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MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES

SEPTEMBER 30, 2025

THE MEETING NOTICE HAS BEEN ADVERTISED IN COURIER NEWS AND HOME NEWS  
TRIBUNE ON JULY 3RD, 2025.

**MIDDLESEX COUNTY STEM CHARTER SCHOOL**

613 Carlock, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

**BOARD OF TRUSTEES MEETING**

**Date:** September 30, 2025, 6:30 PM

**Place:** 351 Mechanic 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 July 3, 2025.

**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 Board of Trustees Meeting of the Middlesex County STEM Charter School is called to order at 6:44 pm. The Board reserves the right to act on any or all agenda items.

Moved by Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: NONE            Abstained: NONE    Absent: Mr. Anthony Attanasio

***Resolution 250930.1 is adopted unanimously.***

**Roll Call by:**

<b>Trustee</b>	<b>Position</b>	<b>Term Expires</b>	<b>Attendance</b>
Mrs. Jackie Lewis	President	June 30, 2027	Present
Mr. Anthony Attanasio	Vice President	June 30, 2026	Excused
Mr. David Vitali	Member	June 30, 2027	Present
Ms. Melissa Corraliza	Member	June 30, 2026	Present
Ms. Tonya Heyward	Member	June 30, 2026	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
Dr. Tasha Mosconi	Director of Curriculum	Present

Mr. Michael Saulnier	Director of Student Support Services	Present
Ms. Asli Cebe	Director of Operations	Present

**II. Acceptance of Agenda**

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

Moved by Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: NONE          Abstained: NONE          Absent: Mr. Anthony Attanasio

**Resolution 250930.2 is adopted unanimously.**

**III. Acceptance of Minutes**

**BE IT RESOLVED**, Middlesex County STEM Charter School Board of Trustees approves the Regular Board Meeting Minutes for August 26, 2025 as presented in [Appendix A](#)

Moved by Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE          Abstained: NONE          Absent: Mr. Anthony Attanasio

**Resolution 250930.3 is adopted unanimously.**

**IV. Board Matters**

**i. NJ School Boards Conference:** Monday October 20, 2025 to Thursday October 23, 2025. Attendee: Mrs. Jackie Lewis

\*Tonya Heyward will reach out - possibility of attending

\*Melissa Corraliza will reach out - discussing with work schedule

**ii. Next Board Meeting:** Thursday November 6, 2025

**V. Board Policy**

*i.* **BE IT RESOLVED**, that the Board approves the **first reading** of the following new/revised/abolished policies and code of conduct as detailed in the attached hereto and made a part of the minutes. [Appendix B](#)

Number	P	R	Policy/ Regulation Title
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5516		X	Use of Electronic Communication or Recording Devices (Revised)

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

Roll call: All in Favor

Against: NONE      Abstained: NONE      Absent: Mr. Anthony Attanasio

***Resolution 250930.4 is adopted unanimously.***

***ii. BE IT RESOLVED***, that the Board approves the **second reading and adoption** of the following new/revised/abolished policies and code of conduct as detailed in the exhibits attached hereto and made a part of the minutes. [Appendix C](#)

Number	P	R	Policy/ Regulation Title
1636.01	X		NOTIFICATION OF PROMOTION, NEW JOB, AND TRANSFER OPPORTUNITIES (M) (New)
5339.01	X		STUDENT SUN PROTECTION (M) (New)
6111	X	X	SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM (M) (New)
0143	X		BOARD MEMBER ELECTION AND APPOINTMENT (Bylaw) (Revised)
0173	X		DUTIES OF PUBLIC ACCOUNTANT (Bylaw) (Revised)
0174	X		LEGAL SERVICES (Bylaw) (Revised)
0177	X		PROFESSIONAL SERVICES (Bylaw) (Revised)
1570	X		INTERNAL CONTROLS (M) (Revised)
2422	X		Statutory Curricular Requirements (M) (Revised)
6220	X	X	BUDGET PREPARATION (M) (Revised)
1648.15	X		Recordkeeping for Healthcare Settings in School Buildings – COVID-19 (M) (ABOLISHED)
			Financial Aid

Moved by Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: NONE      Abstained: NONE      Absent: Mr. Anthony Attanasio

***Resolution 250930.5 is adopted unanimously.***

**VI. Chief Education Officer’s Monthly Report – Dr. Sercan**

1. CSP Update
  - a. Enrollment
    - i. K-5... 553 students
    - ii. 6-8... 216 students
    - iii. 9th... 45 students
  - b. Implementation II Budget**

**VII. 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**

**VIII. Designations, Discussion and Action Items**

**a. Contract for Tutoring Services- RFP #26-01**

WHEREAS, Middlesex County STEM Charter School issued Request for Proposals (RFP) #26-01 for Tutoring Services in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq.; and

