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MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES MEETING

JANUARY 22, 2019

MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES MEETING

Date: January 22, 2018, 6:30 PM

Place: 430 Market Street, 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 January 12, 2018.

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. 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. Attansio, seconded by Dr. Uzun Roll call: Unanimous
Roll call: Motion #19.01.22.1 adopted unanimously. (In favor: O.U., J.C, A.A, J.L.)
Against: None Abstained: None.

Roll Call by Mr. Fatih Kayalar:

Trustee	Position	Term Expires	Attendance
Mrs. Jackie Lewis	President	June 30, 2021	Present
Mr. John Cascarano	Member	June 30, 2020	Present
Mr. Anthony Attansio	Member	June 30, 2020	Present
Dr. Ozcan Uzun	Member	June 30, 2019	Present
Vacant	Member		

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	Present
Fatih Kayalar	Business Administrator/ Board Secretary	Present

II. Acceptance of Agenda & Minutes

Moved to accept the agenda,

Moved by Mr. Attansio, seconded by Dr. Uzun Roll call: Unanimous
Roll call: Motion #19.01.22.2 adopted unanimously. (In favor: O.U., J.C, A.A, J.L.)
Against: None Abstained: None.

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

- ❖ Regular Meeting Minutes for November 20, 2018
- ❖ Bill list from November 20, 2018 to January, 21 2019
- ❖ Board Secretary Reports November 2018 and December 2018
- ❖ Treasurer Reports from April 2019 to September 2018

Moved by Mr. Attansio, seconded by Dr. Uzun Roll call: Unanimous
Roll call: Motion #19.01.22.3 adopted unanimously. (In favor: O.U., J.C, A.A, J.L.)
Against: None Abstained: None.

III. Public Comments

No public comment.

IV. Chief Education Officer's Report

Dr. Sercan presented the following topics:

- Enrollment applications for 2019-20
- The STEM Fair,
- Teacher's evaluation process

V. Policy Adoptions

- i. ***BE IT RESOLVED***, that the Board approves the first reading of the following policies regulations as detailed in the exhibits attached hereto and made a part of the minutes:

1. Policy 3160: Physical Examination
2. Regulation 3160: Physical Examination
3. Policy 3222: Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
4. Regulation 3222: Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
5. Policy 3223: Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals

6. Regulation 3223: Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
7. Policy 3240: Professional Development for Teachers and School Leaders
8. Regulation 3240: Professional Development for Teachers and School Leaders
9. Policy 5111: Eligibility of Resident/Nonresident Students
10. Regulation 5111: Eligibility of Resident/Nonresident Students

Moved by Mr. Attansio, seconded by Dr. Uzun Roll call: Unanimous
 Roll call: Motion #19.01.22.4 adopted unanimously. (In favor: O.U., J.C, A.A, J.L.)
 Against: None Abstained: None.

- 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:

1. Policy 1140: Affirmative Action Program
2. Policy 1523: Comprehensive Equity Plan
3. Policy 2415.03: Highly Qualified Teachers
4. Policy 2415.04: Title I - District-Wide Parental Involvement
5. Policy 2417: Student Intervention and Referral Services
6. Policy 2423: Bilingual and ESL Education
7. Regulation 2417: Student Intervention and Referral Services
8. Regulation 2423: Bilingual and ESL Education

Moved by Mr. Attansio, seconded by Dr. Uzun Roll call: Unanimous
 Roll call: Motion #19.01.22.5 adopted unanimously. (In favor: O.U., J.C, A.A, J.L.)
 Against: None Abstained: None.

VI. Designations, Discussions, and Action Items

- i. **WHEREAS**, Raritan Bay YMCA provides transportation services for MCSCS students for physical education classes on a daily basis.

WHEREAS, MCSCS Board of Trustees approved the original agreement proposed by Raritan Bay YMCA in its meeting on August 28, 2018.

WHEREAS, Raritan Bay YMCA administration expressed its obligation to revise the agreement due to unexpectedly increasing cost of the transportation incurred to Raritan Bay YMCA.

BE IT RESOLVED, that The Board hereby approves the following updated service agreements for transportation services provided by Raritan Bay YMCA. The revised agreement is presented in **Appendix A**.

Moved by Mr. Attansio, seconded by Dr. Uzun Roll call: Unanimous
 Roll call: Motion #19.01.22.6 adopted unanimously. (In favor: O.U., J.C, A.A, J.L.)
 Against: None Abstained: None.

- ii. **WHEREAS**, the Board of Trustees of Middlesex County STEM Charter School does recognize that there is a need for additional spaces to address enrollment growth for the school year 2019-20 and onward,

WHEREAS, the Board of Trustees of Middlesex County STEM Charter School intends to sign a lease contract with a real estate developer in a way that building is provided to the school with all amenities required to have a conducive learning environment:

WHEREAS, Development Management Services is an experienced development firm that have supplied buildings for several charter schools across the State of New Jersey including the Central Jersey College Prep Charter School in Somerset, NJ.

BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School does hereby designate **the Chief Education Officer** to execute a lease agreement in **Appendix B**

Moved by Mr. Attansio, seconded by Dr. Uzun Roll call: Unanimous
Roll call: Motion #19.01.22.7 adopted unanimously. (In favor: O.U., J.C, A.A, J.L.)
Against: None Abstained: None.

- iii. **WHEREAS**, MCSCS schedules events outside of working hours for a variety of reasons, including but not limited to student recruitment, community building, parent workshops and seminars.

WHEREAS, staff salaries stated in the employment contracts do not cover additional hours put by the staff members outside working hours.

WHEREAS, the school needs participation from its staff members, therefore would like to compensate such additional hours,

BE IT RESOLVED, the MCSCS Board of Trustees approves a payment of \$25.00/hour to any staff members who attend events and activities taking place outside of working hours.

Moved by Mrs. Lewis, seconded by Mr. Attansio Roll call: Unanimous
Roll call: Motion #19.01.22.8 adopted unanimously. (In favor: O.U., J.C, A.A, J.L.)
Against: None Abstained: None.

- iv. **BE IT RESOLVED**, the MCSCS Board of Trustees approves 2018-19 Memorandum of Agreement Between Education and Law Enforcement Officials as presented in **Appendix C**.

Moved by Mrs. Lewis, seconded by Mr. Cascarano Roll call: Unanimous
Roll call: Motion #19.01.22.9 adopted unanimously. (In favor: O.U., J.C, A.A, J.L.)
Against: None Abstained: None.

- v. **BE IT RESOLVED**, the MCSCS Board of Trustees approves the amended budget for the Fiscal Year 2019.

Moved by Mr. Attansio, seconded by Dr. Uzun Roll call: Unanimous
Roll call: Motion #19.01.22.10 adopted unanimously. (In favor: O.U., J.C, A.A, J.L.)
Against: None Abstained: None.

- vi. **WHEREAS**, a number of educational entities have joined together to form a Joint Insurance Fund as permitted by Chapter 108 Laws of 1983 (18A:18B *et. seq.*); and

WHEREAS, the statutes governing the creation and operation of a Joint Insurance Fund contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Fund; and

WHEREAS, the MIDDLESEX COUNTY STEM CHARTER SCHOOL hereafter referred to as "**Educational Facility**" has determined that membership in the Diploma Joint Insurance Fund hereafter referred to as "**Fund**" is in the best interest of the **Educational Facility**; and

WHEREAS, the **Educational Facility** agrees to be a member of the **Fund** for a period of three (3) years, effective July 1, 2018, said membership to terminate on July 1, 2021 at 12:01 a.m. standard time; and

WHEREAS, the **Educational Facility** has never defaulted on claims if self-insured and has never been canceled for non-payment of insurance premiums for two (2) years prior to execution of this Resolution;

NOW THEREFORE, BE IT RESOLVED that the **Educational Facility** does hereby agree to join the **Fund** and is/are afforded the following coverage:
(please check the coverages you are obtaining through the **Fund**)

- | | |
|---|---|
| X | Workers' Compensation |
| X | Supplemental Indemnity - Workers' Compensation |
| X | Package - Property, Boiler & Machinery, General and Auto Liability, Environmental Impairment Liability
(Includes \$5M Excess General and Auto Liability) |
| X | Excess Liability (AL/GL) |
| X | School Leaders Professional Liability |
| X | Excess Liability (SLPL) |

BE IT FURTHER RESOLVED that the **Educational Facility's** Business Official Fatih Kayalar is hereby appointed as the **Educational Facility's** Fund Commissioner; and

BE IT FURTHER RESOLVED that the **Educational Facility's** Fund Commissioner is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership of the **Fund** as are required by the

Fund's bylaws and to deliver same to the Administrator of the **Fund** with the express reservation that said documents shall become effective only upon the **Educational Facility's** admission to the **Fund**. *Appendix D*

Moved by Mr. Attansio, seconded by Dr. Uzun Roll call: Unanimous
Roll call: Motion #19.01.22.11 adopted unanimously. (In favor: O.U., J.C, A.A, J.L.)
Against: None Abstained: None.

