

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

JULY 08, 2024

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS
TRIBUNE ON JULY 3, 2024.

MIDDLESEX COUNTY STEM CHARTER SCHOOL

613 Carlock, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

BOARD OF TRUSTEES MEETING

Date: July 08, 2024, 6:30 PM Rescheduled from June 29, 2024

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 03, 2024.

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 Rescheduled Meeting of the Middlesex County STEM Charter School is called to order at 6:32 pm. The Board reserves the right to act on any or all agenda items.

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

Roll call: All in Favor

Against: Abstained: Absent: Anthony Attanasio

Resolution 240708.1 is adopted unanimously.

Roll Call by:

Trustee	Position	Term Expires	Attendance
Mrs. Jackie Lewis	President	June 30, 2027	Present
Mr. Anthony Attanasio	Vice President	June 30, 2026	Absent
Mr. John Cascarano	Member	June 30, 2026	Present*
Mr. David Vitali	Member	June 30, 2027	Present
Ms. Melissa Corraliza	Member	June 30, 2024	Present
Ms. Tonya Heyward	Member	June 30, 2024	Present

- **JC joined at 6:47pm**

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 Mrs. Jackie Lewis to approve the motion.

Roll call: All in Favor

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

Resolution 240708.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the Board Meeting Minutes for May 7, 2024 as presented in

[Appendix A](#)

Moved by Ms. Melissa Corraliza, seconded by Mr. David Vitali to approve the motion.

Roll call: All in Favor

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

Resolution 240708.3 is adopted unanimously.

IV. Board Matters

i. Renewal of Board membership: Ms. Melissa Corraliza

BE IT RESOLVED, that the board approves renewal of Ms. Melissa Corraliza's membership on the Board of Trustees for another one-year term expiring June 30, 2025.

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

Roll call: Majority of quorum present

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

Resolution 240708.4 is adopted unanimously.

ii. Renewal of Board membership: Ms. Tonya Heyward

BE IT RESOLVED, that the board approves renewal of Ms. Tonya Heyward's membership on the Board of Trustees for another one-year term expiring June 30, 2025.

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

Roll call: majority of quorum present

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

Resolution 240708.5 is adopted unanimously.

iii. Annual Evaluations:

- Chief Education Officer
- Board Self Evaluation

— ANNUAL CONSENT AGENDA —

V. Staff Appointments

Affirmative Action Officer	Dr. Tasha Mosconi
Public Agency Compliance Officer	Ms. Fiona Daubon
Attendance Officer	Mr. John Tozan
RTK Officer and AHERA Contact Person	Ms. Fiona Daubon
Purchasing Agent	Mr. Fiona Daubon
Treasurer of School Monies	Mr. Christopher Lessard
Custodian of School Records	Ms. Fiona Daubon
Integrated Pest Management Coordinator	Mr. David Master
Indoor Air Quality Coordinator	Mr. David Master
Anti-Bullying Coordinator	Mr. Michael Saulnier
504 Compliance Officer	Mr. Michael Saulnier
Board Secretary	Ms. Fiona Daubon

VI. Professional Appointments

- **Auditor** – Mr. Gerald Longo at the firm of Gerald D Longo CPA
- **Attorney** – Mr. Thomas Johnston at the firm of Johnston Law Firm LLC

VII. Designations, Assignments and Authorizations

- a. Approval of adopting all current **Board By-laws, Policies and Regulations**.
- b. Establishment of **Annual Meeting Calendar** – Regular Board Meetings for the 2024-2025 school year is listed below. The meetings will be held at **6:30 p.m.** at 613 Carlock Avenue, Perth Amboy NJ 08861.

Month	Date
AUGUST	August 29th, 2024
OCTOBER	October 1st , 2024
NOVEMBER	November 7th , 2024
DECEMBER	December 17th, 2024
JANUARY	January 28th, 2025
FEBRUARY	February 25th, 2025
MARCH	March 25th, 2025
MAY	May 13th, 2025
JUNE	June 26th , 2025

- c. Designation of **Official Newspaper** – The Herald News and The Record as official news media for the 2024-2025 school year.
- d. Designation of **Financial Depository** – Unity Bank as Depository for all school funds for 2024-2025 school year.
- e. Approves Collection and **Maintenance of Student Records**
- f. **RESOLVED**, that the Middlesex County STEM Charter School, in the County of Middlesex, New Jersey authorizes certified school personnel to collect and maintain the following mandated pupil records as per N.J.A.C. 6A:32-7.3 and Policy 8330:
 - ❖ The student's name, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment and test answer sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed.
 - ❖ Record of daily attendance;
 - ❖ Descriptions of the student progress according to the system of student evaluation used in the school district;
 - ❖ History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees;
 - ❖ Records pursuant to rules and regulations regarding education of students with disabilities; and

