

# M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

FEBRUARY 21, 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:** February 21, 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 6:46pm. 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:

Abstained:

Absent: Mr. John Cascarano

***Resolution 230221.1 is adopted unanimously***

#### **Roll Call by Dr. Namik Sercan:**

<b>Trustee</b>	<b>Position</b>	<b>Term Expires</b>	<b>Attendance</b>
Mrs. Jackie Lewis	President	June 30, 2024	Present
Mr. Anthony Attanasio	Vice President	June 30, 2023	Present
Mr. John Cascarano	Member	June 30, 2023	Excused
Mr. David Vitali	Member	June 30, 2024	Present

#### **Also Present:**

<b>Member</b>	<b>Position</b>	<b>Attendance</b>
Dr. Namik Sercan	Chief Education Officer	Present
Ms. Fiona Daubon	Business Administrator/Board Secretary	Present

Ms. Suzan Dincer	Curriculum Director	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 230221.2 is adopted unanimously**

## III. Acceptance of Minutes

**BE IT RESOLVED**, Middlesex County STEM Charter School Board of Trustees approves the [Regular Meeting Minutes for January 24, 2023](#)

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 230221.3 is adopted unanimously**

## IV. 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- Emails were already sent.

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

## V. 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**

## **VI. Chief Education Officer's Report**

### **A. Applications received:**

<b>Grade Level</b>	<b>Applications Received to date</b>
Kindergarten	133
1st Grade	41
2nd Grade	34
3rd Grade	42
4th Grade	39
5th Grade	77
6th Grade	49
7th Grade	26
<b>Total</b>	<b>441</b>

### **B. Open House: will be held on 2/26/23 and 2/28/23**

## **VII. Designations, Discussion, and Action Items**

### ***i. Field Trips:***

**BE IT RESOLVED**, that the Board approves the following Field Trips for the rest of the 2023 School Year. [Appendix A](#)

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 230221.4 is adopted unanimously***

## **VIII. Human Resources**

### **I. New Hires:**

**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 B](#)

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 230221.5 is adopted unanimously***

## **IX. Finance**

### ***i. FY22 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 2021-2022 budget be affirmed and approved. Total transfers are in the amount of \$906,971.22. [Appendix C](#)

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 230221.6 is adopted unanimously***

### ***ii. FY22 Board Secretary & Treasurer 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 \$811,591.68 as of June 30, 2022

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

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 230221.7 is adopted unanimously***

### ***iii. Revised Budget FY23***

**BE IT RESOLVED**, that the Board approves the submission of the FY23 Revised Budget to the Office of Charter and Renaissance Schools at the New Jersey Department of Education based on the October 15th enrollment. [Appendix D](#)  
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 230221.8 is adopted unanimously**

***iv. January Bills List***

**BE IT RESOLVED**, that the Board approves the List of Bills for the period between January 1st, 2023 and January 31st, 2023 in the total amount of \$1,150,911.62  
[Appendix E](#)

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 230221.9 is adopted unanimously**

***v. FY23 Back Pension***

**WHEREAS**, the MCSCS teachers and staff qualify for the Teacher's Pension and Annuity Fund and the Public Employees Retirement System by NJ Treasury Division of Pension and Benefits.

**WHEREAS**, some teachers experienced a delay in their pension application submission. Therefore, such teachers and staff are required to back pay their pension contribution according to the payment schedule made by the NJ Treasury Division of Pension and Benefits.

**WHEREAS**, MCSCS Board of Trustees acknowledges the financial challenges that the back pay schedule would create and wants to assist with the back payment.

**BE IT RESOLVED**, that the board hereby approves school's contribution of 50% of the back payment as a monthly reimbursement as long as employment is maintained through November 2023. If the employment is not retained, the employee will be responsible to repay the school for the same amount the school contributed.  
[Appendix F](#)

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 230221.10 is adopted unanimously**

## **X. Executive Session**

i. Middlesex County STEM Charter School is **called to order by 7:35 PM for an executive session** in accordance with the Sunshine Law, Chapter 321, P.L. 1975.

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 230221.11 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 **8:29 PM** in accordance with the Sunshine Law, Chapter 321, P.L. 1975 and adjourn the meeting.

No HIB investigations have been conducted since January 24, 2023, so no report was presented to the Board.

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 230221.12 is adopted unanimously***

## **XI. Adjournment**

Moved by Mr. Anthony Attanasio, seconded by Mrs. Jackie Lewis **to adjourn the meeting at 8:30 PM.**

Roll call: *All In Favor*

Against:

Abstained:

Absent: Mr. John Cascarano

***Resolution 230221.13 is adopted unanimously***