

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

JANUARY 28, 2025

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: January 28, 2025, 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 6:35 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: NONE Abstained: NONE Absent: NONE

Resolution 250128.1 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	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

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. Tonya Heyward to approve the motion.

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.2 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 17, 2024 as presented in

[Appendix A](#)

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

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.3 is adopted unanimously.

IV. 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, 2025

ii. [NJSBA 2nd Women's Leadership Conference: Friday March 21, 2025](#)

Attendees: Mrs. Lewis & Ms. Tonya Heyward

iii. **Next Board Meeting:** Tuesday February 25, 2025 at 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. [Appendix B](#)

- **Policy 5512-** Harassment, Intimidation or Bullying (Mandated) (Revised)
- **Policy 5533 -** Student Smoking (Mandated) (Revised)
- **Regulation 5533-** Student Smoking (Recommended)
- **Policy 7441 –** Electronic Surveillance in School Buildings and On School Grounds (Mandated) (Revised)
- **Regulation 7441 –** Electronic Surveillance in School Buildings and On School Grounds (Mandated) (Revised)
- **Policy 9320 –** Cooperation with Law Enforcement Agencies (M) (Revised)
- **Regulation 9320 –** Cooperation with Law Enforcement Agencies (M) (Revised)
- **Policy 2365 –** Acceptable Use of Generative Artificial Intelligence (AI) (Recommended)
- **Policy 5516 –** Use of Electronic Communication Devices (Revised and Recommended)
- **Regulation 5516 –** Use of Electronic Communication Devices (New and Recommended)
- **Policy 5701 –** Academic Integrity (Revised)
- **Policy 5710 –** Student Grievance (Revised and Recommended)
- **Policy 8500 –** Food Services (Mandated) (Revised)
- **Policy 9163 –** Spectator Code of Conduct for Interscholastic Events (Mandated) (New)

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

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.4 is adopted unanimously.

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

- **CSP Grant Update**
 - Enrollment- Applications
 - [Expenditure Report](#)
 - Site Visits:
 - Hive 180 Operational Assessment- Thursday February 20, 2025
 - CSP Team- Thursday March 13, 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.

NO PUBLIC COMMENT

VIII. Finance

i. FY24 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 recommendation for the fiscal year ending June 30, 2024:

ACFR: [Appendix C](#) AMR: [Appendix D](#)
[Audit Highlight Report](#)

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

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.5 is adopted unanimously.

ii. FY25 Revised Budget

BE IT RESOLVED, that The Board hereby approves the Revised Budget for the 2024-2025 School Year based on the October 15th Enrollment Count to be submitted to the NJDOE Office Of Charter & Renaissance Schools. [Appendix E](#)

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

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.6 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 of \$1,619,194.23 as of December 31, 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 December 31, 2024 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

Fiona Daubon – Business Administrator

January 24, 2025

Date

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for December 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. Melissa Corraliza, seconded by Mr. David Vitali to approve the motion.

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.7 is adopted unanimously.

d. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between December 1, 2024 through to December 31, 2024 in the total amount of \$1,036,823.95 [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: NONE

Resolution 250128.8 is adopted unanimously.

e. Enterprise Bank Account

BE IT RESOLVED, that the Board approves the closure of the Enterprise Bank Account as of January 31, 2025 based on the Food Service Consolidation Agreement with Central Jersey College Prep Charter School.

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

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.9 is adopted unanimously.

IX. Designations, Discussion and Action Items

a) FY25 Professional Services Contract for School Physician

BE IT RESOLVED, that the Board of Trustees approves the Professional Services Contract for School Physician Dr. Fariha Saleem from the Barnabas Health Medical Group for the 2024-2025 school year at a per diem cost of \$200/hr.

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

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.10 is adopted unanimously.

X. 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 G](#)

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

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

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.11 is adopted unanimously.

B. Field Trips

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

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

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.12 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. Ashley Gil, Ms. Stacey Clifford	June 6, 2025	New Jersey Coalition for Inclusive Education (NJCIE) Inclusion Leadership Conference	Kean University, Union NJ	Approx \$175/person

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

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.13 is adopted unanimously.

XI. Executive Session

Middlesex County STEM Charter School is **called to order for an executive session** at 7:31 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. Melissa Corraliza to approve the motion.

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.14 is adopted unanimously.

- XII. FURTHER RESOLVED** that the Board of Trustees will return to open session to conduct business at the conclusion of the executive session.

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

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.15 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 Mrs. Jackie Lewis, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.16 is adopted unanimously.

- XIV. Adjournment**

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to **adjourn meeting** at 7:32PM.

Roll call: *All In Favor*

Against: NONE Abstained: NONE Absent: NONE

Resolution 250128.17 is adopted unanimously.