WHEREAS, the RFP was duly advertised and five (5) proposals were received and opened on September 24, 2025; and

WHEREAS, in accordance with N.J.S.A. 18A:18A-4.1 et seq., an Evaluation Committee was convened to review, score, and evaluate the proposals received based on the weighted criteria established in the RFP; and

WHEREAS, the Evaluation Committee has submitted its report and recommendation identifying New Jersey Tutoring Corp LLC as the vendor whose proposal was the most advantageous to the district, price and other factors considered; and

WHEREAS, the Evaluation Summary Page, attached hereto as [Appendix D](#), details the scoring and results of the evaluation process and has been reviewed by the Board; and

NOW, THEREFORE, BE IT RESOLVED, that the Middlesex County STEM Charter School Board of Trustees hereby awards the contract for Tutoring Services – RFP #26-01 to New Jersey Tutoring Corp LLC, at a contract amount not to exceed \$192,250.00 for the period of October 6, 2025 – June 30, 2026; and

BE IT FURTHER RESOLVED, that the Business Administrator is authorized to execute the contract and any related documents on behalf of the Board.

Moved by Ms. Jackie Lewis, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: NONE      Abstained: NONE      Absent: Mr. Anthony Attanasio

***Resolution 250930.6 is adopted unanimously.***

***b. Approval of Updated Sublease between Advanced Schools and Middlesex County STEM Charter School***

WHEREAS, Middlesex County STEM Charter School (“School”) requires adequate facilities to carry out its educational mission and serve its student population; and

WHEREAS, the School has been occupying and utilizing the following premises pursuant to the sublease agreements with Advanced Schools Inc.

- 351 Mechanic Street, Perth Amboy, NJ, pursuant to a sublease with Advanced Schools, Inc., previously approved by Board resolution at the July 7, 2025 meeting; and
- 613 Carlock Avenue, Perth Amboy, NJ, pursuant to sublease arrangements with the Diocese of Metuchen, previously approved by Board resolution at the August 26, 2025 meeting; and
- 584 Hazel Street, Perth Amboy, NJ, pursuant to sublease arrangements with Advanced Schools, Inc.; and

WHEREAS, the proposed facility located at 79–87 Commerce Street, Perth Amboy, NJ will primarily serve as a gymnasium, providing sufficient space to support the School’s educational program needs, aligning with the School’s mission, and complying with all applicable health, safety, and building code requirements; and

WHEREAS, the Board of Trustees has reviewed the updated sublease term sheet with Advanced Schools, Inc., covering all four facilities listed above, including revised rent, responsibilities, and terms of use, as outlined in Appendix E; and

WHEREAS, the Board acknowledges that this action supersedes the previously approved lease terms for Carlock Avenue and Mechanic Street, and incorporates updated terms for all facilities under one consolidated authorization;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School hereby authorizes Dr. Namik Sercan, the Chief Education Officer, to execute lease agreements with Advanced Schools, Inc. for the facilities as presented in [Appendix E](#),

- 613 Carlock Avenue, Perth Amboy, NJ
- 584 Hazel Street, Perth Amboy, NJ
- 351 Mechanic Street, Perth Amboy, NJ

- 79–87 Commerce Street (Gym), Perth Amboy, NJ

Moved by Mr. David Vitali, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: NONE      Abstained: NONE      Absent: Mr. Anthony Attanasio

***Resolution 250930.7 is adopted unanimously.***

## **IX. Finance**

### ***i. Monthly Reports***

#### ***a. Board Secretary & Treasurer's 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](#) for the following months are in agreement with the cash balance in the Governmental Funds of

- **\$3, 271,678.41** as of July 31, 2025
- **\$2, 750,277.75** as of August 31, 2025

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

#### ***b. Board Secretary's Certification of Accounts***

Pursuant to N.J.A.C. 6A:23-2.11, I certify that as of August 31, 2025 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

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***September 29, 2025***

***Fiona Daubon – Business Administrator***

***Date***

#### ***c. Board Certification of Accounts***

RESOLVED, that after review of the Secretary's and Treasurer's reports for July 2025 & August 2025 based upon consultation with and representations of the appropriate officials (Secretary, Treasurer, Business Administrator and Chief Education Officer), the Board of Trustees of Middlesex County STEM Charter School has ascertained, to the best of our knowledge and ability, with the information provided, that no major account

(Current Expense, Capital Outlay, Debt Service) has been over-expended and that sufficient funds are available to meet the charter's financial obligations for the remainder of the fiscal year, and hereby certifies the charter's financial plan (the budget) as approved is being followed as revealed in the financial.

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 250930.8 is adopted unanimously.***

**d. List of Bills**

**BE IT RESOLVED**, that the Board approves the List of Bills for the periods between July 1, 2025 through to September 15, 2025 in the total amount of \$2,013,898.26

**Appendix F**

Moved by Ms. Tonya Heyward, seconded by Mr. David Vitali to approve the motion.

