

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

MAY 13, 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: May 13, 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 6:39pm. The Board reserves the right to act on any or all agenda items.

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 250513.1 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

II. Acceptance of Agenda

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

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 250513.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the Board Meeting Minutes for March 25, 2025 as presented in [Appendix A](#) with the corrected base salary of \$63,000 for Certified Counselors, Social Workers and Behavior Intervention Specialists.

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 250513.3 is adopted unanimously.

IV. Board Matters

i. Renewal of Board Membership: Melissa Corraliza

BE IT RESOLVED, that the board approves renewal of Ms. Corraliza's membership on the Board of Trustees for another one-year term from July 01, 2025 to June 30, 2026.

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

Roll call: All in Favor

Against: NONE

Abstained: Ms. Melissa Corraliza

Absent: Mr. David Vitali

Resolution 250513.4 is adopted by a majority.

ii. **Next Board Meeting:** Thursday June 26, 2025 at 6:30pm

V. 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 :

- \$3,835,543.93 as of March 31, 2025
- \$4,094,299.54 as of April 30, 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 April 30, 2025 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

May 9, 2025

Fiona Daubon – Business Administrator

Date

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for March 2025 and April 2025 based upon consultation with and representations of the appropriate officials (Secretary, Treasurer, Business Administrator and Chief Education Officer), the Board of Trustees of Middlesex County STEM 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 250513.5 is adopted unanimously.

d. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between March 1, 2025 through to April 30, 2025 in the total amount of \$2,438,312.20 [Appendix B](#)

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 250513.6 is adopted unanimously.

VI. Designations, Discussion and Action Items

a) Authorization to Initiate a Competitive Contracting Process for Custodial Cleaning Services

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.1 et seq., a public school may use competitive contracting in lieu of public bidding for certain specialized goods and services, including custodial services; and

WHEREAS, the Middlesex County STEM Charter School Board of Trustees has determined that the use of competitive contracting is in the best interest of the school for procuring cleaning services due to the specialized nature of the work and the need to evaluate proposals based on factors in addition to cost;

NOW, THEREFORE, BE IT RESOLVED that the Middlesex County STEM Charter School Board of Trustees hereby authorizes the use of the competitive contracting process for the solicitation and award of a contract for custodial cleaning services, in accordance with N.J.S.A. 18A:18A-4.1(k) and N.J.A.C. 5:34-4 et seq.

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 250513.7 is adopted unanimously.

b) Summer Payment Plan

BE IT RESOLVED that the Board of Trustees authorizes the establishment of a summer payment plan to provide for withholding 10 percent of the salary of 10-month employees during the academic year to be paid out at the end of the academic year.

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 250513.8 is adopted unanimously.

VII. 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 and 2025-2026 school years as detailed in the below exhibits attached hereto and made a part of the minutes:

i. New Hires, Renewals & Position/Term Changes for the school year of 2024 -2025 and 2025-2026 as detailed in the exhibit attached hereto and made a part of the minutes.

[Appendix C](#)

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

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to approve to approve agenda items IX. A - i through ii.

Roll call: *All in Favor*

Against: NONE

Abstained: NONE

Absent: Mr. David Vitali

Resolution 250513.9 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 250513.10 is adopted unanimously.

C. Workshops/Conferences

Approval of the attendance to and costs of the following Workshops/Conferences as requested by 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 and Ms. Stephanie Skrocki	June 4, 2025 3:00pm - 5:00pm	Webinar: Interpreting ACCESS for ELLs Score Reports for Instruction	Online	\$150 per person
Ms. Gretchen Katzenberger	July 23, 2025	MOTIVATING THE UNMOTIVATED: Teaching the Hard-to-Reach Student (Grades 3-12)	Online Seminar	\$295
Ms. Sara Diwane	May 28, 2025	Middlesex County Behavioral Health Partnership Convening, Supporting Youth and Adults with Intellectual and Developmental Disabilities	Professional Conference Center at ESCNJ (1690 Stelton Road, Piscataway, NJ 08854).	No registration cost

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 250513.11 is adopted unanimously.

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

- **CSP Grant Update**

- Enrollment
- Staff Recruitment
- [Quarterly Expenditure Report](#)

IX. 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

X. Executive Session- NO HIB incidencies since the last Board meeting

XI. Adjournment

Moved by Mr. Anthony Attanasio, seconded by Ms. Melissa Corraliza to **adjourn meeting** at 7:06PM.

Roll call: *All in Favor*

Against: NONE

Abstained: NONE

Absent: Mr. David Vitali

Resolution 250513.12 is adopted unanimously.