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MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES MEETING
REORGANIZATION MEETING

REGULAR MEETING
SEPTEMBER 21, 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: September 21, 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 6:49 PM. The Board reserves the right to act on any or all agenda items.

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

Resolution#210921.01 adopted unanimously

Against: None Abstained: None Absent: None

Roll Call by Dr. Namik Sercan:

Trustee	Position	Term Expires	Attendance
Mrs. Jackie Lewis	President	June 30, 2024	Present
Mr. Anthony Attanasio	Vice President	June 30, 2023	Present
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:

Member	Position	Attendance
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 September 21, 2021, Board Meeting,

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

Resolution#210921.02 adopted unanimously

Against: None Abstained: None Absent: None

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

- ❖ [Regular Meeting Minutes for August 24, 2021](#)
- ❖ [Bill list from August 24, to September 19, 2021](#)
- ❖ [Board Secretary Report of August 2021](#)

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

Resolution#210921.03 adopted unanimously

Against: None Abstained: None Absent: None

III. Board Matters

- i. Reports from the following committees:

- Academic Oversight Committee
- Budget & Finance Committee
- Governance and Policy Committee
- Community Outreach Committee
- Grievance Committee

- ii. Charter Renewal Process

- iii. Board Dashboard

- iv. Scheduling of the special called meeting

Proposed date: October 12, 2021

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 comment

V. Chief Education Officer's Report

Dr. Sercan presented the following topics:

- School opening
 - Student enrollment
- Back to School Night
- Update on the charter amendment to add 613 Carlock as a satellite campus
- School Uniforms distributed to students who qualify for FRL meal services
 - 202 reported, 63.5%

VI. Policy Adoptions

- i. **BE IT RESOLVED**, that the Board approves the second reading and adoption of the following policy as detailed in the exhibits attached hereto and made a part of the minutes' [Appendix A](#):

- Policy 1648.11 - The Road Forward Covid-19 – Health And Safety

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

Resolution#210921.04 adopted unanimously

Against: None Abstained: None Absent: None

VII. Re-Organization Items

- i. **BE IT RESOLVED**, Middlesex County STEM Charter School Board of Trustees approves the following appointments for the school year 2020-2021;

- | | |
|------------------------------------------------------------------|----------------------------------------------------------|
| a. School Business Administrator | Mr. Fatih Kayalar |
| b. Board Secretary | Mr. Fatih Kayalar |
| c. Purchasing Agent Compliance Officer
for Affirmative Action | Mr. Fatih Kayalar |
| d. Custodian of Records (OPRA) | Mr. Fatih Kayalar |
| e. Physician | Dr. Sathesh Evalappan |
| f. Psychological Examiner | Educational Services Commission
of New Jersey (ESCNJ) |
| g. Grant Coordinator | Mrs. Nekesha Adams |
| h. Safety & Health Designee | Mrs. Robey Flavia |
| i. Treasurer of School Monies | Mr. Christopher Lessard |

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

Resolution#210921.05 adopted unanimously

Against: None Abstained: None Absent: None

- 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 Mr. Cascarano to approve the motion.

Roll call: AIF

Against: None Abstained: None Absent: None

- 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 Fiscal Year 2022.

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

Resolution#210921.06 adopted unanimously

Against: None Abstained: None Absent: None

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

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

Resolution#210921.07 adopted unanimously

Against: None Abstained: None Absent: None

- 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. Attanasio, seconded by Mrs. Roache to approve the motion.

Resolution#210921.08 adopted unanimously

Against: None Abstained: None Absent: None

- 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 Mrs. Roache to approve the motion.

Resolution#210921.09 adopted unanimously

Against: None Abstained: None Absent: None

- vii. **WHEREAS**, the Board of Trustees of Middlesex CountySTEM 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 as followed;

- Utility Bills
- Rent
- Advertisement and Public Notice Bills
- Insurance payments
- Legal service payments
- The accounts that function with the limits have certain payment dates and late/finance charges

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

Resolution#210921.10 adopted unanimously

Against: None Abstained: None Absent: None

- 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 **2021-2022** with a \$75 limit per purchase.

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

Resolution#210921.11 adopted unanimously

Against: None Abstained: None Absent: None

- 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 2021-22.

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

Resolution#210921.12 adopted unanimously

Against: None Abstained: None Absent: None

- 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), OMNIA, PEPPM purchasing cooperative, US Communities, National Joint Purchasing Alliance.)

