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MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES MEETING

SEPTEMBER 18, 2018

MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES MEETING

Date: September 18, 2018, 6:30 PM

Place: 430 Market Street, 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 September 15, 2018.

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. The Regular Meeting of the Middlesex County STEM Charter School is called to order at 6:55pm. The Board reserves the right to act on any or all agenda items.

Moved by Mr. Attansio, seconded by Mr. Cascarano Roll call: Unanimous
Roll call: Motion #180918.1 adopted unanimously. (In favor: J.L, J.C, A.A)
Against: None Abstained: None).

Roll Call by Mrs. Jackie Lewis:

Trustee	Position	Term Expires	Attendance
Mrs. Jackie Lewis	President	June 30, 2021	Present
Mr. John Cascarano	Member	June 30, 2020	Present
Mr. Anthony Attansio	Member	June 30, 2020	Present
Dr. Ozcan Uzun	Member	June 30, 2019	Absent
Vacant	Member		

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	Present
Fatih Kayalar	Business Administrator/ Board Secretary	Present

II. Acceptance of Agenda & Minutes

Moved to accept the agenda,

Moved by Mr. Attansio, seconded by Mrs. Lewis Roll call: Unanimous
Roll call: Motion #180918.2 adopted unanimously. (In favor: J.L, J.C, A.A)
Against: None Abstained: None).

RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the minutes for the Board of Trustees meeting on August 28, 2018.

Moved by Mr. Cascarano, seconded by Mrs. Lewis Roll call: Unanimous
Roll call: Motion #180918.3 adopted unanimously. (In favor: J.L, J.C, A.A)
Against: None Abstained: None).

III. Public Comments

No public comment on any topic.

IV. Chief Education Officer's Report

1. Back to School Night
2. Enrollment: 94 students enrolled (49 Kindergarten, 23 First Grade, and 22 Second Grade).
3. Collaboration with YMCA.
4. Transportation (14 bus rides, and 27 attending after school care at YMCA).
5. Grand Opening Ceremony, 10/23/2018.

V. Policy Adoptions

- i. **RESOLVED**, that the Board approves the second reading and adoption of the following policies as detailed in the exhibits attached hereto and made a part of the minutes:

1. Policy 1240: Evaluation of the School Lead
2. Policy 1510: Americans with Disabilities Act
3. Policy 1570: Internal Controls
4. Policy 2418: Section 504 of the Rehabilitation Act of 1973 – Students
5. Policy 2460: Special Education
 - Policy 2460.1: Special Education – Location, Identification, and Referral
 - Policy 2460.8: Special Education – Free and Appropriate Public Education
 - Policy 2460.15: Special Education – In-Service Training Needs for Professional and Paraprofessional Staff
 - Policy 2460.16: Special Education – Instructional Material to Blind or Print-Disabled Pupils
6. Policy 3221: Evaluation of Teachers
7. Policy 5600: Student Discipline/Code of Conduct
8. Policy 5512: Harassment, Intimidation, and Bullying

Moved by Mr. Attansio, seconded by Mr. Cascarano to approve designations and resolution listed in item # **Vi**.

Roll call: Motion #180918.4 adopted unanimously. (In favor: J.L, J.C, A.A)

Against: None Abstained: None).

- ii. **RESOLVED**, that the Board approves the first reading of the following policies regulations as detailed in the exhibits attached hereto and made a part of the minutes:

1. Policy 1613: Disclosure and Review of Applicants Employment History
2. Regulation 1613: Disclosure and Review of Applicants Employment History
3. Regulation 1240: Evaluation of the School Lead
4. Regulation 1510: Americans with Disabilities Act
5. Regulation 1570: Internal Controls
6. Regulation 2418: Section 504 of the Rehabilitation Act of 1973 – Students
7. Regulation 2460: Special Education
 - Policy 2460.1: Special Education – Location, Identification, and Referral
 - Policy 2460.8: Special Education – Free and Appropriate Public Education
 - Policy 2460.15: Special Education – In-Service Training Needs for Professional and Paraprofessional Staff
 - Policy 2460.16: Special Education – Instructional Material to Blind or Print-Disabled Pupils
8. Regulation 3221: Evaluation of Teachers
9. Regulation 5600: Student Discipline/Code of Conduct
10. Regulation 5512: Harassment, Intimidation, and Bullying

Moved by Mrs. Lewis, seconded by Mr. Cascarano to approve designations and resolution listed in item # **Vii**.

Roll call: Motion #180918.5 adopted unanimously. (In favor: J.L, J.C, A.A)

Against: None Abstained: None).

VI. Designations, Discussions, and Action Items

- i. **RESOLVED**, that The Board hereby approves the designation of Ms. Brenda Liss at the law firm, Riker Danzig Scherer Hyland Perretti, LLP. as the Board attorney.

