members with strategies and networking opportunities crucial for fostering inclusive environments and maximizing support for diverse learners.</i>	Kean University Union NJ	\$175 per person
Katzenberger	July 1-2	Kagan Cooperative Learning: <i>Motivate and reach your most reluctant learners and enhance achievement of all learners with research proven, brain-friendly instructional strategies! Secondary and elementary teachers alike will increase engagement, boost test scores, and reduce the achievement gap.</i>	Online	\$436.00

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

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.9 is adopted unanimously.

IX. Finance

i. 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:

- \$1,966,883.69 as of March 31, 2024
- \$1,786,007.67 as of April 30, 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 April 30, 2024 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

Fiona Daubon

May 5, 2024

Fiona Daubon – Business Administrator

Date

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for March and April 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 Mr. Anthony Attanasio, seconded by Mrs. Jackie Lewis to approve the motion.
Roll call: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.10 is adopted unanimously.

iv. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the period between March 21, 2024 and April 30, 2024 in the total amount of \$1,625,822.09 [Appendix G](#)

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

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.11 is adopted unanimously.

X. Executive Session

Middlesex County STEM Charter School is **called to order for an executive session** at 7:07 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.

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

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.12 is adopted unanimously.

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. Anthony Attanasio to approve the motion.

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.13 is adopted unanimously.

XI. Acceptance of HIB Report

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

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

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.14 is adopted unanimously.

XII. Adjournment

Moved by Mr. Anthony Attanasio, seconded by Mrs. Jackie Lewis to **adjourn meeting** at 7:10pm.

Roll call:: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano, Mr. David Vitali

Resolution 240507.15 is adopted unanimously.