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

Resolution#210921.13 adopted unanimously

Against: None Abstained: None Absent: None

VIII. Designations, Discussion, and Action Items

- xi. **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 \$37,030.00.
[Appendix B.](#)

Moved by Mrs. Roache, seconded by Mrs. Lewis to approve the motion.

Resolution#210921.14 adopted unanimously

Against: None Abstained: None Absent: None

- xii. **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 Mrs. Lewis, seconded by Mrs. Roache to approve the motion.

Resolution#210921.15 adopted unanimously

Against: None Abstained: None Absent: None

- xiii. **WHEREAS**, the Board hereby agrees to renew the liability insurance through a membership with the Diploma Joint Insurance Fund for a period of three years beginning July 1, 2021, and ending July 1, 2024, at 12:01 a.m. eastern standard time.

BE IT RESOLVED that the Board hereby appoint the Business Administrator as Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Middlesex County STEM Charter Schools' renewal of its membership.

Appendix C

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

Resolution#210921.16 adopted unanimously

Against: None Abstained: None Absent: None

- xiv. **BE IT RESOLVED**, that The Board hereby approves the following salary proportions for Title I staff for the school year 2021-22.

Name	Position	Total Salary	% Federal Funding	Amount Federal Funding	% Local Funding	Amount Local Funding
Cindy Espana	Elementary Basic Skills Title I ICS Teacher	\$35,000	100.00%	\$35,000	0.00%	\$0
Brianna Nuzzo	Elementary Basic Skills Title I ICS Teacher	\$35,000	100.00%	\$35,000	0.00%	\$0
Yolanda Croswell	Elementary Basic Skills Title I ICS Teacher	\$35,000	100.00%	\$35,000	0.00%	\$0
Total Title I Funds FY22				\$105,000		

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

Resolution#210921.17 adopted unanimously

Against: None Abstained: None Absent: None

- xv. **BE IT RESOLVED**, that The Board hereby approves the following salary proportions for IDEA staff for the school year 2021-22.

Name	Position	Total Salary	% Federal Funding	Amount Federal Funding	% Local Funding	Amount Local Funding
Marta Turchinyak	Elementary Basic Skills IDEA ICS Teacher	\$35,000	100.00%	\$35,000	0.00%	\$0

*Moved by Mr. Attanasio, seconded by Mrs. Lewis to approve the motion.
Resolution#210921.18 adopted unanimously
Against: None Abstained: None Absent: None*

- xvi. **BE IT RESOLVED**, that the Board hereby approves a payment of \$50/hour to be paid to the MCSCS staff members who attend administratively approved events outside the working hours for the school year 2021-22.

*Moved by Mr. Attanasio, seconded by Mrs. Roache to approve the motion.
Resolution#210921.19 adopted unanimously
Against: None Abstained: None Absent: None*

- xvii. **BE IT RESOLVED**, that the Board hereby approves a special-called board meeting scheduled on 10/12/2021 at 6:30 pm at 613 Carlock Ave, Perth Amboy, NJ 08861.

*Moved by Mrs. Lewis, seconded by Mr. Attanasio to approve the motion.
Resolution#210921.20 adopted unanimously
Against: None Abstained: None Absent: None*

IX. 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 E](#)

*Moved by Mrs. Roache, seconded by Mrs. Lewis to approve the motion.
Resolution#210921.21 adopted unanimously
Against: None Abstained: None Absent: None*

X. Executive Session

- i. Middlesex County STEM Charter School is **called to order for an executive session** at 8:39 PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

*Moved by Mrs. Lewis, seconded by Mr. Attanasio to approve the motion.
Resolution#210921.22 adopted unanimously
Against: None Abstained: None Absent: None*

- 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.

FURTHER RESOLVED that the Board of Trustees will return to open session to conduct business at the conclusion of the executive session at **8:42 PM** in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

Moved by Mrs. Lewis, seconded by Mr. Attanasio

Resolution#210921.23 adopted unanimously

Against: None Abstained: None Absent: None

XI. Adjournment

Moved by Mrs. Lewis, seconded by Mr. Attanasio **to leave the executive session and adjourn the meeting at 8:42 PM.**

Resolution#210921.24 adopted unanimously

Against: None Abstained: None Absent: None