Moved by Mr. Attansio, seconded by Mr. Cascarano to approve designations and resolution listed in item # **Vii**.

Roll call: Motion #180918.6 adopted unanimously. (In favor: J.L, J.C, A.A)

Against: None Abstained: None).

- ii. **RESOLVED**, that The Board hereby approves the designation of Mr. Richard Barre at the firm of Barre & Company, LLC. As the auditor for the Fiscal Year 2019.

Moved by Mr. Attansio, seconded by Mr. Cascarano to approve designations and resolution listed in item # **Viii**.

Roll call: Motion #180918.7 adopted unanimously. (In favor: J.L, J.C, A.A)
Against: None Abstained: None).

- iii. **RESOLVED** that The Board hereby approves the School Business Administrator or designee as custodian of \$500 Petty Cash fund for the school year **2018-2019** with a \$75 limit per purchase.

Moved by Mrs. Lewis, seconded by Mr. Attansio to approve designations and resolution listed in item # **VIiii**.

Roll call: Motion #180918.8 adopted unanimously. (In favor: J.L, J.C, A.A)
Against: None Abstained: None).

- iv. **RESOLVED**, that The Board hereby approves to authorize the Business Administrator to make purchases, up to the bid threshold utilizing the quotation process and/or purchases from NJ State contract vendors and/or purchases from other qualified pricing cooperatives/consortiums approved/awarded vendors (e.g. approved vendors from the West/Central NJ Pricing Cooperative/Ed-Data/Morris County Educational Services Commission as the lead agency, the Hunterdon County Educational Services Commission, the Educational Services Commission of NJ Cooperative Pricing System, Mercer County Special Services School District, Morris County Cooperative Pricing Council, NSBA BuyBoard, Keystone Purchasing Network (KPN), PEPPM, US Communities, National Joint Purchasing Alliance.)

Moved by Mr. Attansio, seconded by Mr. Cascarano to approve designations and resolution listed in item # **VIiv**.

Roll call: Motion #180918.9 adopted unanimously. (In favor: J.L, J.C, A.A)
Against: None Abstained: None).

- v. **RESOLVED**, that The Board hereby approves Board President and Board Secretary to **Sign Warrants** (checks).

Moved by Mr. Attansio, seconded by Mr. Cascarano to approve designations and resolution listed in item # **VIv**.

Roll call: Motion #180918.10 adopted unanimously. (In favor: J.L, J.C, A.A)
Against: None Abstained: None).

- vi. **RESOLVED**, that The Board hereby approves the use of **Facsimile Signatures** for the Board President for ensuing term of the board on warrants, paychecks, and contracts.

Moved by Mr. Attansio, seconded by Mr. Cascarano to approve designations and resolution listed in item # **VIvi**.

Roll call: Motion #180918.11 adopted unanimously. (In favor: J.L, J.C, A.A)

Against: None Abstained: None).

- vii. **RESOLVED**, that The Board hereby approves to authorize the Purchasing Agent to **Award Contracts** up to the bid threshold of \$29,000 and set the quote threshold at 15% of the bid threshold pursuant to 18A:18A-3(b).

Moved by Mrs. Lewis, seconded by Mr. Attansio to approve designations and resolution listed in item # **VIvii**.

Roll call: Motion #180918.12 adopted unanimously. (In favor: J.L, J.C, A.A)

Against: None Abstained: None).

- viii. **Early Payment of Bills** - Resolution to designate a Board Member to review and approve early payment of bills.

WHEREAS, the Board of Trustees of Central Jersey College Prep Charter School does recognize that there is an advantage to paying their obligations in a timely manner, and

WHEREAS, the Board of Trustees of Central Jersey College Prep Charter School does recognize that some billings become due before an official Board meeting, and that payment of said billings would benefit the Board monetarily and business wise, and therefore, be it:

RESOLVED, that the Board of Trustees of Central Jersey College Prep Charter School does hereby designate **Business Administrator** as their delegate to review and approve early payment of certain bills with official approval by the full Board at this official meeting following said approval. The list of bills that will be paid early is followed;

- Utility Bills
- Rent
- Advertisement and Public Notice Bills
- Insurance payments
- The accounts that functions with the limits, has certain payment dates and late/finance charges

Moved by Mr. Attansio, seconded by Mrs. Lewis to approve designations and resolution listed in item # **VIviii**.

Roll call: Motion #180918.13 adopted unanimously. (In favor: J.L, J.C, A.A)

Against: None Abstained: None).

- ix. **WHEREAS**, Middlesex County STEM Charter School and Central Jersey College Prep Charter School shares staff members through a mutually-agreed contract previously adopted by the Board of Trustees for each school.

WHEREAS, shared staff members are required to travel between two schools, which must be compensated in a consistent manner with provisions in N.J.S.A. 18A:11.

