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Middlesex County STEM Charter School

Board of Trustees
Board Meeting

May 5, 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: May 5, 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 6:50 pm. The Board reserves the right to act on any or all agenda items.

Moved by Ms. Melissa Corraliza, seconded by Ms. Tonya Heyward to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.1 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, 2029	EXCUSED
Mr. David Vitali	Member	June 30, 2027	ABSENT
Ms. Melissa Corraliza	Member	June 30, 2026	PRESENT
Ms. Tonya Heyward	Member	June 30, 2026	PRESENT

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
Dr. Tasha Mosconi	Curriculum Director	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 Ms. Melissa Corraliza, seconded by Ms. Tonya Heyward to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, Middlesex County STEM Charter School Board of Trustees approves the Board Meeting Minutes for March 26, 2026 as presented in **Appendix A**

Moved by Ms. Tonya Heyward, seconded by Mrs. Jackie Lewis to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.3 is adopted unanimously.

IV. Board Matters

i. Renewal of Board Membership: Ms. Melissa Corraliza

BE IT RESOLVED, that the board approves renewal of Ms. Melissa Corraliza membership on the Board of Trustees for another one-year term from July 01, 2026 to June 30, 2027.

Moved by Ms. Tonya Heyward, seconded by Mrs. Jackie Lewis to approve the motion.
Roll call: majority of quorum
Against: NONE Abstained: Ms. Melissa Corraliza
Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.4 is adopted unanimously.

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

iii. Next Board Meeting: Tuesday June 23, 2026

V. Board Policy

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

Tuition Assistance Policy **Appendix B**
CSP Tuition Assistance Policy **Appendix C**

Moved by Ms. Melissa Corraliza, seconded by Ms. Tonya Heyward to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.5 is adopted unanimously.

ii. **Amendment to the Student Admissions Policy to include Enrollment Prereference for Children of Certified Teaching Staff.**

WHEREAS, the Board of Trustees is authorized to establish admissions policies in accordance with the New Jersey Charter School Program Act, N.J.S.A. 18A:36A-1 et seq.; and

WHEREAS, pursuant to N.J.S.A. 18A:36A-8, as amended, charter schools may provide enrollment preference to children of certified teaching staff; and

WHEREAS, the Board finds that such preference supports the recruitment and retention of high-quality educators while advancing the School's mission;

NOW, THEREFORE, BE IT RESOLVED, that the Board approves an amendment to the Student Admissions Policy to include a preference for children of certified teaching staff, consistent with N.J.S.A. 18A:36A-8; and

BE IT FURTHER RESOLVED, that this preference shall be implemented in a non-discriminatory manner, consistent with all applicable laws and New Jersey Department of Education guidance, and shall not alter the requirement to conduct a random lottery when applications exceed available seats; and

BE IT FURTHER RESOLVED, that the School administration is authorized to update all admissions materials and procedures accordingly and to ensure compliance with all regulatory requirements; and

BE IT FURTHER RESOLVED, that the Board reserves the right to modify or rescind this preference to maintain compliance with applicable law and the School's charter.

Moved by Ms. Tonya Heyward, seconded by Mrs. Jackie Lewis to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.6 is adopted unanimously.

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

1. Dual Enrollment- High School Pathways Presentation by Admin Team
2. CSP Update: Enrollment
    a. Enrollment is still open
    b. Target for full enrollment- next Board meeting

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) ***Approval of Participation in the Special Education Medicaid Initiative (SEMI)***

WHEREAS, the Board of Trustees for the Middlesex County STEM Charter School is required to participate in the Special Education Medicaid Initiative (SEMI) pursuant to N.J.S.A. 18A:55-3 and the accountability regulations set forth in N.J.A.C. 6A:23A-5.3; and

WHEREAS, the New Jersey Department of Education (NJDOE) has identified that Middlesex County STEM Charter School has a count of 45 Medicaid-eligible students for the 2026-2027 school year; and

WHEREAS, this student count exceeds the threshold for a waiver request, thereby requiring the School to maximize its participation in the program to recover federal reimbursements for health-related services; and

WHEREAS, the program allows the School to receive reimbursement for medically-related services provided to eligible students, including evaluations and related therapies as outlined in their Individualized Education Programs (IEPs);

NOW, THEREFORE, BE IT RESOLVED, that the Middlesex County STEM Charter School Board of Trustees hereby approves the School's participation in the Special Education Medicaid Initiative (SEMI) for the 2026-2027 school year; and

BE IT FURTHER RESOLVED, that the School Business Administrator is authorized to execute all necessary contracts and documentation with the State of New Jersey and its billing agents to ensure full compliance with program requirements.

Moved by <u>Ms. Melissa Corraliza</u>, seconded by <u>Ms. Tonya Heyward</u> to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.7 is adopted unanimously.

b) ***<u>Approval of Awarding E-Rate Category Two Internal Connections Contract for Carlock & Hazel Upgrades</u>***

WHEREAS, Middlesex County STEM Charter School utilized the E-Rate competitive bidding process by certifying FCC Form 470 Application Number 260010346 to solicit proposals for Internal Connections, specifically targeting switches, firewalls, and wireless access points for Carlock and Hazel locations; and

WHEREAS, following the required 28-day competitive bid period, Data Center Warehouse (DCW) was determined to be the most cost-effective bidder in compliance with N.J.S.A. 18A:18A-1 et seq.;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees awards the contract for Category 2 Internal Connections to Data Center Warehouse (DCW) for $109,260; and

BE IT FURTHER RESOLVED, that the School Business Administrator is authorized to execute the contract and submit FCC Form 471 to USAC to secure federal funding discounts.

