

M  
I  
N  
U  
T  
E  
S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

AUGUST 29, 2024

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS  
TRIBUNE ON JULY 24, 2024.

**MIDDLESEX COUNTY STEM CHARTER SCHOOL**

613 Carlock, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

**BOARD OF TRUSTEES MEETING**

**Date:** August 29, 2024, 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 24, 2024.

**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 6:41 pm. The Board reserves the right to act on any or all agenda items.

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.1 is adopted unanimously.***

**Roll Call by:**

Trustee	Position	Term Expires	Attendance
Mrs. Jackie Lewis	President	June 30, 2027	PRESENT
Mr. Anthony Attanasio	Vice President	June 30, 2026	PRESENT
Mr. John Cascarano	Member	June 30, 2026	ABSENT
Mr. David Vitali	Member	June 30, 2027	PRESENT
Ms. Melissa Corraliza	Member	June 30, 2025	PRESENT
Ms. Tonya Heyward	Member	June 30, 2025	PRESENT

**Also Present:**

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	PRESENT
Ms. Fiona Daubon	Business Administrator/Board Secretary	PRESENT

## II. Acceptance of Agenda

**BE IT RESOLVED**, Middlesex County Stem Charter School Board of Trustees approves the 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: John Cascarano

***Resolution 240829.2 is adopted unanimously.***

## III. Acceptance of Minutes

**BE IT RESOLVED**, Middlesex County STEM Charter School Board of Trustees approves the Board Meeting Minutes for July 8, 2024 as presented in

[Appendix A](#)

Moved by Mr. David Vitali, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.3 is adopted unanimously.***

## IV. Board Matters

**i. NJSBA Convention:** October 21 - 24, 2024 in Atlantic City NJ.

Attendees:

- Ms. Fiona Daubon

**ii. Next Board Meeting:** Tuesday October 1st, 2024 at 6:30pm

## V. Board Policy

**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.

Policies: [Appendix B](#)

- i. 0141 Board Member Number and Term
- ii. 0164.6 Remote Public Board Meetings During a Declared Emergency (M) (Abolished)
- iii. 2200 Curriculum Content (M) (Revised)

- iv. 5337 Service Animals (Revised)
- v. 5350 Student Suicide Prevention (M) (Revised)
- vi. 7231 Gifts From Vendors (M) (Abolished)
- vii. 8420 Emergency and Crisis Situations (M) (Revised)
- viii. 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)

**Policies & Regulations: [Appendix C](#)**

- 3160 Physical Examination (M) (Revised)
- 4160 Physical Examination (M) (Revised)
- 5200 Attendance (M) (Revised)
- 8467 Firearms and Weapons (M) (Revised)

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.4 is adopted unanimously.***

**VI. Chief Education Officer’s Monthly Report – Dr. Sercan**

- CSP Grant Updates:
  - i. 3 Buses purchased
  - ii. Instructional equipment and supplies purchased for the expanded grades
  - iii. Full Enrollment & Full staff
- Building Updates
- Summer Institute for New and Returning Staff

**VII. 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**

**VIII. Designations, Discussion and Action Items**

**a) Diploma Joint Insurance Fund Membership Renewal**

WHEREAS, the Middlesex County STEM Charter School, hereafter referred to as "Educational

Facility" is a member of the Diploma Joint Insurance Fund, hereinafter referred to as "Fund"; and

WHEREAS, said renewal membership terminates as of July 1, 2024 at 12:01 a.m. standard time, unless

earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverage:

- Workers' Compensation
- Supplemental Indemnity - Workers' Compensation
- Package - Property, Boiler & Machinery, General and Auto Liability,
- Environmental Impairment Liability
- Excess Liability (AL/GL)
- School Leaders Professional Liability
- Excess Liability (SLPL)

WHEREAS, the Educational Facility desires to renew said membership;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Educational Facility agrees to renew its membership in the Fund for a period of three years beginning July 1, 2024, and ending July 1, 2027 at 12:01 a.m. eastern standard time, and to be subject to the coverage, operating procedures, bylaws, and other organizational and operational documents of the Fund presently existing or as from time to time amended by the Fund and/or the Department of Banking and Insurance.
2. The Educational Facility's Business Official, is Fiona Daubon hereby appointed as the Educational Facility's 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 Educational Facility's renewal of its membership.

