

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

JUNE 27, 2023

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS
TRIBUNE ON JUNE 22, 2023.

MIDDLESEX COUNTY STEM CHARTER SCHOOL

613 Carlock, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

BOARD OF TRUSTEES MEETING

Date: June 27, 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 June 22nd, 2023.

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 6:42pm. The Board reserves the right to act on any or all agenda items.

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

Roll call: *All In Favor*

Against: Abstained: Absent: Mr. John Cascarano

Resolution 230627.1 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, 2026	Present
Mr. John Cascarano	Member	June 30, 2023	Absent
Mr. David Vitali	Member	June 30, 2024	Present
Ms. Jessenia Mejia	Member	June 30, 2024	Absent

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	Present
Ms. Fiona Daubon	Business Administrator/Board Secretary	Present
Dr. Tasha Mosconi	Director of Curriculum	Present
Mr. John Tozan	Director of Operations	Present

II. Acceptance of Agenda

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

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

Roll call: *All In Favor*

Against: Abstained: Absent: Mr. John Cascarano

Resolution 230627.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the [Regular Meeting Minutes for May 2, 2023](#)

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

Roll call: *All In Favor*

Against: Abstained: Absent: Mr. John Cascarano

Resolution 230627.3 is adopted unanimously.

IV. Board Matters

i. Approval of New Board Member:

BE IT RESOLVED, that the board approves the New Board member **Jessenia Mejia Morales** for a term June 27, 2023 through June 30, 2024.

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

Roll call: *All in Favor*

Against: ____ Abstained: ____ Absent: Mr. John Cascarano

Resolution 230627.4 is adopted unanimously.

ii. Completion of Annual Evaluations

A. CEO's evaluation

B. Board self- evaluation

— ANNUAL CONSENT AGENDA —

V. Staff Appointments

Affirmative Action Officer	Dr. Tasha Mosconi
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Public Agency Compliance Officer	Ms. Fiona Daubon
Attendance Officer	Mr. John Tozan
RTK Officer and AHERA Contact Person	Ms. Fiona Daubon
Purchasing Agent	Mr. Fiona Daubon
Treasurer of School Monies	Mr. Christopher Lessard
Custodian of School Records	Ms. Fiona Daubon
Integrated Pest Management Coordinator	Mr. David Master
Anti-Bullying Coordinator	Ms. Jasmine Mitchell
Board Secretary	Ms. Fiona Daubon

VI. Professional Appointments

- A) **Auditor** – Mr. Gerald Longo at the firm of Gerald D Longo CPA
- B) **Attorney** – Mr. Thomas Johnston at the firm of Johnston Law Firm LLC

VII. Designations, Assignments and Authorizations

- a. Approval of adopting all current **Board By-laws, Policies and Regulations**.
- b. Establishment of **Annual Meeting Calendar** – Regular Board Meetings for the 2023-2024 school year is listed below. The meetings will be held at **6:30 p.m.** at 613 Carlock Avenue, Perth Amboy NJ 08861.

Month	Date
AUGUST	August 31st, 2023
SEPTEMBER	September 26th , 2023
OCTOBER	October 24th , 2023
DECEMBER	December 19, 2023
JANUARY	January 23rd, 2024
FEBRUARY	February 27th, 2024
MARCH	March 26th, 2024
MAY	May 7th, 2024
JUNE	June 27th , 2024

- c. Designation of **Official Newspaper** – The Herald News and The Record as official news media for the 2023-2024 school year.
- d. Designation of **Financial Depository** – Unity Bank as Depository for all school funds for 2023-2024 school year.
- e. Approves Collection and **Maintenance of Student Records**
- f. **RESOLVED**, that the Middlesex County STEM Charter School, in the County of Middlesex, New Jersey authorizes certified school personnel to collect and maintain the following mandated pupil records as per N.J.A.C. 6A:32-7.3 and Policy 8330:
 - ❖ The student’s name, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment and test answer sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed.
 - ❖ Record of daily attendance;
 - ❖ Descriptions of the student progress according to the system of student evaluation used in the school district;
 - ❖ History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees;
 - ❖ Records pursuant to rules and regulations regarding education of students with disabilities; and
 - ❖ All other records required by State Board of Education
- g. Establishment of **Petty Cash** – School Business Administrator or designee as custodian of \$500 Petty Cash fund for 2023-2024 school year and set the maximum single petty cash disbursement limit at \$100.
- h. Designation of **Tax Shelter Annuity Company** –Axa Equitable, as Tax Shelter Annuity Company for the 2023-2024 fiscal year and as the 403b Plan Administrator.
- i. Designation of **Employee Benefit Plan Service Providers** – Aflac as Supplemental Insurance and Clarity Benefit Solutions as FSA administrator for school employees for the 2023-2024 fiscal year.
- j. Approval of **Payment of Bills Between Meetings** - Resolution to approve early payment of bills as follows:
 - 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 approve early payment of certain bills with official approval by the full Board at the first official meeting following said approval.
- k. Authorize the **School Business Administrator** to Award Contracts up to the bid threshold of \$32,000 and set the quote threshold at 15% of the bid threshold pursuant to 18A:18A-3(b)
- l. **Mileage Reimbursement** – Approve 47 ¢/mile for reimbursement to the employees and trustees of Middlesex County STEM Charter School towards miles driven for school business purposes.

