

**M
I
N
U
T
E
S**



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES MEETING

AUGUST 27, 2019

MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES MEETING

Date: August 27, 2019, 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 August 21, 2019.

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 6:55 pm. The Board reserves the right to act on any or all agenda items.

Moved by Mrs. Lewis, seconded by Mr. Attanasio

Roll call: AIF

Against: None Abstained: None Absent: 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 Attanasio	Member	June 30, 2020	Present
Vacant	Member		
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 Mrs. Lewis, seconded by Mr. Attanasio

Roll call: AIF

Against: None Abstained: None Absent: None

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the following reports and documents.

- ❖ [Regular Meeting Minutes for June 18, 2019](#)
- ❖ [Bill list from June 17, 2019, to August 25, 2019](#)
- ❖ [Treasurer Reports from June and July 2019](#)
- ❖ [Board Secretary Report of June and July 2019](#)

Moved by Mr. Cascarano, seconded by Mr. Attanasio

Roll call: AIF

Against: None Abstained: None Absent: None

III. Public Comments

Board President or designee opens the public comment session on any topic. Each person is limited to speak for a period of three (3) minutes and will be asked to give their full name, spell their last name and provide their address. Board President or designee closes the public comment session on any topic.

- No public comment.

IV. Chief Education Officer's Report

- Enrollment (K-79, 1-60, 2-41, 3-21)
- Summer remedial classes - 17 students attended
- Orientation
 - Market Street: August 29, 2019
 - YMCA: September 3, 2019
- Building inspections & approvals
- Summer Institute for teacher training - Joint with CJCP.

V. Policy Adoptions

- i. **BE IT 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 1570 [Internal Controls](#)

- 2. Policy 2622 [Student Assessment](#)
- 3. Regulation [1570 Internal Controls](#)
- 4. [Non Solicitation Policy](#)

Moved by Mr. Attanasio, seconded by Mr. Cascarano to approve the motion.

Roll call: AIF

Against: None Abstained: None Absent: None

VI. Designations, Discussions, and Action Items

- i. **BE IT RESOLVED**, that the Board hereby approves two (2) Kyocera copier lease with a term of 48 months and the monthly payment of \$594 and approves RDC Company Inc. as a vendor. The quote is attached as [Appendix A](#).

Moved by Mrs. Lewis, seconded by Mr. Attanasio

Roll call: AIF

Against: None Abstained: None Absent: None

- ii. **BE IT RESOLVED**, that the Board hereby approves the \$100,000 line of credit with the Unity Bank. Terms and Conditions are provided in [Appendix B](#)

Moved by Mr. Attanasio, seconded by Mrs. Lewis

Roll call: AIF

Against: None Abstained: None Absent: None

- iii. **BE IT RESOLVED**, that the Board hereby approves the attached budget transfers. [Appendix C](#)

Moved by Mr. Cascarano, seconded by Mr. Attanasio

Roll call: AIF

Against: None Abstained: None Absent: None

- iv. **BE IT RESOLVED**, that the Board hereby approves the Lease Agreement with Raritan Bay YMCA for additional classrooms in the amount of \$150,400.00/year. [Appendix D](#)

Moved by Mr. Attanasio, seconded by Mrs. Lewis

Roll call: AIF

Against: None Abstained: None Absent: None

- v. **BE IT RESOLVED**, that the Board hereby approves the school meal prices for the school year 2019-2020.

Meal Prices	Paid	Reduced
-------------	------	---------

Breakfast	\$1.75	\$0.30
Lunch	\$3.00	\$0.40

Moved by Mr. Attanasio, seconded by Mrs. Lewis

Roll call: AIF

Against: None Abstained: None Absent: None

- vi. **BE IT RESOLVED**, that the Board approves the following meeting dates. Unless otherwise decided, each meeting will be held at the school building 430 Market Street, Perth Amboy, NJ 08861 starting at 6:30 pm.

September 24, 2019 - Reorganization Meeting

October 29, 2019

December 3, 2019

January 28, 2020

February 25, 2020

March 24, 2020

May 26, 2020

June 23, 2020

Moved by Mr. Attanasio, seconded by Mrs. Lewis

Roll call: AIF

Against: None Abstained: None Absent: None

- vii. **BE IT RESOLVED**, that the Board hereby approves the attached Cost-Sharing agreement with Central Jersey College Prep Charter School effective July 01, 2019. [Appendix E](#)

Moved by Mr. Attanasio, seconded by Mrs. Lewis

Roll call: AIF

Against: None Abstained: None Absent: None

- viii. **WHEREAS**, Educational Services Commission of New Jersey, provides schools and school districts in New Jersey with Child Study Team (special education) and speech therapy services; and

WHEREAS, Middlesex County STEM Charter School is required by law to offer special education and speech therapy services to its qualified students,

THEREFORE, BE IT RESOLVED, that the Board approves the agreement between the Middlesex County STEM Charter School and Educational Services Commission of New Jersey for special education services classes for the amount of \$3,328. [Appendix F](#)

Moved by Mrs. Lewis, seconded by Mr. Cascarano

Roll call: AIF

Against: None Abstained: None Absent: None

VII. Executive Session

Middlesex County STEM Charter School is called to order for an executive session at 7:23 pm.

Moved by Mr. Attanasio, seconded by Mrs. Lewis to adjourn the Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss topics 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).

Please Note: The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

Roll call: AIF

Against: None Abstained: None Absent: None

VIII. Human Resources

- i. ***BE IT RESOLVED***, that the Board approves the hiring of the following people to be employed at the Middlesex County STEM Charter School. [Appendix G](#)

Moved by Mrs. Lewis, seconded by Mr. Cascarano

Roll call: AIF

Against: None Abstained: None Absent: None

- ii. ***BE IT RESOLVED***, that the Board approves to pay to the following people for the Summer Remedial Program at the Middlesex County STEM Charter School.

Tutor Name	Amount
Kelly Dulisse	\$2,000
Shannon Smith	\$2,000
Erin Downs	\$500
Fracine Alex	\$500

Moved by Mr. Attanasio, seconded by Mrs. Lewis

Roll call: AIF

Against: None Abstained: None Absent: None

IX. Adjournment

Moved by Mrs. Lewis, seconded by Mr. Attanasio to adjourn the meeting at 8:29p.m.

Roll call: AIF

Against: None Abstained: None Absent: None

Attachments

- Policy 1570 Internal Controls
- Policy 2622 Student Assessment
- Regulation 1570 Internal Controls
- Non Solicitation Policy
- Regular Meeting Minutes for June 18, 2019
- Bill list from June 17, 2019, to August 25, 2019
- Treasurer Reports from June and July 2019
- Board Secretary Report of June and July 2019
- Copier lease agreement
- Unity Bank Line of Credit Agreement
- Budget Transfers
- Lease Agreement with Raritan Bay YMCA
- Cost-Sharing agreement
- Special education services agreement
- List of New Employees
- Summer Remedial Program Pay Chart