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MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES
BOARD MEETING

MARCH 26, 2026

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: March 26, 2026, 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 7:26 pm. The Board reserves the right to act on any or all agenda items.

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. David Vitali, Ms. Melissa Corraliza

Resolution 260326.1 is adopted unanimously.

Roll Call by:

Trustee	Position	Term Expires	Attendance
Mrs. Jackie Lewis	President	June 30, 2027	PRESENT
Mr. Anthony Attanasio	Vice President	June 30, 2026	PRESENT
Mr. David Vitali	Member	June 30, 2027	ABSENT
Ms. Melissa Corraliza	Member	June 30, 2026	*PRESENT
Ms. Tonya Heyward	Member	June 30, 2026	PRESENT

- **MC arrived at 7:30pm**

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	PRESENT
Ms. Fiona Daubon	Business Administrator/Board Secretary	PRESENT

Mr. Michael Saulnier	Director of Student Support Services/ABC	PRESENT
Ms. Sarah Kaeli	Curriculum Director	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 Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Absent: Mr. David Vitali, Ms. Melissa Corraliza

Resolution 260326.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the Special Board Meeting Minutes for February 10, 2026 as presented in [Appendix A](#)

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. David Vitali, Ms. Melissa Corraliza

Resolution 260326.3 is adopted unanimously.

IV. Board Matters

i. Renewal of Board Membership: Mr. Anthony Attanasio

BE IT RESOLVED, that the board approves renewal of Mr. Anthony Attanasio's membership on the Board of Trustees for another three-year term from July 01, 2026 to June 30, 2029.

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

Roll call: majority vote

Against: NONE Abstained: Mr. Anthony Attanasio

Absent: Mr. David Vitali

Resolution 260326.4 is adopted by majority vote.

ii. Annual Charter School Conference- June 24 - 26, 2026: New Orleans, LA

Interested Board members should inform Fiona.

iii. 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 and submitted to the NJDOE by April 30, 2026.

iv. Next Board Meeting: Tuesday May 5, 2026

V. Board Policy

i. BE IT RESOLVED, that the Board approves the **second reading and adoption** of the following **Policy 5460-** High School Graduation [Appendix B](#)

Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260326.5 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
0142.1C	X		Nepotism- Charter School (M) (Revised)
0174C	X		Legal Services- Charter School (M) (Revised)
0177C	X		Professional Services- Charter School (M) (Revised)

1220	X		Employment of Chief Education Officer (M) (Revised)
1570C	X	X	Internal Controls- Charter School (M) (Revised)
1552	X	X	Sexual Harassment- Staff (M) (New)
2530	X	X	Resource Materials (Revised)
2535	X	X	Library Material (M) (New)
9130	X	X	Public Complaints (Revised)
3362	X	X	Sexual Harassment (M) (Abolished) Sexual Harassment of Teaching Staff Members Complaint Procedure (Abolished)
4352	X	X	Sexual Harassment (M) (Abolished) Sexual Harassment of Support Staff Members Complaint Procedure (Abolished)

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260326.6 is adopted unanimously.

iii. BE IT RESOLVED, that the Board approves the **first reading** of the new policies as detailed in the exhibits attached hereto and made a part of the minutes.

Tuition Assistance Policy [Appendix D](#)

CSP Tuition Assistance Policy [Appendix E](#)

Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: *All in Favor*

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260326.7 is adopted unanimously.

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

1. Advocacy & Community Outreach- Presentation by MDF Strategies
2. CSP Update
 - a. Enrollment: 542 Applications to date
 - b. Implementation II Budget Amendment tentatively approved

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) **Academic Calendar**

BE IT RESOLVED that the Board of Trustees approves the Academic Calendar for the School Year 2026-2027 [Appendix F](#)

Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260326.8 is adopted unanimously.

b) **Memorandum of Understanding William Paterson University**

BE IT RESOLVED that the Board of Trustees hereby approves the Memorandum of Agreement between William Paterson University and Middlesex County STEM Charter School to provide Dual Enrollment courses for the 2025-2026 school year.. [Appendix G](#)

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. David Vitali

Resolution 260326.9 is adopted unanimously.

c) **DCRP**

WHEREAS, Middlesex County STEM Charter School Board of Trustees is required to maintain compliance with the statutory pension requirements of the Defined Contribution Retirement Program (DCRP) pursuant to N.J.S.A. 43:15C-1 et seq.; and

WHEREAS, an administrative review by School Administration has identified that current DCRP eligible employees were not enrolled in the DCRP in a timely manner, resulting in missed employer and employee contributions; and

WHEREAS, the New Jersey Division of Pensions and Benefits requires the remittance of retroactive contributions to restore the affected accounts to the standing they would have held had enrollment occurred on the date of eligibility;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby authorizes the School Business Administrator to calculate and remit all required retroactive employer contributions for the current DCRP eligible employees in accordance with the mandates of the New Jersey Division of Pensions and Benefits; and

BE IT FURTHER RESOLVED, that due to the administrative nature of the delay, the Board hereby authorizes the School's payment of the required employee portion (5.5% of base salary) for the affected period on behalf of the current DCRP eligible employees, as a one-time corrective action to mitigate the financial impact on the staff; and

BE IT FURTHER RESOLVED, that the total expenditure for both employer and employee portions should not exceed \$51,000 as determined by the New Jersey Division of Pensions and Benefits; and

BE IT FURTHER RESOLVED, that the School Business Administrator is authorized to take all necessary actions to ensure full compliance with the New Jersey Division of Pensions and Benefits.