WHEREAS, the Fund seeks to provide its members with insurance coverage;

WHEREAS, two or more educational facilities have collectively formed a joint insurance fund as is authorized and described in N.J.S.A. 18A:18B-1 et. seq. and the regulations promulgated pursuant thereto; and

WHEREAS, the Educational Facility is currently a member of said Fund; and

WHEREAS, the Educational Facility has resolved to renew said membership;

NOW, THEREFORE, it is agreed as follows:

1. The Educational Facility hereby renews its membership in the Fund for a three (3) year period, beginning July 1, 2024, and ending July 1, 2027 at 12:01 a.m. eastern standard time.
2. The Educational Facility agrees to participate in the Fund with respect to the types of insurance stated in the Renewal of Membership Resolution.
3. The Educational Facility hereby ratifies and reaffirms the bylaws and other organizational and operational documents of the Fund and as from time to time amended by the Fund and/or Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith.
4. The Educational Facility agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
5. In consideration of renewal of membership in the Fund, the Educational Facility agrees that for those types of insurance in which it participates, the Educational Facility shall jointly and severally assume and discharge the liability of each and every member of

the Fund all of whom, as a condition of membership in the Fund, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the Educational Facility is pledged to the punctual payment of any sums which shall become due to the Fund in accordance with the bylaws thereof, this Agreement or any applicable statute or regulation.

6. If the Fund, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Facility agrees to reimburse the Fund for all such reasonable expenses, fees and costs on demand.

7. The Educational Facility and the Fund agree that the Fund shall hold all monies paid by the Educational Facility to the Fund as fiduciaries for the benefit of Fund claimants all in accordance with applicable statutes and/or regulations.

8. The Fund shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1 et. seq. and such other statutes and regulations as may be applicable.

9. The Business Official designated in the Resolution to Renew Membership is hereby authorized to execute the Agreement to renew membership.

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

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.5 is adopted unanimously.***

***b) Guidance for Virtual or Remote Instruction Plan***

***BE IT RESOLVED***, that the board approves the charter's Guidance for Virtual or Remote Instruction Plan for 2024-2025 , in accordance with Governor Murphy issued executive order that became P.L.2020,c.27 to provide continuity of instruction in the event of a public-health related district closure. [Appendix D](#)

Moved by Mr. Anthony Attanasio , seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.6 is adopted unanimously.***

***c) Master Collaborative agreement renewal with ESCNJ***

***BE IT RESOLVED***, that The Board hereby approves the renewal of the Master Collaborative Agreement between Middlesex County STEM Charter School and the Educational Services Commission of New Jersey to provide Collaborative Educational services for the term July 1, 2025 to June 30, 2030. [Appendix E](#)

Moved by Ms. Tonya Heyward , seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.7 is adopted unanimously.***

**d) CST Services agreement**

**BE IT RESOLVED**, that The Board hereby approves the proposal for Child Study Team services from the Educational Services Commission of New Jersey for the School Year 2024 - 2025 up to the amount of \$302,876.00. [Appendix F](#)

Moved by Ms. Tonya Heyward , seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

**Resolution 240829.8 is adopted unanimously.**

**e) Professional Grant and Policy Consultant Services**

**BE IT RESOLVED**, that The Board hereby approves New Sussex Education Services (NSEA) to provide specialized professional grant services for the School Year 2024 - 2025 at a cost of \$630 per diem. [Appendix G](#)

Moved by Mr. Anthony Attanasio , seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

**Resolution 240829.9 is adopted unanimously.**

**f) New General Bank Account**

**BE IT RESOLVED**, that The Board hereby authorizes Dr. Sercan to close the existing General Bank account, open a new General Bank account at Unity Bank, and order the deposit, withdrawal or transfer of monies with banking institutions until this authority is revoked by action of the Board of Trustees.

