

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

OCTOBER 1, 2024

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS
TRIBUNE ON JULY 24, 2024.

MIDDLESEX COUNTY STEM CHARTER SCHOOL

613 Carlock, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

BOARD OF TRUSTEES MEETING

Date: October 1, 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 24, 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 Board of Trustees Meeting of the Middlesex County STEM Charter School is called to order at 6:39 pm. The Board reserves the right to act on any or all agenda items.

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

Roll call: All in Favor

Against: None

Abstained: None

Absent: None

Resolution 241001.1 is adopted unanimously.

Roll Call by:

Trustee	Position	Term Expires	Attendance
Ms. Jackie Lewis	President	June 30, 2027	Present
Mr. Anthony Attanasio	Vice President	June 30, 2026	Present
Mr. David Vitali	Member	June 30, 2027	Present
Ms. Melissa Corraliza	Member	June 30, 2025	Present
Ms. Tonya Heyward	Member	June 30, 2025	Present

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

Mr. John Tozan	Director of Operations	Present
Ms. Jenita Lalindez	HR Specialist	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 Ms. Jackie Lewis to approve the motion.

Roll call: All in Favor

Against: None

Abstained: None

Absent: None

Resolution 241001.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the Board Meeting Minutes for August 29, 2024 as presented in

[Appendix A](#)

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

Roll call: All in Favor

Against: None

Abstained: None

Absent: None

Resolution 241001.3 is adopted unanimously.

IV. Board Matters

i. Updates on the state-mandated training for the board members

ii. Resignation of Mr. John Cascarano

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees accepts the resignation of Mr. John Cascarano effective September 25, 2024.

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

Roll call: All in Favor

Against: None

Abstained: None

Absent: None

Resolution 241001.4 is adopted unanimously.

iii. Next Board Meeting: Thursday November 7th, 2024 at 6:30pm

V. 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](#)

- i.** 0141 Board Member Number and Term
- ii.** 0164.6 Remote Public Board Meetings During a Declared Emergency (M) (Abolished)
- iii.** 2200 Curriculum Content (M) (Revised)
- iv.** 5337 Service Animals (Revised)
- v.** 5350 Student Suicide Prevention (M) (Revised)
- vi.** 7231 Gifts From Vendors (M) (Abolished)
- vii.** 8420 Emergency and Crisis Situations (M) (Revised)
- viii.** 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)

Policies & Regulations: [Appendix C](#)

- 3160 Physical Examination (M) (Revised)
- 4160 Physical Examination (M) (Revised)
- 5200 Attendance (M) (Revised)
- 8467 Firearms and Weapons (M) (Revised)

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

Roll call: All in Favor

Against: None

Abstained: None

Absent: None

Resolution 241001.5 is adopted unanimously.

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

- Full Enrollment
- CSP Grant Updates
 - Planning Period ended 9/30/24
 - Operational Assessment has started
 - Site visit rescheduled for Spring 2025

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.

A Parent from Perth Amboy discussed transportation services.

VIII. Designations, Discussion and Action Items

a) Testing Calendar

BE IT RESOLVED that the Board of Trustees approves the Testing Calendar for the 2024-2025 school year. [Appendix D](#)

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

Roll call: All in Favor

Against: None _____ Abstained: None _____ Absent: None _____

Resolution 241001.6 is adopted unanimously.

b) Snow Removal Contract

BE IT RESOLVED that the Board of Trustees approves the snow removal contract with MLT Landscaping company for the 2024-2025 school year. [Appendix E](#)

Moved by Mr. Dave Vitali , seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: None _____ Abstained: None _____ Absent: None _____

Resolution 241001.7 is adopted unanimously.

IX. Human Resources

A. 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 2024 - 2025 as detailed in the below exhibits attached hereto and made a part of the minutes:

i. New Hires for Teachers and staff FY25: [Appendix F](#)

ii. Stipends for Teachers and staff FY25: [Appendix G](#)

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

Roll call: All in Favor

Against: None _____ Abstained: None _____ Absent: None _____

Resolution 241001.8 is adopted unanimously.

B. Salary Proportion from CSP Grant Funding

i. CSP Expansion Grant

BE IT RESOLVED that the Board approves the following salary proportions for CSP salaries for the 2024- 2025 school year.