- m. Authorize **Regular Business Travel** for charter personnel not to exceed \$1,500 per person, per annum. Regular business travel consists of mileage and tolls for official school business. Additional travel expenses (workshops, hotels, meals and other transportation) must be specifically approved by the Board of Trustees in advance.
- n. Authorize Board President and Business Administrator to **Sign Warrants** (checks)
- o. Approve the use of **Facsimile Signatures** for the Board President for ensuing term of the board on warrants, paychecks, and contracts.
- p. **Approve State and Cooperative Contract Vendor contracts** – 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 Educational Data Services, the Somerset County Educational Services Commission, the Educational Services Commission of NJ, Hunterdon County Educational Services Commission of Morris County, NJ Education Consortium, Morris County Cooperative Pricing Council, NJSBA TEC Cooperative Pricing System, Keystone Purchasing Network (KPN), PEPPM, TIPS, Omnia Partners, National Joint Purchasing Alliance.)
- q. **2023-2024 Anticipated contracts to be renewed, awarded, or to expire during the school year** – Pursuant to PL 2015, Chapter 47 the Central Jersey College Prep Charter School Board of Trustees intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

<u>Name of Vendor</u>	<u>Description of Services</u>
Gerald Longo CPA	Audit/Accounting Services
Confires	Fire Inspection
NJESC	Special Education Support Services/LTDC/OT/PT Services
CDK Systems, Inc.	Accounting Software
Centric Benefits Consulting	Insurance Brokerage Service Medical & Dental
Christopher M. Lessard	Treasurer of School Monies and Consulting
NJ School Jobs	Recruiting/Staffing Services
Republic Services	Solid Waste Collection Services
Diploma Joint Insurance Fund	Umbrella Insurance
Interim Healthcare	Substitute School Nurse Service

Genesis Educational Services, Inc.	Student Information Systems & Personnel Management
Johnston Law Firm, LLC	Legal Services - Board Attorney
Diploma Joint Insurance Fund	Umbrella Insurance
Treadstone Risk Management LLC	Insurance Brokerage (School Insurance)
Strauss Esmay Associates, LLP	School Policy/Regulation Support Services
New Jersey Education Consortium	Cooperative Procurement Management Program
New Jersey Public Charter Schools Assoc.	Membership
Pitney Bowes	Postage Usage

Moved by Mr. Anthony Attanasio , seconded by Mrs. Jackie Lewis to approve **annual consent agenda items # V through VII.**

Roll call: *All In Favor*

Against: ____ Abstained: ____ Absent: Mr. John Cascarano
Resolution 230627.5 is adopted unanimously.

VIII. 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

IX. Chief Education Officer's Report

- i. DOE approved South Amboy location:
 - i. Will host 4th- 7th grade starting September 2023
 - ii. Carlock & Hazel will host K-3rd grade
 - iii. Waiver approval will be needed next year
- ii. Summer school
 - i. Has started with 200 students
 - ii. Transportation & lunch provided at no cost to students

X. Policy Adoptions

BE IT RESOLVED, that the Board approves the **second reading** and adoption 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 Mrs. Jackie Lewis , seconded by Mr. David Vitali to approve the motion.

Roll call: *All In Favor*

Against: Abstained: Absent: Mr. John Cascarano

Resolution 230627.6 is adopted unanimously.