Moved by Ms. Tonya Heyward , seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

**Resolution 240829.10 is adopted unanimously.**

**IX. Human Resources**

**A. New Hires & Stipends**

**BE IT RESOLVED**, that the Board, upon recommendation by the CEO, approves the hiring of new employees, adjustments in professional responsibilities, pertinent salary allocations, additional stipends, professional development compensation and alumni tutors for the school year of 2024 - 2025 as detailed in the below exhibits attached hereto and made a part of the minutes:

**i. New Hires** for Teachers and staff FY25: [Appendix H](#)

**ii. Stipends** for Teachers and staff FY25: [Appendix I](#)

Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.11 is adopted unanimously.***

**B. Salary Proportion from CSP Grant Funding**

**BE IT RESOLVED** that the Board approves the following salary proportions for CSP Administrator for the 2024- 2025 school year.

**CSP**

Name	Position	Total Annual Salary	% General Funding	Amount General Funding	% CSP Funding	Amount CSP Funding
Tozan, John	Director of Operations	\$120,199.98	86%	\$104,099.65	14%	\$16,100.33

Moved by Mr. David Vitali, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.12 is adopted unanimously.***

**C. 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
Ms. Fiona Daubon	October 21 - 24, 2024	NJSBA Convention	Atlantic City, NJ	\$550 + lodging & meals
Michael Souliner	Asynchronous	Anti-Bullying Specialist Online Certificate Program	Online	\$500
Dr. Debra Vesper	Sept 16-18	Handle with Care Behavior Management System Full Program: Verbal Intervention + Physical Intervention + Instructor Certification	Online	\$1525

Moved by Mr. Anthony Attanasio, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

**Resolution 240829.13 is adopted unanimously.**

**X. Finance**

**i. IDEA Grant Funding FY25**

**BE IT RESOLVED**, that Board hereby accepts the approved IDEA grant awarded funds FY25 IDEA Basic and Preschool in total amount of \$132,702.00. [Appendix J](#)

Function/Object	Expenditure Category	IDEA Basic	IDEA Preschool
100-100	Personal Services - Salaries	\$30,000	
100-600	Instructional Supplies	\$5,000	\$2,320
200-500	Other Purchased Srv	\$91,382	
200-600	Supplies & Materials	\$4,000	

<b>Total Budgeted</b>		<b>\$130,382</b>	<b>\$2,320</b>
-----------------------	--	------------------	----------------

Moved by Ms. Melissa Corraliza , seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.14 is adopted unanimously.***

***ii. Monthly Reports***

***a. Inter Appropriation Transfers***

**BE IT RESOLVED**, by the board of Trustees of Central Jersey College Prep Charter School that the attached inter-appropriation transfers made on the financial records of the Board affecting 2023-2024 budget be affirmed and approved. Total transfers for June 2024 are in the amount of \$209,902.93. [Appendix K](#)

Moved by Mr. Anthony Attanasio, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.15 is adopted unanimously.***

***b. 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](#) for the following months are in agreement with the cash balance in the Governmental Funds:

- **\$2,264,109.45** as of May 31, 2024.
- **\$1,466,031.56** as of June 30, 2024.

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

***c. Board Secretary's Certification of Accounts***

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of June 30, 2024 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

August 28, 2024

\_\_\_\_\_  
*Fiona Daubon – Business Administrator*

*Date*

***d. Board Certification of Accounts***

RESOLVED, that after review of the Secretary’s and Treasurer’s reports for May 2024 and June 2024 based upon consultation with and representations of the appropriate officials (Secretary, Treasurer, Business Administrator and Chief Education Officer), the Board of Trustees of Central Jersey College Prep 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 Ms. Melissa Corraliza, seconded by Mr. David Vitali to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.16 is adopted unanimously.***

***c. List of Bills***

***BE IT RESOLVED***, that the Board approves the List of Bills for the periods between

- June 22, 2024 and June 30, 2024 in the total amount of \$134,446.55.  
[Appendix L](#)
- July 1, 2024 and August 19, 2024 in the total amount of \$910,634.98  
[Appendix M](#)

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

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.17 is adopted unanimously.***

**XI. Executive Session**

Middlesex County STEM Charter School is **called to order for an executive session** at 7:27 PM 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 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.

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.18 is adopted unanimously.***

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

Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.19 is adopted unanimously.***

## **XII. Adjournment**

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to **adjourn meeting** at 7:30pm.

Roll call: All in Favor

Against: None Abstained: None Absent: John Cascarano

***Resolution 240829.20 is adopted unanimously.***