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MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES MEETING

REGULAR MEETING

JANUARY 28, 2020

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

**MIDDLESEX COUNTY STEM CHARTER SCHOOL**

430 Market St, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

**BOARD OF TRUSTEES MEETING**

**Date:** January 28, 2020, 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 Regular Meeting of the Middlesex County STEM Charter School is called to order at 6:38 PM. The Board reserves the right to act on any or all agenda items.

Moved by Mrs. Lewis, seconded by Mr. Cascarano to approve the motion.

Roll call: **#200129.1** adopted unanimously

Against: None Abstained: None Absent: None

**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	Present
Mr. John Cascarano	Member	June 30, 2020	Present
Mr. Anthony Attanasio	Member	June 30, 2020	Present
Vacant	Member		
Vacant	Member		

**Also Present:**

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

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

Moved to accept the agenda for the January 28, 2020, Regular Meeting,

Moved by Mr. Cascarano, seconded by Mrs. Lewis to approve the motion.

Roll call: **#200129.2** adopted unanimously

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 December 03, 2019](#)
- ❖ [Bill list from December 3, 2019 to January 21, 2020](#)
- ❖ [Treasurer Reports of December 2019](#)
- ❖ [Board Secretary Report of December 2019](#)

Moved by Mr. Cascarano, seconded by Mrs. Lewis to approve the motion.

Roll call: **#200129.3** adopted unanimously

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.

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

Dr. Sercan updated members of the Board of Trustees on the following topics:

- Enrollment update by grade as of January 6, 2020
  - Open house on January 18
- Application and Enrollment Calendar for 2020-21 School Year
  - Community outreach - January 15
- Overview of the professional development schedule for the Spring 2020
- Student attendance rates as of the end of Fall 2019
- Results from the NWEA and benchmark assessments
- Official kick-off the PTSO
- The school's collaboration with the City of Perth Amboy on census participation
- Observation of the MLK day - January 20

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 [Appendix A](#):

- Policy 2416- Programs for Pregnant Students
- Policy 5752- Marital Status and Pregnancy

Moved by Mrs. Lewis, seconded by Mr. Cascarano to approve the motion.

Roll call: **#200129.4** adopted unanimously

Against: None Abstained: None Absent: None

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

- i. ***BE IT RESOLVED***, the MCSCS Board of Trustees approves 2019-20 Memorandum of Agreement Between Education and Law Enforcement Officials as presented in [Appendix B](#)

Moved by Mrs. Lewis, seconded by Mr. Cascarano to approve the motion.

Roll call: **#200129.5** adopted unanimously

Against: None Abstained: None Absent: None

- ii. ***BE IT RESOLVED***, the MCSCS Board of Trustees approves the amended budget for the Fiscal Year 2020 [Appendix C](#)

Moved by Mr. Cascarano, seconded by Mrs. Lewis to approve the motion.

Roll call: **#200129.6** adopted unanimously

Against: None Abstained: None Absent: None

- iii. ***BE IT RESOLVED***, that the Board hereby authorize the CEO, Dr. Sercan, to apply building permits for 430 Market St. Perth Amboy NJ 08862 as detailed in the exhibit attached hereto and made a part of the minutes.

Moved by Mrs. Lewis, seconded by Mr. Cascarano to approve the motion.

Roll call: **#200129.7** adopted unanimously

Against: None Abstained: None Absent: None

- iv. ***BE IT RESOLVED***, that the Board hereby approves the budget transfers from December 1, 2019 to January 24, 2019. [Appendix D](#)

Moved by Mr. Cascarano, seconded by Mrs. Lewis to approve the motion.

Roll call: **#200129.8** adopted unanimously

Against: None Abstained: None Absent: None

- v. **WHEREAS**, MCSCS schedules events outside of working hours for a variety of reasons, including but not limited to student recruitment, community building, parent workshops and seminars.

**WHEREAS**, staff salaries stated in the employment contracts do not cover additional hours put by the staff members outside working hours.

**WHEREAS**, the school needs participation from its staff members, therefore would like to compensate for such additional hours,

**BE IT RESOLVED**, the MCSCS Board of Trustees approves a payment of \$25.00/hour to any staff members who attend events and activities taking place outside of working hours.

Moved by Mrs. Lewis, seconded by Mr. Cascarano to approve the motion.

Roll call: **#200129.9** adopted unanimously

Against: None Abstained: None Absent: None

- vi. **BE IT RESOLVED**, that The Board hereby approves the attached CAFR/AMR (Comprehensive Annual Financial Audit & Auditor’s Management Report) report for fiscal year ending June 30, 2019. [Appendix E](#)

Moved by Mr. Cascarano, seconded by Mrs. Lewis to approve the motion.

Roll call: **#200129.10** adopted unanimously

Against: None Abstained: None Absent: None

- vii. **BE IT RESOLVED**, that the Board hereby approves one year lease extension of 430 Market St. Perth Amboy NJ 08862 as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix F](#)

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

Roll call:

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

## **VII. Human Resources**

- i. **BE IT RESOLVED**, that the Board, upon recommendation by the CEO, approves the hiring of new employees, adjustments in professional responsibilities, pertinent salary allocations, and additional stipends for the school years of 2019-2020 as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix G](#)

Moved by Mrs. Lewis, seconded by Mr. Cascarano to approve the motion.

Roll call: **#200129.11** adopted unanimously

Against: None Abstained: None Absent: None

### **VIII. Executive Session**

Middlesex County STEM Charter School is called to order for an executive session at 7:00 PM.

Moved by Mrs. Lewis, seconded by Mr. Cascarano 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: **#200129.12** adopted unanimously  
Against: None Abstained: None Absent: None

- HIB report presented

### **IX. Reconvene Public Session**

Motioned by Mr. Cascarano seconded by Mrs. Lewis to exit the executive session.

Roll call: **#200129.13** adopted unanimously  
Against: None Abstained: None Absent: None

*Public session was resumed at 8:33PM*

### **X. Adjournment**

Moved by Mr. Cascarano, seconded by Mrs. Lewis to adjourn the meeting at 8:35 PM.

Roll call: **#200129.14** adopted unanimously  
Against: None Abstained: None Absent: None