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MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES MEETING

REGULAR MEETING  
AUGUST 24, 2021

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS  
TRIBUNE ON JULY 9, 2021.

**MIDDLESEX COUNTY STEM CHARTER SCHOOL**

613 Carlock, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

**BOARD OF TRUSTEES MEETING**

**Date:** August 24, 2021, 6:30 PM

**Place:** 613 Carlock Avenue, 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 July 9, 2021.

**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. Roll Call**

The Regular Meeting of the Middlesex County STEM Charter School is called to order at 6:48 PM. The Board reserves the right to act on any or all agenda items.

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

Resolution#**210824.01** adopted unanimously

Against: None Abstained: None Absent: AA

**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, 2024	Present
Mr. Anthony Attanasio	Vice President	June 30, 2023	Absent
Mr. John Cascarano	Member	June 30, 2023	Present
Mr. David Vitali	Member	June 30, 2024	Present
Mrs. Nancy Roache	Member	June 30, 2022	Present

**Also Present:**

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

## II. Acceptance of Agenda & Minutes

- i. Moved to accept the agenda for August 24, 2021, Board Meeting,

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

Resolution#**210824.02** adopted unanimously

Against: None Abstained: None Absent: A.A.

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

- ❖ [Regular Meeting Minutes for July 27, 2021](#)
- ❖ [Bill list from July 24, to August 23, 2021](#)
- ❖ [Board Secretary Report of July 2021](#)

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

Resolution#**210824.03** adopted unanimously

Against: None Abstained: None Absent: A.A.

## III. Board Matters

- Code of Ethics -Acknowledgement of Receipt[Appendix A](#)
- Mandatory training
- Committee Reports
  - Academic Oversight Committee
  - Budget & Finance Committee
  - Governance and Policy Committee
  - Community Outreach Committee
  - Grievance Committee

## IV. Public Comments

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

No public comments.

## V. Chief Education Officer's Report

Dr. Sercan presented the following topics:

- School opening
  - Student enrollment
  - Teacher recruitment

- Vacancies
- Updates on the Covid regulations
  - Mask is mandatory for all students and staff members
  - Vaccination requirements for staff
- Summer Institute
  - 44 staff members
- Building improvements and preparation

## VI. Policy Adoptions

- i. **BE IT RESOLVED**, that the Board approves the first reading of the following policy as detailed in the exhibits attached hereto and made a part of the minutes [Appendix B](#):
  - Policy 1648.11 - The Road Forward Covid-19 – Health And Safety

Moved by Mr. Cascarano, seconded by Mrs. Lewis to approve the motion.  
 Resolution#**210824.04** adopted unanimously  
 Against: None Abstained: None Absent: A.A.

## VII. Designations, Discussion, and Action Items

- i. **BE IT RESOLVED**, that The Board hereby approves the acceptance of forgiveness of PPP (Paycheck Protection Program) Loan and acceptance of **\$208,486**. [Appendix C](#)

Moved by Mrs. Lewis, seconded by Mr. Vitali to approve the motion.  
 Resolution#**210824.05** adopted unanimously  
 Against: None Abstained: None Absent: A.A.

- ii. **BE IT RESOLVED**, the MCSCS Board of Trustees hereby approves the attached budget transfers from July 1, 2021, to August 20 2021 as presented in [Appendix D](#)  
 Moved by Mr. Vitali, seconded by Mrs. Lewis to approve the motion.  
 Resolution#**210824.06** adopted unanimously  
 Against: None Abstained: None Absent: A.A.

- iii. **BE IT RESOLVED**, that The Board hereby approves the TPA (Third-Party Administrator) Services Agreement to administer HRA, HSA, FSA, and COBRA services with BeneFlex, Inc. d.b.a. Clarity Benefit Solutions. Agreement and Fee Schedule are in. [Appendix E](#)

Moved by Mrs. Lewis, seconded by Mr. Cascarano to approve the motion.  
 Resolution#**210824.07** adopted unanimously  
 Against: None Abstained: None Absent: A.A.

- iv. **BE IT RESOLVED**, that the Board hereby approves the updates on the Road Forward Health and Safety Guidance for the 2021-2022 School Year. [Appendix F](#)

Moved by Mrs. Lewis, seconded by Mr. Cascarano to approve the motion.  
Resolution#**210824.08** adopted unanimously  
Against: None Abstained: None Absent: A.A.

- v. **BE IT RESOLVED**, that the Board hereby approves the updates on the Employee Handbook. [Appendix G](#)

Moved by Mr. Cascarano, seconded by Mrs. Lewis to approve the motion.  
Resolution#**210824.09** adopted unanimously  
Against: None Abstained: None Absent: A.A.

## **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 2021 - 2022 as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix H](#)

Moved by Mr. Vitali, seconded by Mr. Cascarano to approve the motion.  
Resolution#**210824.10** adopted unanimously  
Against: None Abstained: None Absent: A.A.

## **IX. Executive Session**

- i. Middlesex County STEM Charter School is **called to order for an executive session** at 8:21 PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.
- ii. **WHEREAS**, the Open Public Meetings Act authorizes Boards of Trustees to meet in executive session under certain circumstances

**WHEREAS**, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into the private session; now therefore,

**BE IT RESOLVED** by the Middlesex County STEM Charter School Board of Trustees, that it is necessary to meet in executive session to discuss certain items involving 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).

**BE IT FURTHER RESOLVED** that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

- HIB report presented

**FURTHER RESOLVED** that the Board of Trustees returns to open session to conduct business at the conclusion of the executive session at **8:30 PM** in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

Moved by Mrs. Lewis , seconded by Mr. Vitali to approve the motion.  
Resolution#**210824.11** adopted unanimously  
Against: None Abstained: None Absent: A.A.

**FURTHER RESOLVED** that the Board of Trustees approves the HIB report presented in the executive session.

Moved by Mrs. Lewis, seconded by Mr. Vitali to approve the motion.  
Resolution#**210824.12** adopted unanimously  
Against: None Abstained: None Absent: A.A.

## **X. Adjournment**

Moved by Mrs. Lewis, seconded by Mr. Vitali **to adjourn the meeting** at 8:31 PM.  
Resolution#**210824.13** adopted unanimously  
Against: None Abstained: None Absent: A.A.