Roll call: All in Favor

Against: NONE            Abstained: NONE    Absent: Mr. Anthony Attanasio

***Resolution 250930.9 is adopted unanimously.***

**X. Executive Session**

Middlesex County STEM Charter School is **called to order for an executive session** at 7:55 PM in accordance with the Sunshine Law, Chapter 321, P.L. 1975..

**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 private session; now therefore,

**BE IT RESOLVED** 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).

**BE IT FURTHER RESOLVED** that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

Moved by Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: NONE            Abstained: NONE    Absent: Mr. Anthony Attanasio

***Resolution 250930.10 is adopted unanimously.***

**XI. FURTHER RESOLVED** that the Board of Trustees will return to open session to conduct business at the conclusion of the executive session.

Moved by Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: NONE          Abstained: NONE          Absent: Mr. Anthony Attanasio, Mr. Dave Vitali

***Resolution 250930.11 is adopted unanimously.***

**XII. Acceptance of HIB Report**

**BE IT RESOLVED** that the Board of Education accepts the HIB report presented in the executive session.

Moved by Ms. Tonya Heyward, seconded by Mrs. Jackie Lewis to approve the motion.

Against: NONE          Abstained: NONE          Absent: Mr. Anthony Attanasio, Mr. Dave Vitali

***Resolution 250930.12 is adopted unanimously.***

**XIII. Human Resources**

A. **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, additional stipends, professional development compensation and alumni tutors for the school year of 2025-2026 school years as detailed in the below exhibits attached hereto and made a part of the minutes:

**i. New Hires, Renewals & Position/Term Changes** for the school year of 2025-2026 as detailed in the exhibit attached hereto and made a part of the minutes.

[Appendix G](#)

**ii. Stipends & Bonus** for Teachers and staff FY26 [Appendix H](#)

Moved by Ms. Melissa Corraliza, seconded by Ms. Tonya Heyward to approve to approve agenda items XII. A - i through ii.

Roll call: All in Favor

Against: NONE          Abstained: NONE          Absent: Mr. Anthony Attanasio, Mr. Dave Vitali

***Resolution 250930.12 is adopted unanimously.***

B. **Field Trips**

**BE IT RESOLVED**, that the Board hereby approves the field trips listed in [Appendix I](#)

Moved by Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: NONE            Abstained: NONE    Absent: Mr. Anthony Attanasio, Mr. Dave Vitali

***Resolution 250930.13 is adopted unanimously.***

**C. Workshops/Conferences**

Approval of the attendance to and costs of the following Workshops/Conferences as requested by faculty members:

**WHEREAS**, the Faculty listed below will be attending workshops; and

**WHEREAS**, the attendance at stated functions is accepted as work-related and within the scope of the work responsibilities of the attendee; and

**WHEREAS**, the attendance at the functions is accepted as promoting delivery of instruction, furthering efficient operation of the school district; and fiscally prudent, and

**WHEREAS**, the travel and related expenses particular to attendance at these functions are expected to exceed the state travel guidelines established by the Department of Treasury in NJOMB circular letter; be it

**RESOLVED**, that the board finds the cost of attendance, including all registration fees, and statutorily authorized travel and related expense and the excess expenses particular to attendance at this function as unavoidable, be it

**RESOLVED**, that the excess is justified and therefore reimbursable.

<b>Employee</b>	<b>Date</b>	<b>Program Name</b>	<b>Location</b>	<b>Cost</b>
Ms. Ericka Swank, Ms. Emma Santoni	November 19 & 20, 2025	<b>SCIENCE OF READING CONFERENCE: Building Confident &amp; Capable Readers (K-6)</b>	Live Online	\$325 each
Ms. Stephanie Skrocki	November 20, 2025	<b>Assessing Multilingual Properly for Disabilities</b>	The College of New Jersey	\$225

Ms. Maria Greenstein	December 11, 2025	<b><i>Supporting Bilingual Students in a Monolingual Framework</i></b>	The College of New Jersey	\$225
Ms. Stephanie Skrocki, Ms. Maria Greenstein, Mr. Kevin Martin	October 27, 2025	<b><i>WIDA Conference</i></b>	Live Online	\$275 each
Ms. Sarah Kaeli	October 16-17	<b><i>NJPSA Conference</i></b>	Atlantic City, NJ	\$845

Moved by Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

Against: NONE      Abstained: NONE      Absent: Mr. Anthony Attanasio, Mr. Dave Vitali

***Resolution 250930.14 is adopted unanimously.***

**XIV. Adjournment**

Moved by Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to **adjourn meeting** at 8:54PM.

Roll call: All in Favor

Against: NONE      Abstained: NONE      Absent: Mr. Anthony Attanasio, Mr. Dave Vitali

***Resolution 250930.15 is adopted unanimously.***