

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

JANUARY 24, 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: January 24, 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 7:10pm. The Board reserves the right to act on any or all agenda items.

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. David Vitali*

Resolution 230124.1 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	Excused

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

II. Acceptance of Agenda & Minutes

- i. Moved to accept the agenda for January 24, 2023, Board Meeting,

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. David Vitali*

Resolution 230124.2 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 November 29, 2022](#)

- ❖ [Bills list for December 2022](#)

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

Roll call: *All in Favor* Against: *none* Abstained: *none* Absent: *Mr. David Vitali*

Resolution 230124.3 is adopted unanimously

III. Board Matters

- i. **Annual Financial Disclosure Statement** to be completed by all Board Members as per N.J.S.A. 18A:12-25 and N.J.S.A. 18A:12-26 by April 30, 2023.

- A. Ms. Fiona Daubon will send the information via email to all board members.

- ii. **Selection of Finance Committee:**

BE IT RESOLVED, Middlesex County Stem Charter School Board of Trustees approves Mr. Anthony Attanasio (Board Vice President), Dr. Namik Sercan (CEO), and Ms. Fiona Daubon (SBA) as the Finance Committee for the term that expires June 30, 2023.

Moved by Ms. Jackie Lewis, seconded by Mr. John Cascarano to approve the motion.

Roll call: *Majority*

Against: *none* Abstained: *Mr. Anthony Attanasio* Absent: *Mr. David Vitali*

Resolution 230124.4 is adopted by majority vote

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

* The Board will make a decision at the next 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

Dr. Sercan reported on the following

- Enrollment:
 - 239 applications have been received for all grades.
 - 7th grade will be added
- Remediation:
 - Instructional strategies will be implemented to target specific areas for improvement.

VI. Designations, Discussion, and Action Items

i. 2023-2024 Budget Calendar

BE IT RESOLVED, that the Board hereby approves the FY24 budget calendar as presented in [Appendix A](#).

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

Roll call: *All in Favor* Against: *none* Abstained: *none* Absent: *Mr. David Vitali*
Resolution 230124.5 is adopted unanimously

ii. Contract Services for Charter School Amendment Request

BE IT RESOLVED, that the Board of Trustees approves the contract with Colleen Eskow of DEN Education Solutions, LLC to provide services related to the amendment request to the NJDOE to expand the charter school in the amount of \$5000 as outlined in [Appendix B](#).

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

Roll call: *All in Favor* Against: *none* Abstained: *none* Absent: *Mr. David Vitali*
Resolution 230124.6 is adopted unanimously

iii. Charter Amendment Application

WHEREAS, MCSCS needs an additional building to address the expansion approved by the NJDOE in February 2022.

WHEREAS, MCSCS has conducted robust facility searches in the City of Perth Amboy to identify buildings suitable for school use. Unfortunately, the searches did not yield viable options.

WHEREAS, there is a school building readily available to move in located at 531 Washington Ave, South Amboy.

WHEREAS, NJDOE requires charter schools to submit a charter amendment petition to use satellite locations.

WHEREAS, MCSCS is also required to submit a waiver application to NJDOE since the proposed facility is outside of the school's region of residence.

NOW THEREFORE BE IT RESOLVED that MCSCS submits the amendment petition and the waiver application to the NJDOE to obtain approval to occupy the above mentioned building on a temporary basis.

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. David Vitali*
Resolution 230124.7 is adopted unanimously

iv. Memorandum of Agreement

BE IT RESOLVED, that the Board of Trustees approves the 2022-2023 Memorandum Agreement between Education and Law Enforcement Officials as presented in [Appendix D](#).

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

Roll call: *All in Favor* Against: *none* Abstained: *none* Absent: *Mr. David Vitali*
Resolution 230124.8 is adopted unanimously

v. Services agreement with CFOMW Tax, LLC for employee retention tax credit program

WHEREAS, there exists a need to retain the services of an expert to identify qualified employees for the Employee Retention Tax Credit ("ERTC"); and

WHEREAS, N.J.S.A. 18A:18A-5 provides that a contract which exceeds the bid threshold may be negotiated and awarded without public advertising for bids and bidding therefor, if the subject matter consists of extraordinary unspecifiable services which cannot reasonably be described by written specifications; and

WHEREAS, the award of this Contract may be characterized as an "extraordinary, unspecifiable service" pursuant to N.J.S.A. 18A:18A-5; and

WHEREAS, in accordance with N.J.A.C. 5:34-2.3, a designated official of **Middlesex County Stem Charter School** has filed a certificate with the Board of Trustees describing the nature of the work to be done, stating that it is not reasonably possible to draft specifications, describing the informal solicitation of quotations, and describing in detail why the contract meets the provisions of the statute and regulations; and

WHEREAS, funds are available for these services as the services will be paid on a contingency fee; and

NOW THEREFORE BE IT RESOLVED as follows:

1. This contract is awarded without competitive bidding as “Extraordinary, Unspecifiable Services” under the provisions of the Public School Contracts Law.
2. The Business Administrator is hereby authorized and directed to execute the agreement with CFOMW Tax, LLC, consistent with this Resolution. [Appendix E](#)
3. A copy of this Resolution, the Certification of Extraordinary Unspecifiable Service and the agreement shall be placed on file with the Board.
4. A notice of this action shall be published in the official newspaper as required by law.

Moved by Mr. John Cascarano, seconded by Mrs. Jackie Lewis to approve the motion
Roll call: *All in Favor* Against: *none* Abstained: *none* Absent: *Mr. David Vitali*
Resolution 230124.9 is adopted unanimously

VII. 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 F](#)

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. David Vitali*
Resolution 230124.10 is adopted unanimously

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

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

Roll call: *All in Favor* Against: *none* Abstained: *none* Absent: *Mr. David Vitali*
Resolution 230124.11 is adopted unanimously

VIII. Executive Session

i. Middlesex County STEM Charter School is **called to order by 7:59PM for an executive session** in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

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. David Vitali*
Resolution 230124.12 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 8:06 **PM** in accordance with the Sunshine Law, Chapter 321, P.L. 1975 and adjourn the meeting.

Moved by Mrs. Jackie Lewis, seconded by Mr. John Cascarano to approve the motion.

Roll call: *All in Favor* Against: *none* Abstained: *none* Absent: *Mr. David Vitali*
Resolution 230124.13 is adopted unanimously

iii. **BE IT RESOLVED** that the Board of Trustees accepts the HIB monthly report.

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

Roll call: *All in Favor* Against: *none* Abstained: *none* Absent: *Mr. David Vitali*
Resolution 230124.14 is adopted unanimously

IX. Adjournment

Moved by Mr. Anthony Attanasio, seconded by Mrs. Jackie Lewis **to adjourn the meeting** at 8:07 **PM**.

Roll call: *All in Favor* Against: *none* Abstained: *none* Absent: *Mr. David Vitali*
Resolution 230124.15 is adopted unanimously