- ❖ All other records required by State Board of Education
- g. Establishment of **Petty Cash** – School Business Administrator or designee as custodian of \$500 Petty Cash fund for 2024-2025 school year and set the maximum single petty cash disbursement limit at \$100.
- h. Designation of **Tax Shelter Annuity Company** –Axa Equitable, as Tax Shelter Annuity Company for the 2024-2025 fiscal year and as the 403b Plan Administrator.
- i. Designation of **Employee Benefit Plan Service Providers** – Aflac as Supplemental Insurance and Clarity Benefit Solutions as FSA administrator for school employees for the 2024-2025 fiscal year.
- j. Approval of **Payment of Bills Between Meetings** - Resolution to approve early payment of bills as follows:

WHEREAS, the Board of Trustees of Middlesex County STEM Charter School does recognize that there is an advantage to paying their obligations in a timely manner, and

WHEREAS, the Board of Trustees of Middlesex County STEM Charter School does recognize that some billings become due before an official Board meeting, and that payment of said billings would benefit the Board monetarily and business wise, and therefore,

BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School does hereby approve early payment of certain bills with official approval by the full Board at the first official meeting following said approval.

- k. Authorize the **School Business Administrator** to Award Contracts up to the bid threshold of \$32,000 and set the quote threshold at 15% of the bid threshold pursuant to 18A:18A-3(b)
- l. **Mileage Reimbursement** – Approve 47 ¢/mile for reimbursement to the employees and trustees of Middlesex County STEM Charter School towards miles driven for school business purposes.
- m. Authorize **Regular Business Travel** for charter personnel not to exceed \$1,500 per person, per annum. Regular business travel consists of mileage and tolls for official school business. Additional travel expenses (workshops, hotels, meals and other transportation) must be specifically approved by the Board of Trustees in advance.
- n. **WHEREAS**, the Board of Trustees ("Board") is authorized to appoint, transfer and remove any certificated or non-certificated officer or employee only upon the recommendation of the Lead Person; and
WHEREAS, the Board wishes to ensure that the candidates for employment whom the Lead Person recommends for employment are informed in a timely fashion of his recommendation for their employment;
NOW THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:
 - 1. The Lead Person is hereby authorized to notify candidates for employment in the school district of the recommendation by the Lead Person to the Board of Trustees for their employment in the school, and to offer such employment.
 - 2. Such notification and offer shall include notice that the candidate's employment with the school is pending Board approval.
 - 3. This resolution shall take effect immediately and continue until October 1st, 2024.
- o. Authorize Board President and Business Administrator to **Sign Warrants** (checks)

- p. Approve the use of **Facsimile Signatures** for the Board President for ensuing term of the board on warrants, paychecks, and contracts.
- q. **Approve State and Cooperative Contract Vendor contracts** – Authorize the Business Administrator to make purchases, up to the bid threshold utilizing the quotation process and/or purchases from NJ State contract vendors and/or purchases from other qualified pricing cooperatives/consortiums approved/awarded vendors (e.g. approved vendors from Educational Data Services, the Somerset County Educational Services Commission, the Educational Services Commission of NJ, Hunterdon County Educational Services Commission of Morris County, NJ Education Consortium, Morris County Cooperative Pricing Council, NJSBA TEC Cooperative Pricing System, Keystone Purchasing Network (KPN), PEPPM, TIPS, Omnia Partners, National Joint Purchasing Alliance.)
- r. **2024-2025 Anticipated contracts to be renewed, awarded, or to expire during the school year** – Pursuant to PL 2015, Chapter 47 the Central Jersey College Prep Charter School Board of Trustees intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

<u>Name of Vendor</u>	<u>Description of Services</u>
Gerald Longo CPA	Audit/Accounting Services
Confires	Fire Inspection
ESCNJ	Special Education Support Services/LDTC/OT/PT Services
CDK Systems, Inc.	Accounting Software
Centric Benefits Consulting	Insurance Brokerage Service Medical & Dental
Christopher M. Lessard	Treasurer of School Monies and Consulting
NJ School Jobs	Recruiting/Staffing Services
Johnston Law Firm, LLC	Legal Services - Board Attorney
Diploma Joint Insurance Fund	Umbrella Insurance
Interim Healthcare	Substitute School Nurse Service
Genesis Educational Services, Inc.	Student Information Systems & Personnel Management
Treadstone Risk Management LLC	Insurance Brokerage (School Insurance)
Strauss Esmay Associates, LLP	School Policy/Regulation Support Services

New Jersey Education Consortium	Cooperative Procurement Management Program
New Jersey Public Charter Schools Assoc.	Membership
Pitney Bowes	Postage Usage

Moved by Mr. David Vitali, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: Abstained: Absent: Anthony Attanasio

Resolution 240708.6 is adopted unanimously.