- vii. **BE IT RESOLVED**, the MCSCS Board of Trustees approves the agreement between the Diploma Joint Insurance Fund, hereinafter referred to as "**Fund**", and the Governing Body of the Middlesex County STEM Charter School, hereinafter referred to as "**Educational Facility**";

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

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

WHEREAS, the **Educational Facility** has agreed to become a member of said **Fund** in accordance with and to the extent provided for in the bylaws of the **Fund** and in consideration of such obligations and benefits to be shared by the membership of the **Fund**;

NOW, THEREFORE, it is agreed as follows:

1. The **Educational Facility** hereby agrees to become a member of the **Fund** for an initial period of three (3) years, the commencement of which shall coincide with the effective date of the **Educational Facility's** membership of the **Fund**.
2. The **Educational Facility** hereby ratifies and affirms the bylaws and other organizational and operational documents of the **Fund** as from time to time amended and altered by the Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were 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. The **Educational Facility** certifies that it has never defaulted on any claim, if self-insured, and has not been canceled for non-payment of insurance premiums for a period of at least two (2) years prior to the date hereof.
6. In consideration 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.

7. 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.

8. 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.

9. 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.

10. Each **Educational Facility** who shall become a member of the **Fund** shall be obligated to execute this Agreement.

11. The **Educational Facility's** Business Official designated in the Resolution to Join shall be and is hereby authorized to execute the Agreement for membership.

Appendix E

Moved by Mr. Attansio, seconded by Dr. Uzun Roll call: Unanimous
Roll call: Motion #19.01.22.12 adopted unanimously. (In favor: O.U., J.C, A.A, J.L.)
Against: None Abstained: None.

viii. **WHEREAS**, the Middlesex County STEM Charter School, (“Educational Facility”) has resolved to join the Diploma Joint Insurance Fund ("Diploma JIF") following a detailed analysis; and

WHEREAS, the Bylaws of Diploma JIF require that each entity designate a Risk Manager to perform various professional services as detailed in the Bylaws and Risk Management Plan; and

WHEREAS, the Bylaws indicate that Diploma JIF shall pay each Risk Manager a fee to be established annually by the Board of Trustees;

NOW THEREFORE, BE IT RESOLVED that the Middlesex County STEM Charter School Board, does hereby appoint Treadstone Risk Management LLC as its Risk Manager in accordance with the Fund's Bylaws. **Appendix F**

Moved by Mr. Attansio, seconded by Dr. Uzun Roll call: Unanimous
Roll call: Motion #19.01.22.13 adopted unanimously. (In favor: O.U., J.C, A.A, J.L.)
Against: None Abstained: None.

VII. Human Resources

VIII. Executive Session

Middlesex County STEM Charter School is called to order for an executive session at 7:22 pm.

Moved by Mr. Cascarano, seconded by Mrs. Lewis to adjourn the Executive Session in accordance with the Sunshine Law, Chapter 321, P.L. 1975, to discuss topics 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).

Please Note: The matters discussed will be made public if and when the circumstances requiring confidentiality no longer exist; however, it is not presently known when such circumstances will exist.

IX. Adjournment

Moved by Mr. Attansio, seconded by Mr. Cascarano to adjourn the meeting at 7:25 p.m.
Roll call: Motion #19.01.22.14 adopted unanimously. (In favor: O.U., J.C, A.A., J.L.)
Against: None Abstained: None.

Attachments

- | | |
|----------------------|---|
| 1) Policy 3160: | Physical Examination |
| 2) Regulation 3160: | Physical Examination |
| 3) Policy 3222: | Evaluation of Teaching Staff Members, Excluding Teachers and Administrators |
| 4) Regulation 3222: | Evaluation of Teaching Staff Members, Excluding Teachers and Administrators |
| 5) Policy 3223: | Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals |
| 6) Regulation 3223: | Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals |
| 7) Policy 3240: | Professional Development for Teachers and School Leaders |
| 8) Regulation 3240: | Professional Development for Teachers and School Leaders |
| 9) Policy 5111: | Eligibility of Resident/Nonresident Students |
| 10) Regulation 5111: | Eligibility of Resident/Nonresident Students |
| 11) Policy 1140: | Affirmative Action Program |
| 12) Policy 1523: | Comprehensive Equity Plan |
| 13) Policy 2415.03: | Highly Qualified Teachers |

- 14) Policy 2415.04: Title I - District-Wide Parental Involvement
- 15) Policy 2417: Student Intervention and Referral Services
- 16) Policy 2423: Bilingual and ESL Education
- 17) Regulation 2417: Student Intervention and Referral Services
- 18) Regulation 2423: Bilingual and ESL Education
- 19) Regular Meeting Minutes for November 20, 2018
- 20) Bill list from November 20, 2018 to January, 21 2019
- 21) Board Secretary Reports November 2018 and December 2018
- 22) Treasurer Reports from April 2019 to September 2018

Appendices

- Appendix A: Amended Transportation Agreement with Raritan Bay YMCA
- Appendix B: Lease Agreement for the Additional Building
- Appendix C: 2018-19 Memorandum of Agreement Between Education and Law Enforcement Officials
- Appendix D: Joint Insurance Fund Agreement
- Appendix E: Diploma Joint Insurance Fund
- Appendix F Risk Manager Agreement