Moved by <u>Ms. Melissa Corraliza</u>, seconded by <u>Mrs. Jackie Lewis</u> to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.8 is adopted unanimously.

c) ***<u>Award of Contract for E-Rate Category 2 Internal Connections for Technology Needs due to Expansion</u>***

WHEREAS, Middlesex County STEM Charter School utilized the E-Rate competitive bidding process by certifying FCC Form 470 Application Number 260026116 to solicit proposals for Internal Connections, specifically targeting switches, firewalls, and wireless access points for technology needs due to expansion; and

WHEREAS, following the required 28-day competitive bid period, Data Center Warehouse (DCW) was determined to be the most cost-effective bidder in compliance with N.J.S.A. 18A:18A-1 et seq.;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees awards the contract for Category 2 Internal Connections to Data Center Warehouse (DCW) for $90,130.00; and

BE IT FURTHER RESOLVED, that the School Business Administrator is authorized to execute the contract and submit FCC Form 471 to USAC to secure federal funding discounts.

Moved by Ms. Melissa Corraliza, seconded by Ms. Tonya Heyward to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.9 is adopted unanimously.

d) **Consolidation agreement Food Service with CJCP**
BE IT RESOLVED, that The Board hereby approves the Food Service Consolidation Agreement with Central Jersey College Prep Charter School for the School Year 2026 - 2027. **Appendix D**

Moved by Ms. Melissa Corraliza , seconded by Ms. Tonya Heyward to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.10 is adopted unanimously.

e) **Authorizing Appropriation of Fund Balance for Additional Rent Payments for Facility Improvements**

WHEREAS, the Board of Trustees of Middlesex County STEM Charter School operates facilities pursuant to sublease agreements with Advanced Schools, Inc, dated August 1, 2025 and August 7, 2025; and

WHEREAS, the sublease agreements permit facility improvements through additional rent payments pursuant to Sections 7(ii) and Section 8 of said agreements;

WHEREAS, parking lot improvements were completed by Advanced Schools Inc at the Carlock campus and new HVAC system was installed at Catherine Street to maintain safe conditions for students, staff, and visitors; and

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby authorizes the total payment of $322,584.00 to Advanced Schools, Inc. as an additional rent; and

BE IT FURTHER RESOLVED, that the Board authorizes the appropriation and use of fund balance after the utilization of remaining SDA facilities funds; and

BE IT FURTHER RESOLVED, that the Chief Education Officer is authorized to execute all necessary documents and ensure compliance with applicable New Jersey laws, regulations, and reporting requirements.

Moved by Ms. Tonya Heyward, seconded by Mrs. Jackie Lewis to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.11 is adopted unanimously.

IX. 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 and upcoming 2026-2027 school year 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 and 2026 - 2027 as detailed in the exhibit attached hereto and made a part of the minutes. **Appendix E**

ii. Stipends & Bonus for Teachers and staff FY26 **Appendix F**

Moved by Ms. Tonya Heyward, seconded by Mrs. Jackie Lewis 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 260505.12 is adopted unanimously.

B. **Field Trips**

BE IT RESOLVED, that the Board hereby approves the field trips listed in **Appendix G**

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

Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.13 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.

Employee	Date	Program Name	Location	Cost
Ms. Srilatha Arumalla	May 27, 2026	**Garden State Cyber - Cyber Summit**		No registration cost
Srilatha Arumalla	August 4-7	**AP Cybersecurity Training**	Online	Teacher received a grant to attend for free
Dr. Namik Sercan	May 10, 2026	**TMSA Charter Executive Networking**	North Carolina	No registration fee

Moved by Mrs. Jackie Lewis, 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 260505.14 is adopted unanimously.

X. 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 in the amount of $4,447,404.66 as of March 31, 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 March 31, 2026 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

______________________________ ***May 4, 2026***

Fiona Daubon – Business Administrator ***Date***

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for March 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 Ms. Melissa Corraliza, seconded by Mrs. Jackie Lewis to approve the motion.

Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.15 is adopted unanimously.

d. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between March 16, 2026 through to April 30, 2026 in the total amount of $2,019,656.84 **Appendix H**

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

Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.16 is adopted unanimously.

XI. Executive Session

Middlesex County STEM Charter School is **called to order for an executive session** at 7:43 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 Mrs. Jackie Lewis, seconded by Ms. Tonya Heyward to approve the motion.
Roll call:

Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.17 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. 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 260505.18 is adopted unanimously.

XIII. NON RENEWALS
Moved by Mrs. Jackie Lewis, 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 260505.19 is adopted unanimously.

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

Moved by Ms. Melissa Corraliza, seconded by Ms. Tonya Heyward to approve the motion.
Roll call:
Against: NONE Abstained: NONE
Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.20 is adopted unanimously.

XV. Adjournment

Moved by Ms. Melissa Corraliza, seconded by Mrs. Jackie Lewis to **adjourn the meeting**

at 7:57PM.

Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260505.21 is adopted unanimously.