

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

FEBRUARY 25, 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: February 25, 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 6:35pm. The Board reserves the right to act on any or all agenda items.

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

Roll call: *All in Favor*

Against: NONE Abstained: NONE

Absent: Mr. Anthony Attanasio, Mrs. Jackie Lewis

Resolution 250225.1 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. David Vitali	Member	June 30, 2027	PRESENT
Ms. Melissa Corraliza	Member	June 30, 2025	PRESENT
Ms. Tonya Heyward	Member	June 30, 2025	PRESENT

***Joined at 6:36pm**

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. Michael Saulnier	Director of Student Support Services	PRESENT

II. Acceptance of Agenda

BE IT RESOLVED, Middlesex County Stem Charter School Board of Trustees approves the Board Meeting agenda.

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. Anthony Attanasio

Resolution 250225.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the Board Meeting Minutes for January 28, 2025 as presented in

[Appendix A](#)

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. Anthony Attanasio

Resolution 250225.3 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. **Next Board Meeting:** Tuesday March 25, 2025 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. [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. Melissa Corraliza to approve the motion.

Roll call: *All in Favor*

Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio

Resolution 250225.4 is adopted unanimously.

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

- **CSP Grant Update**
 - Enrollment
 - Applications for lottery closed 2/15/25
 - 420 applications received to date
 - Site Visits:
 - Hive 180 Site Visit Review
 - 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 COMMENT

VIII. Designations, Discussion and Action Items

a) FY26 SEMI-Waiver

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for FY 2026 for districts with 40 or less eligible students,

BE IT RESOLVED, that the Board hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Middlesex an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for FY 2026 based on the eligibility projection of 37 students. [Appendix C](#)

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. Anthony Attanasio

Resolution 250225.5 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 D](#)

ii. Stipends for Teachers and staff FY25: [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. Anthony Attanasio

Resolution 250225.6 is adopted unanimously.

B. Field Trips

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

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. Anthony Attanasio

Resolution 250225.7 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. Anna Swank	March 21, 2025	DYSLEXIA: Best Targeted Interventions for Greater Literacy Success	Virtual	\$295

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

Roll call: *All in Favor*

Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio

Resolution 250225.8 is adopted unanimously.

X. Finance

i. 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 \$3,365,340.00 as of January 31, 2025.

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 January 31, 2025 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

February 20, 2025

Fiona Daubon – Business Administrator

Date

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for January 2025 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 Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio

Resolution 250225.9 is adopted unanimously.

d. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between January 1, 2025 through to January 31, 2025 in the total amount of \$1,021,161.63

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: Mr. Anthony Attanasio

Resolution 250225.10 is adopted unanimously.

XI. Executive Session

Middlesex County STEM Charter School is **called to order for an executive session** at 7:07 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 Ms. Tonya Heyward, seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: *All in Favor*

Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio

Resolution 250225.11 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 Mr. David Vitali, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: *All in Favor*

Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio

Resolution 250225.12 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 Ms. Melissa Corraliza, seconded by Mr. David Vitali to approve the motion.

Roll call: *All in Favor*

Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio

Resolution 250225.13 is adopted unanimously.

- XIV. Adjournment**

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to **adjourn meeting** at 7:11PM.

Roll call: *All in Favor*

Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio

Resolution 250225.14 is adopted unanimously.