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MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

MARCH 29, 2022

RESCHEDULED FROM MARCH 22, 2022

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS  
TRIBUNE ON MARCH 23, 2022.

**MIDDLESEX COUNTY STEM CHARTER SCHOOL**

613 Carlock, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

**BOARD OF TRUSTEES MEETING**

**Date:** March 29, 2022, 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 March 23, 2022.

**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 6:50 PM. The Board reserves the right to act on any or all agenda items.

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

Roll call: **#220329.01 adopted**

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

**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. John Kayalar	Business Administrator/ Board Secretary	Present

## II. Acceptance of Agenda & Minutes

- i. Moved to accept the agenda for March 29, 2022, Board Meeting,

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

Roll call: AIF

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 February 22, 2022](#)
- ❖ [Bill list from February 19 to March 25, 2022](#)
- ❖ [Board Secretary Report of February 2021](#)

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

Roll call: **#220329.02 adopted**

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

## III. Board Matters

- i. **BE IT RESOLVED**, Middlesex County STEM Charter School Board of Trustees approves continuation of Ms. Roache's membership on the Board of Trustees through June 30, 2022.

Roll call: **#220329.03 adopted**

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

## 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

- Student admission lottery and enrollment
- Teacher retention and recruitment
- COVID updates

## VI. Policy Adoptions

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

- 1540 Policy - Administrator's Code of Ethics
- 3211 Policy - Code of Ethics - Teaching Staff Members
- 4215 Policy - Code of Ethics - Support Staff
- 3214 Policy - Conflict of Interest - Teaching Staff
- 4214 Policy - Conflict of Interest - Support Staff
- 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs
- 6115.02 Federal Awards/Funds Internal Controls – Mandatory Disclosures
- 6115.03 Federal Awards/Funds Internal Controls – Conflict of Interest
- 2361 Policy - Acceptable Use Of Computer Networks-Computers And Resources
- 2361 Regulation - Acceptable Use Of Computer Networks-Computers And Resources

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

Roll call: **#220329.04 adopted**

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

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

- Policy 5141.10 - Face Coverings
- Policy 6470.01 - Electronic Funds Transfer And Claimant Certification (M)
- Regulation R6470.01 - Electronic Funds Transfer And Claimant Certification (M)

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

Roll call: **#220329.05 adopted**

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

- iii. **BE IT RESOLVED**, that the Board approves the first reading of the updates on the MCSCS's Standard Operation Procedure as presented in [Appendix C](#)

- Policy 5141.10 - Face Coverings
- Policy 6470.01 - Electronic Funds Transfer And Claimant Certification (M)
- Regulation R6470.01 - Electronic Funds Transfer And Claimant Certification (M)

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

Roll call: **#220329.06 adopted**

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

## VII. Designations, Discussion, and Action Items

- i. **BE IT RESOLVED**, that The Board hereby approves the attached projected budget for the Fiscal Year 2022-2023 school year. [Appendix D](#)

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

Roll call: **#220329.07 adopted**

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

- ii. **BE IT RESOLVED**, that the Board hereby approves the Middlesex County STEM Charter School - Academic Calendar for the school year 2022 - 2023. [Appendix E](#)

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

Roll call: **#220329.08 adopted**

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

- iii. **BE IT RESOLVED**, that the Board award a professional services contract for Architectural and related services to the *Feldman & Feldman Architects* for the Annex building of 613 Carlock Ave, Perth Amboy, NJ 08861 for the amount of up to \$37,500 according to N.J.S. 18A:18A-2 governing Professional Services.

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

Roll call: **#220329.09 adopted**

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 F](#)

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

Roll call: **#220329.10 adopted**

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

### ii. Executive Session

Middlesex County STEM Charter School is **called to order by Mrs. Lewis for an executive session** at 7:31. in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

Moved by Mrs. Lewis, seconded by Mrs. Roache to start the executive session.

Roll call: **#220329.11 adopted**

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

**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 executive session minutes will not be disclosed until the need for confidentiality no longer exists.

**FURTHER RESOLVED** that the Board of Trustees will return to the open session to conduct business at the conclusion of the executive session.

- HIB Report Presented

Moved by Mr. Vitali, seconded by Mr. Cascarano to close the executive session and return to public session.

Roll call: **#220329.12 adopted**

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

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

Moved by Ms. Lewis, seconded by Dr. Anton to approve the motion.

Roll call: **#220329.13 adopted**

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

### **iii. Adjournment**

Moved by Mr. Cacarano, seconded by Mr. Vitali to **adjourn the meeting** at 8:18 PM.

Roll call: **#220329.14 adopted**

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