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MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

MARCH 26, 2024

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS  
TRIBUNE ON JULY 5, 2023.

**MIDDLESEX COUNTY STEM CHARTER SCHOOL**

613 Carlock, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

**BOARD OF TRUSTEES MEETING**

**Date:** March 26, 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 05, 2023.

**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 Regular Meeting of the Middlesex County STEM Charter School is called to order at 6:30 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:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

***Resolution 240326.1 is adopted unanimously.***

**Roll Call by:**

<b>Trustee</b>	<b>Position</b>	<b>Term Expires</b>	<b>Attendance</b>
Mrs. Jackie Lewis	President	June 30, 2024	Present
Mr. Anthony Attanasio	Vice President	June 30, 2026	Present
Mr. John Cascarano	Member	June 30, 2026	Absent
Mr. David Vitali	Member	June 30, 2024	Absent
Ms. Melissa Corraliza	Member	June 30, 2024	Present
Ms. Tonya Heyward	Member	June 30, 2024	Present

**Also Present:**

<b>Member</b>	<b>Position</b>	<b>Attendance</b>
Dr. Namik Sercan	Chief Education Officer	Present
Ms. Fiona Daubon	Business Administrator/Board Secretary	Present

Dr. Tasha Mosconi	Curriculum Director	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 Mr. Anthony Attanasio to approve the motion.

Roll call: *All in Favor*

Against:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

***Resolution 240326.2 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 27, 2023 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:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

***Resolution 240326.3 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, 2024

**ii. NJSBA Women’s Leadership Conference April 19, 2024**

- i. Board Member Attendee: Ms. Jackie Lewis
- ii. Location: Mercer County College NJ

**iii. Next Board Meeting:** Tuesday May 7, 2024 @ 6:30pm

## V. Chief Education Officer’s Monthly Report – Dr. Sercan

- New Bus Route
- Student Recruitment
- SDA Facility Grant for South Amboy Renovation
- Summer School

## 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 Public Comment**

## VII. Designations, Discussion and Action Items

### i. FY 2024 Memorandum of Agreement between Education and Law Enforcement

BE IT RESOLVED, that the Board of Trustees approves the 2023-2024 Memorandum Agreement between Education and Law Enforcement Officials as presented in [Appendix B](#)

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

Roll call: *All in Favor*

Against:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

***Resolution 240326.4 is adopted unanimously.***

### ii. Academic Calendar FY25

BE IT RESOLVED, that Board hereby approves the academic calendar for the 2024-2025 School Year. [Appendix C](#)

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

Roll call: *All in Favor*

Against:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

***Resolution 240326.5 is adopted unanimously.***

### iii. Community Outreach & Public Relations

BE IT RESOLVED, that the Board of Trustees authorizes the additional payment of \$6,000 to Princeton Public Affairs for previously approved contract on May 02, 2023 without competitive bidding as extraordinary unspecifiable services pursuant to N.J.S.A. 18A:18A-5 (a) (2), to assist the school with community outreach and public relations.

[Appendix D](#)

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

Roll call: *All in Favor*

Against:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

***Resolution 240326.6 is adopted unanimously.***

**VIII. Human Resources**

- A. **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 2023 - 2024 as detailed in the below exhibits attached hereto and made a part of the minutes: [Appendix E](#)

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

Roll call: *All in Favor*

Against:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

**Resolution 240326.7 is adopted unanimously.**

**B. Field Trips**

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

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

Roll call: *All in Favor*

Against:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

**Resolution 240326.8 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. Veronica Roux	April 17, 2024	<b>Restorative Justice: Middle/High School Tier 2 &amp; 3:</b> <i>Supporting students with behaviors</i>	New Jersey Law center New Brunswick	Free

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

Roll call: *All in Favor*

Against:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

***Resolution 240326.9 is adopted unanimously.***

## **IX. Finance**

### ***i. FY25 Budget***

**BE IT RESOLVED**, that The Board hereby approves the Budget for the 2024-2025 School Year to be submitted to the NJDOE Office Of Charter & Renaissance Schools.

#### **Appendix G**

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

Roll call: *All in Favor*

Against:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

***Resolution 240326.10 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: \$2,063,217.50 as of February 29, 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 February 29, 2024 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

Fiona Daubon

March 21, 2024

***Fiona Daubon – Business Administrator***

***Date***

***c. Board Certification of Accounts***

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

Roll call: *All in Favor*

Against:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

***Resolution 240326.11 is adopted unanimously.***

***iv. List of Bills***

***BE IT RESOLVED***, that the Board approves the List of Bills for the period between February 23, 2024 and March 20, 2024 in the total amount of \$828,716.93 [Appendix I](#)

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

Roll call: *All in Favor*

Against:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

***Resolution 240326.12 is adopted unanimously.***

**X. Executive Session**

Middlesex County STEM Charter School is **called to order for an executive session** at 7:40 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:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

***Resolution 240326.13 is adopted unanimously.***

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

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

Roll call: *All in Favor*

Against:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

***Resolution 240326.14 is adopted unanimously.***

**XI. 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 Ms. Melissa Corraliza to approve the motion.

Roll call: *All in Favor*

Against:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali

***Resolution 240326.15 is adopted unanimously.***

**XII. Adjournment**

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

Roll call: *All in Favor*



Against:            Abstained:    Absent: Mr. John Cascarano, Mr. David Vitali  
***Resolution 240326.16 is adopted unanimously.***