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260326.10 is adopted unanimously.

d) **Authorizing Award of Contract for Custodial Cleaning Services via Competitive Contracting Process**

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.1 et seq., a public school may use competitive contracting in lieu of public bidding for certain specialized goods and services, including custodial services; and

WHEREAS, the Middlesex County STEM Charter School Board of Trustees determined that the use of competitive contracting was in the best interest of the school for procuring cleaning services due to the specialized nature of the work and the need to

evaluate proposals based on criteria in addition to cost, including experience with K–12 schools, staffing and supervision plans, and references; and

WHEREAS, the Board, by prior resolution, authorized the use of the competitive contracting process for custodial cleaning services in accordance with N.J.S.A. 18A:18A-4.1(k) and N.J.A.C. 5:34-4 et seq.; and

WHEREAS, the School Business Administrator, serving as the Purchasing Agent, prepared the necessary Competitive Contracting Request for Proposal (CC/RFP #26-04), advertised the opportunity in accordance with statute, and received eleven (11) proposals and evaluated all proposals in consultation with an evaluation committee established for that purpose; and

WHEREAS, based on the evaluation and scoring of proposals received, the Business Administrator has recommended awarding the contract to Conover Building Maintenance of North Brunswick NJ, which received the highest overall evaluation score and met all qualifications required in the CC/RFP #26-04 as presented in **Appendix H**;

NOW, THEREFORE, BE IT RESOLVED, that the Middlesex County STEM Charter School Board of Trustees hereby awards the contract for custodial cleaning services to Conover Building Maintenance of North Brunswick, NJ, for the following terms:

- **Initial 3-Month Term:** April 1, 2026, through June 30, 2026, in an amount not to exceed **\$43,515.27**; and
- **Subsequent 10-Month Term:** September 1, 2026, through June 30, 2027, in an amount not to exceed **\$145,055.10**;

BE IT FURTHER RESOLVED, that these awards are made in accordance with the terms of the CC/RFP #26-04 and the submitted proposal, subject to the availability of funds; and

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

Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260326.11 is adopted unanimously.

IX. Finance

i. FY27 Budget

BE IT RESOLVED, that the Board hereby approves the Budget for the 2026-2027 School Year to be submitted to the NJDOE Office of Charter & Renaissance Schools. [Appendix I](#)

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. David Vitali
Resolution 260326.12 is adopted unanimously.

ii. 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 in the amount of

- \$3,072,594.45 as of January 31, 2026.
- \$5,646,340.43 as of February 28, 2026

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 February 28, 2026 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

Fiona Daubon – Business Administrator

March 23, 2026
Date

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for January 2026 and February 2026 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 Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. David Vitali
Resolution 260326.13 is adopted unanimously.

d. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between January 1, 2026 through to March 15, 2026 in the total amount of \$3,640,820.93 [Appendix J](#)

Moved by Mr. Anthony Attanasio, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. David Vitali
Resolution 260326.14 is adopted unanimously.

X. Human Resources

A. **New Salary Guide**

BE IT RESOLVED, that the Board hereby approves the New Salary Guide effective for the 2026-2027 School Year. [Appendix K](#)

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. David Vitali
Resolution 260326.15 is adopted unanimously.

B. 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 L](#)

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

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve to approve agenda items XII. A - i through ii.

Roll call: Mr. Anthony Attanasio

Against: NONE Abstained: NONE Absent: Mr. David Vitali
Resolution 260326.16 is adopted unanimously.

C. Salary Proportions from IDEA Grant Funding

BE IT RESOLVED, that the Board approves the following salary proportion for IDEA support staff for the school year 2025-2026.

Name	Position	Total Salary	% School Funding	Amount School Funding	% Federal Funding	Federal Amount
Petrocelli, Giamarie	Social Worker	\$66,926.31	78%	\$52,360.11	22%	\$14,566.20
Diwane, Sara	Social Worker	\$68,590.79	79%	\$54,024.59	21%	\$14,566.20

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. David Vitali
Resolution 260326.17 is adopted unanimously.

D. Salary Proportions from Title I Grant Funding

BE IT RESOLVED, that the Board approves the following salary proportion for Title I staff for the school year 2025-2026.

Name	Position	Total Salary	% School Funding	Amount School Funding	% Federal Funding	Federal Amount
Elgebaly, Samya	In Class Support Teacher	\$42,000	25%	\$10,500	75%	\$31,500
Hoskins, Iyana	In Class Support Teacher	\$42,000	25%	\$10,500	75%	\$31,500

Moved by Mr. Anthony Attanasio , seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. David Vitali
Resolution 260326.18 is adopted unanimously.

E. Field Trips

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

Moved by Ms. Tonya Heyward, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. David Vitali
Resolution 260326.19 is adopted unanimously.

F. 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.

Employee	Date	Program Name	Location	Cost
Dr. Namik Sercan	April 6-9, 2026	AI- Human X	San Francisco, CA	\$2,800
Ms. Fiona Daubon	June 24 to 26, 2026	Annual Charter School Conference	New Orleans. LA	\$ 750
Ms. Sara Meyer & Ms. Linda Mancuso	May 8, 2026	CDK Accounting PD Session	Washington, NJ	No registration Cost
Ms. Linda Mancuso	May 12, 2026	NJASBO Accounts Payable PD	Mt. Laurel	\$145

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. David Vitali
Resolution 260326.20 is adopted unanimously.

XI. Executive Session

Middlesex County STEM Charter School is **called to order for an executive session** at 8:13 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. David Vitali

Resolution 260326.21 is adopted unanimously.

- XII. 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. Melissa Corraliza, seconded by Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260326.22 is adopted unanimously.

- XIII. 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 Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260326.23 is adopted unanimously.

- XIV. Adjournment**

Moved by Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to **adjourn the meeting** at 8:17pm.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. David Vitali

Resolution 260326.24 is adopted unanimously.