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MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES MEETING

REORGANIZATION MEETING

REGULAR MEETING
SEPTEMBER 29, 2020

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS
TRIBUNE ON JULY 10, 2020.

MIDDLESEX COUNTY STEM CHARTER SCHOOL

430 Market St, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

BOARD OF TRUSTEES MEETING

Date: September 29, 2020, 6:30 PM

Place: 430 Market Street, Perth Amboy, NJ 08861 (Public online meeting)

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 10, 2020.

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 6:39 PM. The Board reserves the right to act on any or all agenda items.

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

Roll call: **#200929.01** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|-------------------|---------------------|--------------------------|-----------------------|---------------------|---------------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

Roll Call by Dr. Namik Sercan:

| Trustee | Position | Term Expires | Attendance |
|--------------------------|-----------------|---------------------|-------------------|
| Mrs. Jackie Lewis | President | June 30, 2021 | Present |
| Mr. Anthony Attanasio | Vice President | June 30, 2023 | Present |
| Mr. John Cascarano | Member | June 30, 2023 | Absent |
| David Vitali | Member | June 30, 2021 | Present |
| Anton Antony Arockiasamy | Member | June 30, 2021 | Present |

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 for the September 29, 2020, Reorganization Meeting,

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

Roll call: **#200929.02** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

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

- ❖ [Regular Meeting Minutes for August 25, 2020](#)
- ❖ [Bill list from August 24 to September 25, 2020](#)
- ❖ [Treasurer Reports of July and August 2020](#)
- ❖ [Board Secretary Report of July and August 2020](#)

Moved by Mr. Anton, seconded by Mr. Lewis to approve the motion.

Roll call: **#200929.03** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

III. Public Comments

- No public attendance.

IV. Chief Education Officer's Report

Dr. Sercan presented the following topics:

- School Opening
 - 138 in-person, 134 remote
- Publicity
 - <https://patch.com/new-jersey/pointpleasant/every-nj-school-graded-20-20-state-report-where-do-you-rank>
 - <https://www.wnyc.org/story/nj-students-welcomed-back-school-amid-pandemic/>
 - https://www.instagram.com/p/CFIljVHJh5i/?utm_source=ig_web_button_share_sheet
- Charter movement in NJ

- ii. **BE IT RESOLVED**, that The Board hereby approves the designation of Mr. Thomas Johnson at the law firm, Johnston Law Firm as the Board attorney, Art Skaar as the attorney for building/land matters during the Fiscal Year 2021.

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

Roll call: **#200929.06** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

- iii. **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 2021.

Moved by Mr. Vitali, seconded by Mr. Anton to approve the motion.

Roll call: **#200929.07** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

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

Moved by Mr. Anton, seconded by Mr. Lewis to approve the motion.

Roll call: **#200929.08** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

- v. **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.

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

Roll call: **#200929.09** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

- vi. **BE IT RESOLVED**, that The Board hereby approves to authorize the Purchasing Agent to **Award Contracts** up to the bid threshold of \$32,000 and set the quote threshold at 15% of the bid threshold (\$4,800) pursuant to 18A:18A-3(b).

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

Roll call: **#200929.10** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

- vii. **WHEREAS**, the Board of Trustees of Middlesex County STEM Charter School 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

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

Roll call: **#200929.11** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

- viii. **BE IT RESOLVED** that The Board hereby approves the School Business Administrator or designee as custodian of a \$500 Petty Cash fund for the school year **2020-2021** with a \$75 limit per purchase.

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

Roll call: **#200929.12** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

- ix. **BE IT RESOLVED**, that The Board hereby approves The Courier News and The Home News Tribune as official news media for the school year 2020-21.

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

Roll call: **#200929.13** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

- x. **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 purchasing cooperative, US Communities, National Joint Purchasing Alliance.)

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

Roll call: **#200929.14** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

II. Designations, Discussion and Action Items

- i. **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 \$25,544.00. [Appendix D](#)

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

Roll call: **#200929.15** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

- ii. **BE IT RESOLVED**, that the Board hereby approves the attached special education services agreement with the F Jones Consulting, LLC for \$1,500 for the school year 2020-21. The proposal is attached as [Appendix E](#).

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

Roll call: **#200929.16** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

- iii. **WHEREAS**, Middlesex County STEM Charter School and Central Jersey College Prep Charter School share 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 Mr. Anton, seconded by Mr. Attanasio to approve the motion.

Roll call: **#200929.17** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

VIII. 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 year of 2020 - 2021 as detailed in the exhibit attached hereto and made a part of the minutes. [*Appendix F*](#)

Moved by Mr. Anton, seconded by Mr. Vitali to approve the motion.

Roll call: **#200929.16** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |

IX. Executive Session

Middlesex County STEM Charter School is **called to order for an executive session** at 6:55 PM 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).

Moved by Mrs. Lewis , seconded by Mr. Anton **to start the Executive Session**

Roll call: **#200929.17** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | | | | | |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | | | |

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.

Moved by Mrs. Lewis , seconded by Mr. Cascarano **to adjourn the Executive Session**

Roll call: **#200929.18** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | | | | | |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | | | |

X. Adjournment

Moved by Mrs. Lewis , seconded by Mr. Attanasio **to adjourn meeting** at 7:34 PM.

Roll call: **#200929.19** adopted unanimously

| Roll Call: | Jackie Lewis | Anthony Attanasio | John Cascarano | David Vitali | Anton Antony Arockiasamy |
|------------|--------------|-------------------|----------------|--------------|--------------------------|
| Yes | x | x | | x | x |
| No | | | | | |
| Abstain | | | | | |
| Absent | | | x | | |