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MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES MEETING

REORGANIZATION MEETING

SEPTEMBER 24, 2019

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS  
TRIBUNE ON SEPTEMBER 18, 2019.

**MIDDLESEX COUNTY STEM CHARTER SCHOOL**

**BOARD OF TRUSTEES MEETING**

**Date:** September 24, 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 September 18, 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 Reorganization Meeting of the Middlesex County STEM Charter School is called to order at \_\_\_\_\_. The Board reserves the right to act on any or all agenda items.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

**Roll Call by Dr. Namik Sercan:**

| <b>Trustee</b>        | <b>Position</b> | <b>Term Expires</b> | <b>Attendance</b> |
|-----------------------|-----------------|---------------------|-------------------|
| Mrs. Jackie Lewis     | President       | June 30, 2021       |                   |
| Mr. John Cascarano    | Member          | June 30, 2020       |                   |
| Mr. Anthony Attanasio | Member          | June 30, 2020       |                   |
| Vacant                | Member          |                     |                   |
| Vacant                | Member          |                     |                   |

**Also Present:**

| <b>Member</b>    | <b>Position</b>                         | <b>Attendance</b> |
|------------------|-----------------------------------------|-------------------|
| Dr. Namik Sercan | Chief Education Officer                 |                   |
| Fatih Kayalar    | Business Administrator/ Board Secretary |                   |

## **II. Acceptance of Agenda & Minutes**

Moved to accept the agenda,

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

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

- ❖ [Regular Meeting Minutes for August 26, 2019](#)
- ❖ [Bill list from August 26 to September 23, 2019](#)
- ❖ [Board Secretary Report of August 2019](#)

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

## **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.

## **IV. Chief Education Officer's Report**

- Enrollment
- WIDA Results
- Back to School Night
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## **V. Policy Adoptions**

- i. **BE IT RESOLVED**, that the Board approves the second 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 \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

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

- Policy 5755: Equity in Educational Programs and Services
- Policy 5750: Equal Educational Opportunity
- Policy 2260: Affirmative Action Program for School and Classroom Practices
- Policy 2622: Student Assessment
- Donations, Grants, and Bequests

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.

Roll Call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

**VI. Appointments**

**BE IT RESOLVED**, that The Board hereby approves the following appointments.

- i. School Business Administrator .....Mr. Fatih Kayalar
- ii. Board Secretary..... Mr. Fatih Kayalar
- iii. Purchasing Agent Compliance Officer for Affirmative Action.....Mr. Fatih Kayalar
- iv. Custodian of Records (OPRA)..... Mr. Fatih Kayalar
- v. Physician.....Dr. Sathesh Evalappan
- vi. Psychological Examiner.....Educational Services Commission of New Jersey
- vii. Grant Coordinator.....Mr. Fatih Kayalar
- viii. Safety & Health Designee.....Mrs. Wawa Bukong
- ix. Treasurer of School Monies.....Mr. Christopher Lessard

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve appointments listed in items #VI.i. through #VI.ix.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

**VII. Reorganization Items**

- i. **BE IT 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.
- ii. **BE IT 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 2019-2020.

- iii. **BE IT RESOLVED** that The Board hereby approves the School Business Administrator or designee as custodian of \$500 Petty Cash fund for the school year **2019-2020** with a \$75 limit per purchase.
- iv. **BE IT 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.)
- v. **BE IT RESOLVED**, that The Board hereby approves Board President and Board Secretary to **Sign Warrants** (checks).
- vi. **BE IT RESOLVED**, that The Board hereby approves the use of **Facsimile Signatures** for the Board President for the ensuing term of the board on warrants, paychecks, and contracts.
- vii. **BE IT RESOLVED**, that The Board hereby approves Courier News and Home News Tribune as official news media for the school year 2019-20.
- viii. **BE IT 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).
- ix. **WHEREAS**, the Board of Trustees of Middlesex County STEM Charter Schools does recognize that there is an advantage to paying their obligations in a timely manner, and

**WHEREAS**, the Board of Trustees of Middlesex County STEM 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 Middlesex County STEM 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
- Legal service payments

- The accounts that functions with the limits, has certain payment dates and late/finance charges

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve appointments listed in items #VII.i. through #VII.ix.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

**VIII. Designations, Discussions, and Action Items**

- i. **BE IT RESOLVED**, that the Board hereby approves the amendment to the Lease Agreement with Raritan Bay YMCA. [Appendix B](#)

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the item.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

- ii. **BE IT RESOLVED**, that the Board hereby approves the attached 2018-19 School Year Self-Assessment for Determining Grades [Appendix C](#).

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

- iii. **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.

**BE IT 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 \_\_\_\_\_, seconded by \_\_\_\_\_

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

- iv. **BE IT RESOLVED**, that the Board approves the contract with the University Urgicare, LLC for school physician services, as presented in [Appendix D](#).

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

- v. **BE IT RESOLVED**, that the Board hereby approves the attached 2019-20 School Year Assessment Plan [Appendix E](#).

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

- vi. **BE IT RESOLVED**, that the Board hereby approves the attached Student Discipline/Code of Conduct, which is attached as **Appendix F**.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

- vii. **BE IT RESOLVED**, that The Board hereby approves attached the employee handbook updates. **Appendix G**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the motion.

Roll Call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

- viii. **BE IT RESOLVED**, that The Board hereby approves Courier News and Home News Tribune as official news media for the school year 2019-20.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

**IX. Purchases**

- i. **BE IT RESOLVED**, that the Board approves the following purchasings,

| Company Name      | Purpose of Purchasing       | Amount     | Contract # |
|-------------------|-----------------------------|------------|------------|
| Pearson Education | Textbooks                   | \$4,776.33 |            |
| Nearpod, Inc      | Student Engagement Platform | \$1,509.75 |            |
| Learning A-Z      | Online Resource             | \$1,759.50 |            |
| Studypad, Inc.    | Math Online Resources       | \$2,000.00 |            |

|                                |                                              |            |  |
|--------------------------------|----------------------------------------------|------------|--|
| Westchester Environmental, LLC | Lead Testing Service                         | \$1,015.00 |  |
| Cornerstone Cloud Services     | Phone Lines and Equipments for YMCA Location | \$4,567.44 |  |

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

**X. Human Resources**

*No action item is presented.*

**XI. Executive Session**

Middlesex County STEM Charter School is called to order for an executive session at \_\_\_\_\_ PM.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ 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:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

**XII. Adjournment**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_ p.m.

Roll call:

Against: \_\_\_\_\_ Abstained: \_\_\_\_\_ Absent: \_\_\_\_\_

**Attachments**

1. Regular Meeting Minutes for August 26, 2019
2. Bill list from August 26 to September 23, 2019
3. Board Secretary Report of August 2019
4. Lease Agreement with Raritan Bay YMCA
5. 2018-19 School Year Self-Assessment for Determining Grades



6. School physician services Contract
7. 2019-20 School Year Assessment Plan