MINUTES

Middlesex County STEM Charter School

Board of Trustees

December 17, 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: December 17, 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 6:33____pm. 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: NONE Abstained: NONE Absent: Mr. David Vitali
Resolution 241217.1 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	PRESENT
Mr. David Vitali	Member	June 30, 2027	EXCUSED
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 Moconi	Director of Curriculum	PRESENT

Mr. Michael Saunier	Director of Student Support Services	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 _Ms. Melissa Corraliza_, seconded by Mr. Anthony Attanasio to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. David Vitali
Resolution 241217.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the Board Meeting Minutes for November 7, 2024 as presented in **Appendix A**
Moved by_Ms. Melissa Corraliza_, seconded by Ms. Tonya Heyward_ to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. David Vitali
Resolution 241217.3 is adopted unanimously.

IV. Board Matters

i. Next Board Meeting: Tuesday January 28, 2024 at 6:30pm

V. 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

VI. Designations, Discussion and Action Items

a) FY26 Budget Calendar
BE IT RESOLVED, that the Board of Trustees approves the Budget Calendar for the FY26 Budget. **Appendix B**
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. David Vitali
Resolution 241217.4 is adopted unanimously.

b) Finance Committee

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the following individuals to be part of the Finance Committee for the 2024-2025 school year: Melissa Corraliza, Mr. Anthony Attanasio, Ms. Fiona Daubon and Dr. Namik Sercan.

Moved by _Mrs. Jackie Lewis, seconded by _Ms. Tonya Heyward to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. David Vitali
Resolution 241217.5 is adopted unanimously.

VII. 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 C**
ii. Stipends for Teachers and staff FY25: **Appendix D**

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. David Vitali
Resolution 241217.6 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. Marie Greenstein, Ms. Stephanie Skrocki	Access to Video Library Conference from May 27th to August 21st.	***NJTESOL (Teachers of English to Speakers of Other Languages) 2025 SPRING CONFERENCE***	Virtual	Early Bird: $350 Regular Rates: $450

Moved by _Ms. Melissa Corraliza, seconded by Mr. Anthony Attanasio_
to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. David Vitali
Resolution 241217.7 is adopted unanimously.

VIII. Finance

i. High Impact Tutoring Grant

BE IT RESOLVED, that The Board hereby accepts the High Impact Tutoring Grant award for an additional $6,180.00 along with FY24 carryover of $13,136 for a total allocation of $19,316 for the program duration of July 1, 2024 through to December 31, 2025. **Appendix E**
Moved by Mrs. Jackie Lewis, seconded by Ms. Melissa Corraliza to
approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. David Vitali

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

Zaidi, Saher	In-Class Support Teacher	$44,000	32%	$14,006.42	68%	$29,993.50

Moved by _Mr. Anthony Attanasio_, seconded by _Ms. Tonya Heyward
to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. David Vitali

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 November 30, 2024 are in agreement with the cash balance in the Governmental Funds in the amount of **$1,437,407.35.**

***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 November 30, 2024 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

______________________________ ***December 13, 2024***

Fiona Daubon – Business Administrator ***Date***

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's report for November 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: NONE Abstained: NONE Absent: Mr. David Vitali

iv. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between November 1, 2024 through to November 30, 2024 in the total amount of $967,707.34 **Appendix F**
Moved by__Ms. Melissa Corraliza__, seconded by Mr. Anthony Attanasio_
to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. David Vitali

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

- CSP
  - Update on CSP Implementation 1 Budget
  - Full Enrollment
- 21st Century Grant Opportunity
  - For grades 3-12
  - After school programs/Athletics
  - Community Program

X. Executive Session

Middlesex County STEM Charter School is **called to order for an executive session** at 7:16 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.

- HIB
- Litigation update

Moved by __Ms. Melissa Corraliza, seconded by Mrs. Jackie Lewis to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent:: Mr. David Vitali

XI. **FURTHER RESOLVED** that the Board of Trustees will return to open session to conduct business at the conclusion of the executive session at 7:19pm.

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward_ to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. David Vitali

XII. 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: NONE Abstained: NONE Absent: Mr. David Vitali

XIII. Adjournment
Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to **adjourn meeting** at 7:22pm.

Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. David Vitali