Name	Position	Total Annual Salary	% CSP Funding	Amount CSP Funding	% General Funding	Amount GeneralFunding
Behneke, Gregory	Math Teacher	\$59,000	8%	\$4,600	92%	\$54,100

Clifford, Stacey	English Teacher	\$61,500	10%	\$6,150	90%	\$55,350
Falcone, Katelyn	English Teacher	\$62,500	10%	\$6,250	90%	\$56,250
Inzana, Joseph	Math Teacher	\$57,000	10%	\$5,700	90%	\$51,300
Oliveira, Felipe	Physical Education Teacher	\$57,500	10%	\$5,750	90%	\$51,750
Santoni, Emma	First Grade Teacher	\$59,000	10%	\$5,900	90%	\$53,100
Scheid, Jennifer	Special Education Teacher	\$64,000	10%	\$6,400	90%	\$57,600
Thompson, Rebecca	Science Teacher	\$65,500	10%	\$6,550	90%	\$58,950
Adams, Rose	In Class Support Teacher	\$41,000	10%	\$4,100	90%	\$36,900
Maresca, Angela	In Class Support Teacher	\$43,000	10%	\$4,300	90%	\$38,700

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

Roll call: All in Favor

Against: None

Abstained: None

Absent: None

Resolution 241001.9 is adopted unanimously.

ii. ESEA Title I

BE IT RESOLVED that the Board approves the following salary proportions for ESEA Title I staff for the school year 2024- 2025.

Name	Position	Total Salary	% Title I Funding	Amount Title I Funding	% Local Funding	Amount Local Funding
Maresca,	In-Class	\$43,000	35%	\$15,000	65%	\$28,000

Angela	Support Teacher					
Paulino, Danielky	In-Class Support Teacher	\$40,00	38%	\$15,000	62%	\$25,000
Saliu, Ajoke	In-Class Support Teacher	\$47,500	32%	\$15,000	68%	\$32,500
Ventura, Ashlye	In-Class Support Teacher	\$40,000	38%	\$15,000	62%	\$25,000

Moved by Ms. Melissa Corraliza , seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: None _____ Abstained: None _____ Absent: None _____

Resolution 241001.10 is adopted unanimously.

iii. IDEA

BE IT RESOLVED that the Board approves the following salary proportions for IDEA support staff for the school year 2024- 2025.

Name	Position	Total Salary	% Federal Funding	Amount Federal Funding	% Local Funding	Amount Local Funding
Rawlins, Tiara	In Class Support Teacher	\$42,000	71%	\$30,000	29%	\$12,000

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

Roll call: All in Favor

Against: None _____ Abstained: None _____ Absent: None _____

Resolution 241001.11 is adopted unanimously.

C. Field Trips

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

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

Roll call: All in Favor
Against: None _____ Abstained: None _____ Absent: None _____
Resolution 241001.12 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.

Employee	Date	Program Name	Location	Cost
Ms. Maria Greenstein Ms. Stephanie Skrocki	October 15, 2024	WIDA Conference: Support ML students	Virtual	\$275/per person

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

Roll call: All in Favor

Against: None Abstained: None Absent: None

Resolution 241001.13 is adopted unanimously.

X. Finance

i. Annual Charter School Fiscal Questionnaire

BE IT RESOLVED, that The Board hereby approves the 2024-2025 Annual Fiscal Questionnaire to be submitted to the NJDOE Office of Charter and Renaissance Schools. [Appendix I](#)

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

Roll call: All in Favor

Against: None _____ Abstained: None _____ Absent: None _____

Resolution 241001.14 is adopted unanimously.

ii. 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:

- \$878,718.00 as of July 31, 2024.
- \$1,393,786.23 as of August 31, 2024.

BE IT RESOLVED, that the Reports of the Secretary and the Treasurer of School Moneys be accepted.

c. Board Secretary's Certification of Accounts

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of August 31, 2024 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

September 23, 2024

Fiona Daubon – Business Administrator

Date

d. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for July 2024 and August 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 Ms. Jackie Lewis, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: None

Abstained: None

Absent: None

Resolution 241001.15 is adopted unanimously.

b. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between August 20, 2024 and September 30, 2024 in the total amount of \$1,652,655.28 [Appendix J](#)

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

Roll call: All in Favor

Against: None

Abstained: None

Absent: None

Resolution 241001.16 is adopted unanimously.

XI. Executive Session- There NO Executive Session

XII. Acceptance of HIB Report- There were No HIB investigations since the last board meeting from August 29, 2024 to September 30, 2024.

XIII. Adjournment

Moved by Ms. Melissa Corraliza, seconded by Ms. Tonya Heyward to adjourn meeting at 7:12pm.

Roll call: All in Favor

Against: None

Abstained: None

Absent: None

Resolution 241001.17 is adopted unanimously.