XI. Designations, Discussion, and Action Items

i. Grant Administration & Consultation Services

BE IT RESOLVED, that Board hereby approves the service contract of New Sussex Education Consultants, LLC - Dr. Thomas Kane to provide grant administration and consultation services at the cost of \$600 per day per diem, not to exceed \$18,000 as of March 01, 2023. [Appendix B](#)

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

Roll call: *All In Favor*

Against: Abstained: Absent: Mr. John Cascarano

Resolution 230627.7 is adopted unanimously.

ii. Cleaning Services

BE IT RESOLVED, that the Board, upon recommendation by the CEO and Business Administrator, hereby awards the Cleaning services bid contract to Conover Building Maintenance in the amount of \$202,752.00 for a two-year period beginning July 1, 2023 to June 30, 2025.

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

Roll call: *All in Favor*

Against:

Abstained:

Absent: Mr. John Cascarano

Resolution 230627.8 is adopted unanimously.

iii. South Amboy Campus Lease

BE IT RESOLVED, that the Board of Trustees authorizes Dr. Sercan to execute a lease agreement with Advanced Schools Inc for building located at 531 Washington Avenue, South Amboy in an amount not to exceed \$16/sqft for the school years 2023-24 and 2024-25.

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

Roll call: *All in Favor*

Against:

Abstained:

Absent: Mr. John Cascarano

Resolution 230627.9 is adopted unanimously.

XII. Human Resources

i. Salary Scale Update:

Upon recommendation of the Chief Education Officer, and the Business Administrator, motion to approve the following resolution:

WHEREAS, the following amendment is made to the base salary for permanent substitute teachers, in class support teachers, security and secretaries:

Amended Starting Salaries for:

In Class Support Non- certified teachers from \$37,000 to \$40,000

In Class Support Certified teachers from \$40,000 to \$43,000

Permanent Substitute Teachers: \$32,000 to \$35,000

Administrative Assistant: \$32,000 to \$40,000

Security Guards \$33,000 to \$34,000

WHEREAS, a yearly \$1,000 raise is granted to returning permanent substitute and in class support teachers, with an annual salary not to exceed \$50,000.

BE IT RESOLVED, that the Board accepts these changes.

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

Roll call: *All in Favor*

Against: ____

Abstained: ____

Absent: Mr. John Cascarano

Resolution 230627.10 is adopted unanimously.

ii. On Call Substitute Rates

BE IT RESOLVED, that the Board approves the following **substitute rates** for 2023-2024 School Year:

Teacher Full Day/NJ Substitute Teacher Certified \$170/day

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mr. John Cascarano

Resolution 230627.11 is adopted unanimously.

iii. Contract Renewals & New Hires:

BE IT RESOLVED, that the Board, upon recommendation by the CEO, approves the hiring of new employees, renewal of contracts, adjustments in professional responsibilities, pertinent salary allocations, summer school salaries and additional stipends for the school years of 2022 - 2023 and 2023-2024 as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix D](#)

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mr. John Cascarano

Resolution 230627.12 is adopted unanimously.

iv. Stipends:

BE IT RESOLVED, that the board approves the attached Stipends for Teachers and staff FY23. [Appendix E](#)

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

motion.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mr. John Cascarano

Resolution 230627.13 is adopted unanimously.

XIII. Finance

i. ESEA funds

BE IT RESOLVED that The Board hereby approves and authorizes the submission of the Fiscal Year 2024 proposed program plan and budget for;

- ESSA (The Every Student Succeeds Act, a reauthorization of the Elementary and Secondary Education Act (ESEA) Title Grants Program application, and the subsequent acceptance of funds for the following specified allocation amounts:

Title IA- \$215,579.00

Title IIA - \$22,217.00

Title III - \$10,047.00

Title III Consortium with CJCP - \$4,668

Title III Immigrant - \$2,873.00

Title IV - \$14,357.00

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

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano

Resolution 230627.14 is adopted unanimously.

ii. FY23 Budget Adjustments:

BE IT RESOLVED, by the Board of Trustees of Middlesex County Stem Charter School that the attached inter-appropriation transfers made on the financial records of the Board affecting 2022-2023 budget be affirmed and approved. Total transfers are in the amount of \$863,615.45. [Appendix F](#)

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

Roll call: *All in Favor*

Against: Abstained: Absent: Mr. John Cascarano

Resolution 230627.15 is adopted unanimously.

iii. Monthly Reports:

a. Board Secretary & Treasurer's Report

Upon recommendation of the Chief Education Officer, and the Business Administrator, motion to approve the following resolution:

WHEREAS, both the A148 [Report of the Secretary](#) and the A149 [Report of the Treasurer](#) of School Moneys are in agreement with the cash balance in the Governmental Funds of **\$610,599.88 as of July 31, 2022.**

WHEREAS, both the A148 [Report of the Secretary](#) and the A149 [Report of the Treasurer](#) of School Moneys are in agreement with the cash balance in the Governmental Funds of **\$456,768.31 as of August 31, 2022.**

WHEREAS, both the A148 [Report of the Secretary](#) and the A149 [Report of the Treasurer](#) of School Moneys are in agreement with the cash balance in the Governmental Funds of **\$242,204.28 as of September 30, 2022.**

WHEREAS, both the A148 [Report of the Secretary](#) and the A149 [Report of the Treasurer](#) of School Moneys are in agreement with the cash balance in the Governmental Funds of **\$504,297.65 as of October 31, 2022.**

WHEREAS, both the A148 [Report of the Secretary](#) and the A149 [Report of the Treasurer](#) of School Moneys are in agreement with the cash balance in the Governmental Funds of **\$997,843.74 as of November 30, 2022.**

WHEREAS, both the A148 [Report of the Secretary](#) and the A149 [Report of the Treasurer](#) of School Moneys are in agreement with the cash balance in the Governmental Funds of **\$209,381.24 as of December 31, 2022.**

WHEREAS, both the A148 [Report of the Secretary](#) and the A149 [Report of the Treasurer](#) of School Moneys are in agreement with the cash balance in the Governmental Funds of **\$671,191.07 as of January 31, 2023.**

WHEREAS, both the A148 [Report of the Secretary](#) and the A149 [Report of the Treasurer](#) of School Moneys are in agreement with the cash balance in the Governmental Funds of **\$1,333,482.78 as of February 28, 2023.**

WHEREAS, both the A148 [Report of the Secretary](#) and the A149 [Report of the Treasurer](#) of School Moneys are in agreement with the cash balance in the Governmental Funds of **\$2,007,678.57 as of March 31, 2023.**

WHEREAS, both the A148 [Report of the Secretary](#) and the A149 [Report of the Treasurer](#) of School Moneys are in agreement with the cash balance in the Governmental Funds of **\$2,110,017.94 as of April 30, 2023.**

BE IT RESOLVED, that the Reports of the Secretary and the Treasurer of School Moneys be accepted.

b. Board Secretary's Certification of Accounts

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of April 30, 2023 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

_____	<u>June 27 2023</u>
<i>Fiona Daubon – Business Administrator/Board Secretary</i>	<i>Date</i>

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for July 2022 to April 2023 based upon consultation with and representations of the appropriate officials (Secretary, Treasurer, Business Administrator and Chief Education Officer), the Board of Trustees of Middlesex County STEM Charter School has ascertained, to the best of our knowledge and ability, with the information provided, that no major account (Current Expense, Capital Outlay, Debt Service) has been over-expended and that sufficient funds are available to meet the charter's financial obligations for the remainder of the fiscal year, and hereby certifies the charter's financial plan (the budget) as approved is being followed as revealed in the financial.

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mr. John Cascarano

Resolution 230627.16 is adopted unanimously.

iv. Bills List

BE IT RESOLVED, that the Board approves the List of Bills for the period between May 1st, 2023 and May 31st, 2023 in the total amount of \$559,017.96 [Appendix G](#) & [Appendix H](#)

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mr. John Cascarano

Resolution 230627.17 is adopted unanimously.

XIV. Executive Session

BE IT RESOLVED that Middlesex County STEM Charter School is **called to order by 7:29pm for an executive session** in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

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.

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mr. John Cascarano

Resolution 230627.18 is adopted unanimously.

Reconvene Public Session

i. **BE IT RESOLVED** that the Board of Trustees will return to open session to conduct business at the conclusion of the executive session at 7:30 **PM** in accordance with the Sunshine Law, Chapter 321, P.L. 1975 and adjourn the meeting.

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mr. John Cascarano

Resolution 230627.19 is adopted unanimously.

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

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mr. John Cascarano

Resolution 230627.20 is adopted unanimously.

XV. Adjournment

Moved by Mrs. Jackie Lewis, seconded by Mr. Anthony Attanasio to adjourn the meeting at 8:31**PM**.

Roll call: *All in Favor*

Against: _____ Abstained: _____ Absent: Mr. John Cascarano

Resolution 230627.21 is adopted unanimously.