RESOLVED, that the Board approves travel reimbursements for shared employees pursuant to N.J.S.A. 18A:11-12 and State of New Jersey Department of the Treasury, Office of Management and Budget (NJOMB) Circulars 08-19-OMB and 06-14-OMB

(OMB Circulars) and any superseding circulars pertaining to **travel**, meals, events and entertainment, and the additional requirements set forth in N.J.A.C. 6A:23A-7.

Moved by Mr. Attansio, seconded by Mrs. Lewis to approve designations and resolution listed in item # **VIix**.

Roll call: Motion #180918.14 adopted unanimously. (In favor: J.L, J.C, A.A)
Against: None Abstained: None).

- x. **RESOLVED**, that the Board approves the contract with the University Urgicare, LLC for school physician services, as presented in **Appendix 21**.

Moved by Mr. Attansio, seconded by Mrs. Lewis to approve designations and resolution listed in item # **VIx**.

Roll call: Motion #180918.15 adopted unanimously. (In favor: J.L, J.C, A.A)
Against: None Abstained: None).

- xi. **RESOLVED**, that The Board hereby approves one (1) additional Kyocera copier lease with the term of 60 months and the monthly payment of \$239 and approves Ameritechnology LLC. as a vendor. The quote is attached as **Appendix 22**.

Moved by Mr. Attansio, seconded by Mrs. Lewis to approve designations and resolution listed in item # **VIxi**.

Roll call: Motion #180918.16 adopted unanimously. (In favor: J.L, J.C, A.A)
Against: None Abstained: None).

- xii. **RESOLVED**, that The Board hereby approves Courier News and Home News Tribune as official news media for the school year 2018-19.

Moved by Mrs. Lewis, seconded by Mr. Cascarano to approve designations and resolution listed in item # **VIxii**.

Roll call: Motion #180918.17 adopted unanimously. (In favor: J.L, J.C, A.A)
Against: None Abstained: None).

- xiii. **RESOLVED**, that approves the attached contract with R&L Data Centers, Inc., for payroll services, effective September 1, 2018, as per the service fees listed:

- Per-payroll charge is “Fixed” at \$194
- There are no quarterly preparation charges
- Yearend preparation charges are \$150 plus \$6.50 per W2
- Optional year end preparation charges; \$150 plus \$6.50 per 1099, if applicable

Moved by Mrs. Lewis, seconded by Mr. Attansio to approve designations and resolution listed in item # **VIxiii**.

Roll call: Motion #180918.18 adopted unanimously. (In favor: J.L, J.C, A.A)
Against: None Abstained: None).

VII. Human Resources

- i. **RESOLVED**, that the Board approves the hiring of the following persons to be employed at the Middlesex County STEM Charter School.

oved by Mr. Attansio, seconded by Mrs. Lewis to approve designations and resolution listed in item # **VIII**.

Roll call: Motion #180918.19 adopted unanimously. (In favor: J.L, J.C, A.A)

Against: None Abstained: None).

VIII. Executive Session

IX. Adjournment

Moved by Mr. Attansio, seconded by Mrs. Lewis to adjourn the meeting at 7:21 p.m.

Roll call:

Attachments

1. Policy 1240: Evaluation of the School Lead
2. Policy 1510: Americans with Disabilities Act
3. Policy 1570: Internal Controls
4. Policy 2418: Section 504 of the Rehabilitation Act of 1973 – Students
5. Policy 2460: Special Education
 - Policy 2460.1: Special Education – Location, Identification, and Referral
 - Policy 2460.8: Special Education – Free and Appropriate Public Education
 - Policy 2460.15: Special Education – In-Service Training Needs for Professional and Paraprofessional Staff
 - Policy 2460.16: Special Education – Instructional Material to Blind or Print-Disabled Pupils
6. Policy 3221: Evaluation of Teachers
7. Policy 5600: Student Discipline/Code of Conduct
8. Policy 5512: Harassment, Intimidation, and Bullying
11. Policy 1613: Disclosure and Review of Applicants Employment History
12. Regulation 1613: Disclosure and Review of Applicants Employment History
13. Regulation 1240: Evaluation of the School Lead
14. Regulation 1510: Americans with Disabilities Act
15. Regulation 1570: Internal Controls
16. Regulation 2418: Section 504 of the Rehabilitation Act of 1973 – Students
17. Regulation 2460: Special Education
 - Policy 2460.1: Special Education – Location, Identification, and Referral
 - Policy 2460.8: Special Education – Free and Appropriate Public Education
 - Policy 2460.15: Special Education – In-Service Training Needs for Professional and Paraprofessional Staff
 - Policy 2460.16: Special Education – Instructional Material to Blind or Print-Disabled Pupils
18. Regulation 3221: Evaluation of Teachers

- 19.** Regulation 5600: Student Discipline/Code of Conduct
- 20.** Regulation 5512: Harassment, Intimidation, and Bullying
- 21.** Agreement with the school physician
- 22.** Copier lease agreement