VIII. 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

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

Roll call: All in Favor

Against: Abstained: Absent: Anthony Attanasio

Resolution 240708.7 is adopted unanimously.

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

- CSP Expansion Grant Updates:
 - Enrollment
 - Transportation- 3 Buses purchased
 - Instructional equipment and supplies ordered

X. 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

XI. Designations, Discussion and Action Items

a) *Revised Shared Services Agreement*

BE IT RESOLVED, that The Board hereby approves the Revised Shared Services Agreement between Middlesex County STEM Charter School and Central Jersey College Prep Charter School for the School Year 2024 - 2025. [Appendix D](#)

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

Roll call: All in Favor

Against: _____ Abstained: _____ Absent: Anthony Attanasio _____

Resolution 240708.8 is adopted unanimously.

b) *Food Service Consolidation Agreement*

BE IT RESOLVED, that The Board hereby approves the Food Service Consolidation Agreement with Central Jersey College Prep Charter School for the School Year 2024 - 2025. [Appendix E](#)

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

Roll call: Majority of quorum present

Against: _____ Abstained: Mrs. Jackie Lewis Absent: Anthony Attanasio _____

Resolution 240708.9 is adopted unanimously.

c) *CSP Operational Assessment*

BE IT RESOLVED, that The Board hereby approves Hive180 Educational Consulting, to complete the Operational Assessment as part of the CSP Expansion Grant requirements. [Appendix F](#)

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

Roll call: All in Favor

Against: _____ Abstained: _____ Absent: Anthony Attanasio _____

Resolution 240708.10 is adopted unanimously.

d) *3 Year LIEP Plan*

BE IT RESOLVED, that The Board hereby approves the Language Instruction Educational Program (LIEP) Three year Plan to be submitted to the NJ Department of Education. [Appendix G](#)

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

Roll call: All in Favor

Against: _____ Abstained: _____ Absent: Anthony Attanasio _____

Resolution 240708.11 is adopted unanimously.

e) **HIB Self Assessment SY 23-24**

BE IT RESOLVED, that The Board hereby approves the HIB Self Assessment for SY24 [Appendix H](#)

Moved by Mr. David Vitali , seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: _____ All in Favor

Against: _____ Abstained: _____ Absent: Anthony Attanasio _____

Resolution 240708.12 is adopted unanimously.

XII. Human Resources

A. **Unused Vacation Day Compensation**

BE IT RESOLVED, that The Board hereby approves the pay out of unused vacation days to employees at their daily rate in June of each school year.

Moved by Ms. Melissa Corraliza, seconded by Mr. David Vitali to approve the motion.

Roll call: All in Favor

Against: _____ Abstained: _____ Absent: Anthony Attanasio

Resolution 240708.13 is adopted unanimously.

B. **New Hires & Stipends**

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 and 2024 - 2025 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 I](#)

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

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

Roll call: All in Favor

Against: _____ Abstained: _____ Absent: Anthony Attanasio

Resolution 240708.13 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
Ms. Jessica Pierz	Self-Paced	2013 Talk About Teaching: Growth-Focused Observation and Feedback- Danielson Training for Coaching and Teacher Evaluation	Online	\$375

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

Roll call: All in Favor

Against: Abstained: Absent: Anthony Attanasio

Resolution 240708.14 is adopted unanimously.

XIII. Finance

i. ESEA Grant Funding FY25

BE IT RESOLVED, that Board hereby authorizes the submission of the ESEA Consolidated Application for Fiscal Year 2024- 2025, and to accept grant award of these funds upon the subsequent approval of the FY25 ESEA Title IA, Title IIA, and Title IVA application in total amount of \$281,650.00.

Function /Object	Expenditure Category	Title I-A	Title II-A	Title III	Title III Immigrant	Title IV-A
100-100	Instructional Salaries	\$120,000				\$13,676
100-600	Instructional Supplies	\$111,209		\$6,605	\$1,907	

200-300	Prof Tech Services		\$1,500			
200-500	Other Purchased Srv		\$11,320	\$6100		\$138
200-800	Other Objects		\$15,000			
Total Budgeted		\$231,209	\$27,820	\$6,900	\$1,907	\$13,814

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

Roll call: All in Favor

Against: _____ Abstained: _____ Absent: Anthony Attanasio _____

Resolution 240708.15 is adopted unanimously.

ii. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the period between April 30, 2024 and June 21, 2024 in the total amount of \$1,777,990.49 [Appendix K](#)

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

Roll call: All in Favor

Against: _____ Abstained: _____ Absent: Anthony Attanasio

Resolution 240708.16 is adopted unanimously.

XIV. Executive Session - No executive session was held.

XV. Adjournment

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to **adjourn meeting** at 7:21pm.

Roll call: All in Favor

Against: _____ Abstained: _____ Absent: Anthony Attanasio

Resolution 240708.16 is adopted unanimously.