

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

MAY 2, 2023

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS
TRIBUNE ON SEPTEMBER 21, 2022.

MIDDLESEX COUNTY STEM CHARTER SCHOOL

613 Carlock, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

BOARD OF TRUSTEES MEETING

Date: May 2, 2023, 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 September 21st, 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 7:03 pm. The Board reserves the right to act on any or all agenda items.

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.1 is adopted unanimously

Roll Call by:

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	Absent
Mr. David Vitali	Member	June 30, 2024	Present

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	Present
Ms. Fiona Daubon	Business Administrator/Board Secretary	Present
Ms. Susan Dincer	Director of Curriculum	Present

II. Acceptance of Agenda

BE IT RESOLVED, Middlesex County Stem Charter School Board of Trustees approves the Regular Board Meeting agenda.

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.2 is adopted unanimously

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the **Regular Meeting Minutes for March 28, 2023**

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.3 is adopted unanimously

IV. Board Matters

i. **Renewal of Board membership:** Mr. Anthony Attanasio

i. BE IT RESOLVED, that the board approves the renewal of Mr. Anthony Attanasio's membership on the Board of Trustees for another three-year term expiring June 30, 2026.

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.4 is adopted unanimously

ii. **Mandatory Training:** Fiona will email Board members of any outstanding training.

iii. **Election of a New Parent Board Member:**

V. 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

VI. Chief Education Officer's Report

- **Enrollment:** all most at full enrollment
- **Satellite location:** we are awaiting the decision letter from the NJDOE regarding the application for the South Amboy satellite location.

VII. Policy Adoptions

BE IT RESOLVED, that the Board approves the **first reading** of the following policies and code of conduct as detailed in the exhibits attached hereto and made a part of the minutes. ***Appendix A***

- i. **Policy 2520: Instructional Supplies**
- ii. **Policy 5305: Health Services Personnel**
- iii. **Policy 5308: Student Health Records**
- iv. **Policy 5310: Health Services**
- v. **Policy 6112: Reimbursement of Federal and Other Grant Expenditures Regulation**
- vi. **Policy 6115.01: Federal Awards/Funds Internal Controls**
- vii. **Policy 6115.04: Federal Funds - Duplication of Benefits**
- viii. **Policy 6311: Contracts for Goods and Services Funded by Federal Grants**
- ix. **Policy 7440: School District Security**

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.5 is adopted unanimously

VIII. Designations, Discussion, and Action Items

i. FY24 Academic Calendar

BE IT RESOLVED, that the Board hereby approves the Middlesex County Stem Charter School Academic Calendar for the school year 2023 - 2024. [**Appendix B**](#)

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.6 is adopted unanimously

ii. Summer School

BE IT RESOLVED, that The Board hereby authorizes the CEO to run summer school programs including enrichment and remedial sessions for five (5) weeks starting on June 26, 2023, through July 28, 2023.

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.7 is adopted unanimously

iii. Physical Therapy Services FY23

BE IT RESOLVED, that the Board of Trustees approves Advantage Conduction & Physical Therapy to provide physical therapy services in the amount of \$1,500 for May 2023 - July 2023 as presented in **Appendix C**.

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.8 is adopted unanimously

iv. Food Service Consolidation Agreement FY24.

BE IT RESOLVED, that The Board hereby approves the Food Service Consolidation Agreement with Central Jersey College Prep Charter School for the School Year 2023 - 2024. ***Appendix D***

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.9 is adopted unanimously

v. Community Outreach & Public Relations

BE IT RESOLVED, that the Board of Trustees authorize Dr. Namik Sercan to execute a contract with Princeton Public Affairs without competitive bidding as extraordinary unspecifiable services pursuant to N.J.S.A. 18A:18A-5 (a) (2), to assist the school with community outreach and public relations. The contract is for June 1, 2023, through January 31, 2024, up to the total amount of \$42,000.

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.10 is adopted unanimously

IX. Human Resources

i. New Hires:

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 2022 - 2023 as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix E](#)

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.11 is adopted unanimously

ii. Workshops/Conferences: Approval of the attendance to and costs of the following Workshops/Conferences as requested by the following faculty members:

WHEREAS, the Faculty listed below will be attending workshops; and

WHEREAS, the attendance at stated functions is accepted as work related and within the scope of the work responsibilities of the attendee; and

WHEREAS, the attendance at the functions is accepted as promoting delivery of instruction, furthering efficient operation of the school district; and fiscally prudent, and

WHEREAS, the travel and related expenses particular to attendance at these functions are expected to exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter; be it

RESOLVED, that the board finds the cost of attendance, including all registration fees, and statutorily authorized travel and related expense and the excess expenses particular to attendance at this function as unavoidable, be it

RESOLVED, that the excess is justified and therefore reimbursable.

Employee	Date	Program Name	Location	Cost
Dr. Tasha Mosconi	Rolling admission	Psychology of Leadership Certificate Program	Online	\$3,750

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.12 is adopted unanimously

X. Finance

i. Board Secretary Report:

BE IT RESOLVED, that the Board approves the A148 Report of the Secretary for the month of April 2023. **Appendix F**

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.13 is adopted unanimously

ii. April's Bills List

BE IT RESOLVED, that the Board approves the List of Bills for the period between April 1st, 2023 and April 30th, 2023 in the total amount of \$759,005.77 **Appendix G**

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.14 is adopted unanimously

XI. Executive Session

i. Middlesex County STEM Charter School is **called to order by 7:58pm** for an executive session in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.15 is adopted unanimously

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,

WHEREAS, 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).

WHEREAS, 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.

ii. **BE IT RESOLVED** that the Board of Trustees will return to open session to conduct business at the conclusion of the executive session at 8:02.... **PM** in accordance with the Sunshine Law, Chapter 321, P.L. 1975 and adjourn the meeting.

Moved by Mr. Anthony Attanasio, seconded by Mr. David Vitali to approve the motion to close the executive session.

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.16 is adopted unanimously

Moved by Mrs. Jackie Lewis, seconded by Mr. Anthony Attanasio to approve the HIB report.

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.17 is adopted unanimously

XII. Adjournment

Moved by Mrs. Jackie Lewis, seconded by Mr. Anthony Attanasio **to adjourn the meeting** at 8:03**PM**.

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. John Cascarano

Resolution 230502.18 is adopted unanimously