M I N U T E S

Middlesex County STEM Charter School

Board of Trustees

January 23, 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: January 23, 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 6:44pm. 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: None Abstained: None Absent: Mr. John Cascarano, Mrs. Jackie Lewis
Resolution 240123.1 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	Present
Ms. Melissa Corraliza	Member	June 30, 2024	Present

- **JL- joined at 7:05pm**

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

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 Ms. Melissa Corraliza to approve the motion.
Roll call: *All in Favor*
Against: None Abstained: None Absent: Mr. John Cascarano, Mrs. Jackie Lewis
Resolution 240123.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the Board Meeting Minutes for December 19, 2023 as presented in **Appendix A**

Moved by Mr. David Vitali, seconded by Mr. Anthony Attanasio to approve the motion.
Roll call: *All in Favor*
Against: None Abstained: None Absent: Mr. John Cascarano, Mrs. Jackie Lewis
Resolution 240123.3 is adopted unanimously.

IV. 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.
Tonya Heyward- Transportation challenges

V. Board Matters

i. 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

ii. 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 Tonya Heyward for a term through June 30, 2024.

Moved by Mr. Anthony Attanasio, seconded by Ms. Melissa Corraliza to approve the motion.
Roll call:
Against: None   Abstained: None   Absent: Mr. John Cascarano
Resolution 240123.4 is adopted unanimously.

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

CSP Grant Award

VII. Presentation: FY23 Audit Report by Scott Leoffler

VIII. 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

- **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 Mr. Anthony Attanasio , seconded by Ms. Melissa Corraliza to approve the motion.
Roll call: *All in Favor*

Against: None Abstained: None Absent: Mr. John Cascarano
Resolution 240123.5 is adopted unanimously.

IX. Designations, Discussion and Action Items

i. Policy Services Contract
BE IT RESOLVED, that The Board hereby approves the service contract of New Sussex Education Consultants, LLC - Dr. Thomas Kane to provide specialized policy services at the cost of $600 per day per diem, not to exceed $12,000 for the 2023-2024 School Year. **Appendix D**

Moved by Mr. Anthony Attanasio, seconded by Ms. Melissa Corraliza to approve the motion.
Roll call: *All in Favor*
Against: None Abstained: None Absent: Mr. John Cascarano
Resolution 240123.6 is adopted unanimously.

X. 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. Stipends for Teachers and staff FY24 **Appendix E**

Moved by Mrs. Jackie Lewis, seconded by Mr. David Vitali to approve the Additional Stipends.
Roll call: *All in Favor*
Against: None Abstained: None Absent: Mr. John Cascarano
Resolution 240123.7 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**
Ms. Jennifer Gonzales,	March 4, 2024	**Implementing Math Workshop in the elementary Classroom:** *Math Workshop is a model of instruction and a philosophy of how math class can be structured to maximize opportunities for differentiated instruction, formative assessment, and student-centered learning. This workshop will provide participants with an overview of the structure and guidance on facilitating guided math and learning stations.*	Grove Elementary School 25 School House Road Randolph NJ	$50 per person

Employee	**Date**	**Program Name**	**Location**	**Cost**

Ms. Jessica Pierz, Dr. Tasha Mosconi, Ms. Jennifer Gonzales	March 7, 2024	IXL Live - Admin	The Westin Governor Morris, Morristown 2 Whippany Road Morristown, NJ 07960	$105 per person
Ms. Gretchen Katzenberger	March 28, 2024	IXL Live- Teacher	Hilton Garden Inn Springfield 304 U.S. 22 Springfield, NJ 07081	$95 per person
Ms. Jessica Pierz	March 14, 2024	LO: How to Meet the Challenges of K-2 & High School Gifted and talented	Online	$100
Dr. Tasha Mosconi	March 6, 2024	Connecting the Dots: The Role of Schools in Addressing Student Mental Health		$150

Moved by Mr. Anthony Attanasio , seconded by Mrs. Jackie Lewis to approve the motion.
Roll call: *All in Favor*
Against: None Abstained: None Absent: Mr. John Cascarano
Resolution 240123.8 is adopted unanimously.

XI. Finance

i. FY23 Annual Comprehensive Financial Report (Audit) and Auditor's Management Report

BE IT RESOLVED, that the Board accepts the attached Annual Comprehensive Financial Report (ACFR) and Auditor's Management Report (AMR) with no recommendations for the fiscal year ending June 30, 2023:

ACFR: Appendix F **AMR:** Appendix G

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

Roll call: *All in Favor*
Against: None Abstained: None Absent: Mr. John Cascarano
Resolution 240123.9 is adopted unanimously.

ii. Revised Budget FY24

BE IT RESOLVED, that The Board hereby approves the Revised Budget for the 2023-2024 School Year based on the October 15th Enrollment Count to be submitted to the NJDOE Office Of Charter & Renaissance Schools. **Appendix H**

Moved by Mrs. Jackie Lewis, seconded by Mr. Anthony Attanasio to approve the motion.
Roll call: *All in Favor*
Against: None Abstained: None Absent: Mr. John Cascarano
Resolution 240123.10 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:

- **$1,800,707.01** as of June 30, 2023
- **$1,539,281.29** as of July 31, 2023
- **$1,745,402.58** as of August 31, 2023
- **$1,052,496.06** as of September 30, 2023
- **$1,966,563.23** as of October 31, 2023
- **$1,107,353.51** as of November 30, 2023
- **$1,275,803.44** as of December 31, 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 December 31, 2023 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

Fiona Daubon ***January 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 December 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 Mr. David Vitali, seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: *All in Favor*
Against: None Abstained: None Absent: Mr. John Cascarano

iv. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the period between December 01, 2023 and January 19, 2024 in the total amount of $1,366,606.45 **Appendix I**

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

Roll call: *All in Favor*
Against: None Abstained: None Absent: Mr. John Cascarano
Resolution 240123.11 is adopted unanimously.

XII. Executive Session

Middlesex County STEM Charter School is **called to order for an executive session** at ___7:56___ PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

Moved by Mr. Anthony Attanasio , seconded by Ms. Melissa Corraliza to approve the motion.
Roll call: *All in Favor*
Against: None Abstained: None Absent: Mr. John Cascarano
Resolution 240123.12 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 Ms. Melissa Corraliza to approve the motion.
Roll call: *All in Favor*
Against: _____ Abstained: _____ Absent: Mr. John Cascarano
Resolution 240123.13 is adopted unanimously.

XIII. Acceptance of HIB Report

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

Moved by Mr. David Vitali, seconded by Ms. Melissa Corraliza to approve the motion.
Roll call: *All in Favor*
Against: _____ Abstained: Absent: Mr. John Cascarano
Resolution 240123.14 is adopted unanimously.

XIV. Adjournment

Motion by Mr. Anthony Attanasio , seconded by Mrs. Jackie Lewis, to **adjourn meeting** at __8:07__ PM.
Roll call: *All in Favor*

Against: ___ Abstained: _____ Absent: Mr. John Cascarano

Resolution 240123.15 is adopted unanimously.