

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

MARCH 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: March 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 6:35 pm. The Board reserves the right to act on any or all agenda items.

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

Roll call: All in Favor

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

Resolution 250325.1 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 Mosconi	Director of Curriculum	PRESENT

Mr. John Tozan	Director of Operations	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 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

Resolution 250325.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the Board Meeting Minutes for February 25, 2025 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 250325.3 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 May 13, 2025 at 6:30pm

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

- **CSP Grant Update**
 - Enrollment
 - Site Visit: CSP Team- Thursday March 13, 2025

VI. 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

VII. Designations, Discussion and Action Items

a) 2025-2026 Academic Calendar

BE IT RESOLVED that the Board of Trustees approves the Academic Calendar for the 2025-2026 school year. [Appendix B](#)

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 250325.4 is adopted unanimously.

b) E-Rate Category Two Services Contract

BE IT RESOLVED that the Board of Trustees approves awarding E-Rate Category Two Services (Wireless, Data and Firewall) Contract to Data Center Warehouse LLC (DCW) in connection with the 28-day competitive bid period (USAC Form 470 # 250024042) as the lowest responsible bidder in the total amount of \$ 175,667.00 in all three categories. [Appendix C](#)

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

Resolution 250325.5 is adopted unanimously.

c) Expulsion Hearing Designee

BE IT RESOLVED that the Board of Trustees appoints CEO Dr. Namik Sercan as the designee to hold expulsion hearings effective March 25, 2025.

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

Roll call: All in Favor

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

Resolution 250325.6 is adopted unanimously.

d) 2025-2026 Affirmative Action Officer

BE IT RESOLVED that the Board of Trustees approves Dr. Tasha Mosconi as the Affirmative Action Officer for the 2025-2026 school year.

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 250325.7 is adopted unanimously.

e) **Comprehensive Equity Plan Needs Assessment**

BE IT RESOLVED that the Board of Trustees authorizes the Affirmative Action Team to conduct a needs assessment and develop a Comprehensive Equity Plan for school years 2025-2026 through to 2027-2028.

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 250325.8 is adopted unanimously.

VIII. Human Resources

A. **New Hires**

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: [Appendix D](#)

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 250325.9 is adopted unanimously.

B. **Field Trips**

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

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 250325.10 is adopted unanimously.

C. **New Salary Guide**

BE IT RESOLVED, that The Board hereby approves the New Salary Guide effective July 1, 2025. [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

Resolution 250325.11 is adopted unanimously.

IX. Finance

i. FY26 Budget

BE IT RESOLVED, that The Board hereby approves the Budget for the 2025-2026 school year to be submitted to the NJDOE Officer of Charter and Renaissance Schools.

Appendix G

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 250325.12 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 of \$3,550,153.62 as of February 28, 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 February 28, 2025 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

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

Roll call: All in Favor

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

Resolution 250325.13 is adopted unanimously.

d. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between February 1, 2025 through to February 28, 2025 in the total amount of \$1,118,174.46
[Appendix H](#)

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 250325.14 is adopted unanimously.

X. Executive Session

Middlesex County STEM Charter School is **called to order for an executive session** at 7:37 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. Tonya Heyward to approve the motion.

Roll call: All in Favor

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

Resolution 250325.15 is adopted unanimously.

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

Resolution 250325.16 is adopted unanimously.

- XII. 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: Mr. David Vitali

Resolution 250325.17 is adopted unanimously.

- XIII. Adjournment**

Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to **adjourn meeting** at 7:43PM.

Roll call: All in Favor

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

Resolution 250325.18 is adopted unanimously.