

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

MARCH 28, 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: March 28,, 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 7:17pm. The Board reserves the right to act on any or all agenda items.

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. Anthony Attanasio

Resolution 230328.1 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	Excused
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
Ms. Fiona Daubon	Business Administrator/Board Secretary	Present
Dr. Tasha Mosconi	Director of Curriculum	Present

II. Acceptance of Agenda

BE IT RESOLVED, Middlesex County Stem Charter School Board of Trustees approves the Regular Board Meeting agenda.

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. Anthony Attanasio

Resolution 230328.2 is adopted unanimously

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the [Regular Meeting Minutes for February 21, 2023](#)

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. Anthony Attanasio

Resolution 230328.3 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:** A decision will be made by the May meeting. The selected candidate will join the June meeting.

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 Comment

VI. Chief Education Officer's Report

1. Enrollment Lottery: 100% of the selection from Perth Amboy district with the exception of siblings.
2. Building: required documentation has been sent to the DOE- awaiting approval.

VII. Designations, Discussion, and Action Items

i. FY24 SEMI Waiver

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for FY 2024,

BE IT RESOLVED, that the Board hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Middlesex an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for FY 2024 [Appendix A](#)

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. Anthony Attanasio

Resolution 230328.4 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 Mr. John Cascarano, seconded by Mr. David Vitali to approve the motion.

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. Anthony Attanasio

Resolution 230328.5 is adopted unanimously

IX. Finance

i. FY22 Annual Comprehensive Financial Report (Audit) and Corrective Action Plan

BE IT RESOLVED, that the Board accepts the attached Annual Comprehensive Financial Report (ACFR) and Auditor's Management Report (AMR) for the fiscal year ending June 30, 2022:

ACFR: [Appendix C](#)

AMR: [Appendix D](#)

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. Anthony Attanasio

Resolution 230328.6 is adopted unanimously

BE IT RESOLVED, that the Board accepts the Corrective Action Plan for the fiscal year ending June 30, 2022:

Corrective Action Plan: [Appendix E](#)

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. Anthony Attanasio

Resolution 230328.7 is adopted unanimously

ii. Board Secretary Report

BE IT RESOLVED, that the Board approves the A148 Report of the Secretary for the month of February 2023. [Appendix F](#)

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. Anthony Attanasio

Resolution 230328.8 is adopted unanimously

iii. February & March Bills List

BE IT RESOLVED, that the Board approves the List of Bills for the period between February 1st, 2023 and March 24th, 2023 in the total amount of \$1,239,488.23

February 2023: [Appendix G](#) March 2023: [Appendix H](#)

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. Anthony Attanasio

Resolution 230328.9 is adopted unanimously

iv. Budget FY24

BE IT RESOLVED, that the Board hereby approves the attached projected budget for the Fiscal Year 2023-2024 school year. [Appendix I](#)

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

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. Anthony Attanasio

Resolution 230328.10 is adopted unanimously

X. Executive Session

No executive session was held as there were no HIB incidences & investigations, personnel matters, attorney-client privilege matters, litigations, negotiations and other such related matters pursuant to law N.J.S.A. 10:4-12(b) to be discussed.

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

Moved by _____, seconded by _____ to approve the motion.

Roll call:

Against: _____ Abstained: _____ Absent: _____

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

Moved by _____, seconded by _____ to approve the motion to close the executive session.

Roll call:

Against: _____ Abstained: _____ Absent: _____

XI. Adjournment

Moved by Mr. David Vitali, seconded by Mrs. Jackie Lewis **to adjourn the meeting**
at 8:20 **PM**.

Roll call: *All in Favor*

Against: *None*

Abstained: *None*

Absent: Mr. Anthony Attanasio

Resolution 230328.11 is adopted unanimously