

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

OCTOBER 25, 2022

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: October 25th, 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 September 27th, 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 **6:45PM**. 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: Against: None Abstained: None Absent: None

Resolution 221025.1 is adopted unanimously

Roll Call by Dr. Namik Sercan:

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	Present
Mr. David Vitali	Member	June 30, 2024	Present

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	Present
Dr. Tasha Mosconi	Curriculum Director	Present
Ms. Fiona Daubon	Assistant Business Administrator	Present

II. Acceptance of Agenda & Minutes

- i. Moved to accept the agenda for October 25, 2022, Board Meeting,

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

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.2 is adopted unanimously

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

- ❖ [Regular Meeting Minutes for August 30th, 2022](#)
- ❖ [Bill list from August 24th, 2022 to October 24th, 2022](#)
- ❖ [Board Secretary Report August 2022](#)
- ❖ [Board Secretary Report September 2022](#)

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

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.3 is adopted unanimously

III. Board Matters

- i. Election of a New Parent Board Member: Two parents are under consideration at this time and will be reviewed in the next board meeting.

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

Curriculum Director Dr. Tasha Mosconi presented the following:

- Spring 2022 NJSLA results and 2022 Start Strong results
- Intervention strategies to help students master learning standards and skills.

VI. Policy Adoptions

- i. ***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](#)

- Policy 5722 Student Journalism
- Policy 6113 E-Rate
- Policy 4216 Dress And Grooming

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

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.4 is adopted unanimously

VII. Designations, Discussion, and Action Items

i. Teachers Stipends FY23

BE IT RESOLVED, that the board approves the attached Teachers Stipends FY23 payments. [Appendix B](#)

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

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.5 is adopted unanimously

ii. Snow Removal Service FY23

BE IT RESOLVED, that the Board of Trustees approves MLT Landscaping for the snow removal services contract. [Appendix C](#)

The following companies that previously reached out to the school were contacted and asked to submit a proposal - Two out of the five companies submitted a proposal.

Yagerlawn - No response

Four Seasons Snow and Landscape: Responded with a [Proposal](#)

Prime Design - No response

M.L.T Landscaping - Responded with a Proposal

Home Improvements - No response

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

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.6 is adopted unanimously

iii. LinKit Renewal FY23

BE IT RESOLVED, that the Board hereby approves the renewal of the school's Testing and Assessment program/software Linkit for the new school year 2022-2023 for a total of \$23,585.00. [Appendix D](#)

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

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.6 is adopted unanimously

iv. Additional office space at the YMCA

BE IT RESOLVED, that the Board hereby approves the additional payment of \$200/month to be paid to the Raritan Bay Area YMCA through June 2023 for the additional office space rented.

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

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.7 is adopted unanimously

v. Cleaning Services

BE IT RESOLVED, that the Board hereby approves BCS Facilities Group for the cleaning services in the amount of \$31,950 for the school year 2022-23.

Moved by Mr. Anthony Attanasio, seconded by Mr. John Cascarano to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.8 is adopted unanimously

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 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 Mr. Anthony Attanasio to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.9 is adopted unanimously

ii. BE IT RESOLVED, that the Board, upon recommendation by the CEO, approves payments to the staff of Central Jersey College Prep Charter School for carrying out certain tasks at MCSCS after hours. The payment is up to \$50/hr as determined by the Chief Education Officer based on the scope of the work performed.

Moved by Mr. John Cascarano, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.10 is adopted unanimously

iii. BE IT RESOLVED, that the Board, upon recommendation by the CEO, approves mileage payments at the rate identified by the state to the staff of Central Jersey College Prep Charter School for traveling to/from MCSCS. This only applies to shared personnel who are not directly employed by both schools.

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

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.11 is adopted unanimously

IX. Executive Session

i. Middlesex County STEM Charter School is called to order by 7:15pm for an executive session in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

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

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.12 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 **7:51 PM** in accordance with the Sunshine Law, Chapter 321, P.L. 1975 and adjourn the meeting.

Moved by Mr. John Cascarano, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.13 is adopted unanimously

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

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

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.14 is adopted unanimously

X - FURTHER ACTION ITEMS

i. Engagement with an audit firm

WHEREAS, there is available an alternative audit firm, Gerald D. Longo, C.P.A. (“Longo”) which has extensive qualifications and experience auditing New Jersey charter schools;

WHEREAS, Longo is interested in negotiating with the School, terms of an engagement, pursuant to law and rules governing certified public accountancy and audit practices.

NOW THEREFORE BE IT RESOLVED, that, in consultation with counsel, the Administration and Board Chairperson be and hereby are authorized to negotiate an engagement with Longo as the replacing audit firm, in an amount not to exceed \$25,000, subject to further modification as necessary and appropriate.

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

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.15 is adopted unanimously

ii. Appointment of New School Business Administrator

BE IT RESOLVED, that the Board approves Ms. Fiona Daubon as the Business Administrator of Middlesex County STEM Charter School, with an annual salary of \$25,000 for the school year 2022-23.

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

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.16 is adopted unanimously

XI. Adjournment

Moved by Mrs. Jackie Lewis, seconded by Mr. Anthony Attanasio **to adjourn the meeting** at 8:10 PM.

Roll call: Against: None Abstained: None Absent: None

Resolution 221025.17 is adopted unanimously