

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES BOARD MEETING JUNE 23, 2026

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

MIDDLESEX COUNTY STEM CHARTER SCHOOL

613 Carlock, Perth Amboy NJ 08861

Tel: 848-242-1818

www.middlesexcharter.org

BOARD OF TRUSTEES MEETING

Date: June 23, 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 6:46 pm. The Board reserves the right to act on any or all agenda items.

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, Mr. Dave Vitali

Resolution 260623.1 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	EXCUSED
Ms. Melissa Corraliza	Member	June 30, 2027	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. Asli Cebe	Director of Operations	PRESENT
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II. Acceptance of Agenda

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

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 260623.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, that the Board approves the minutes for the Regular Meeting held on May 5, 2026 presented in [Appendix A](#).

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 260623.3 is adopted unanimously.

IV. Board Matters

i. Renewal of Board Membership: Ms. Tonya Heyward

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

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

Roll call: majority of quorum present

Against: Abstained: Ms. Tonya Heyward

Absent: Mr. Anthony Attanasio, Mr. Dave Vitali

Resolution 260623.4 is adopted by majority of the quorum present.

ii. Annual Board Officer Approval

- a. **BE IT RESOLVED**, that the board approves Mrs. Jacqueline Lewis as **Board President** for the school year July 01, 2026 to June 30, 2027.

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

Roll call: majority of quorum present

Against: NONE Abstained: Mrs. Jackie Lewis

Absent: Mr. Anthony Attanasio, Mr. Dave Vitali

Resolution 260623.5 is adopted by majority of the quorum present.

- b. **BE IT RESOLVED**, that the board approves Mr. Anthony Attanasio as **Board Vice President** for the school year July 01, 2026 to June 30, 2027.

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 260623.6 is adopted unanimously.

iii. NJ School Boards Conference: Monday October 19, 2026 to Thursday October 22, 2026. Attendees:

iv. Annual Evaluations:

- Chief Education Officer
- Board Self Evaluation

V.

— ANNUAL CONSENT AGENDA —

Staff Appointments

Affirmative Action Officer	Dr. Tasha Mosconi
Public Agency Compliance Officer	Ms. Fiona Daubon
Attendance Officer	Mr. Eljasa Jashar
RTK Officer and AHERA Contact Person	Ms. Fiona Daubon
Purchasing Agent	Mr. Fiona Daubon
Treasurer of School Monies	Mr. Christopher Lessard

Custodian of School Records	Ms. Fiona Daubon
Integrated Pest Management Coordinator	Mr. David Master
Indoor Air Quality Coordinator	Mr. David Master
Anti-Bullying Coordinator	Mr. Michael Saulnier
504 Compliance Officer	Mr. Michael Saulnier
Board Secretary	Ms. Fiona Daubon

VI. Professional Appointments:

- **Board Attorney** – Mr. Thomas Johnston at the firm of Johnston Law Firm LLC

VII. Designations,

- a. Approval of adopting all current **Board By-laws, Policies and Regulations.**
- b. Establishment of **Annual Meeting Calendar** – Regular Board Meetings for the 2026-2027 school year is listed below. The meetings will be held at **6:30 p.m.** at 351 Mechanic Street, Perth Amboy NJ 08861.

Month	Date
AUGUST	Tuesday, August 25th, 2026
SEPTEMBER	Tuesday September 29th , 2026
NOVEMBER	Tuesday November 3rd , 2026
DECEMBER	Tuesday December 15th, 2026
JANUARY	Tuesday January 26th, 2027
MARCH	Tuesday March 23rd, 2027
MAY	Tuesday May 11th, 2027
JUNE	Tuesday June 22nd, 2027

- c. Designation of **Legal Notice Publication - Official School Website**
WHEREAS, P.L. 2025, c. 72 requires public entities to publish legal notices on their official websites effective March 1, 2026; and

WHEREAS, the School's website includes a publicly accessible Legal Notices page and the required hyperlink has been submitted to the New Jersey Secretary of State;

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School designates the School's official website Legal Notices page as the official publication method for all required legal notices for the 2026–2027 school year, in accordance with P.L. 2025, c. 72 and the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.)

- d. Designation of **Financial Depository** – Unity Bank as Depository for all school funds for 2026-2027 school year pursuant to N.J.S.A. 18A:20-1 et seq. and N.J.A.C. 6A:23A-8.2.
- e. Establishment of **Petty Cash** – School Business Administrator or designee as custodian of \$500 Petty Cash fund for 2026-2027 school year and set the maximum single petty cash disbursement limit at \$100, in accordance with N.J.A.C. 6A:23A-6.12.
- f. Designation of **Tax Shelter Annuity Company** – Equitable (formerly AXA Equitable), as the Tax Shelter Annuity provider and 403(b) Plan Administrator for the 2026-2027 fiscal year, pursuant to the Internal Revenue Code 403(b) and applicable IRS regulations.
- g. Designation of **Employee Benefit Plan Service Providers** – Aflac as Supplemental Insurance and Clarity Benefit Solutions as Flexible Spending Account (FSA) administrator for school employees for the 2026-2027 fiscal year pursuant to applicable state and federal employee benefits laws.

- h. Approval of **Payment of Bills Between Meetings** - Resolution to approve early payment of bills as follows:

WHEREAS, the Board of Trustees of Middlesex County STEM Charter School does recognize that there is an advantage to paying their obligations in a timely manner, and

WHEREAS, the Board of Trustees of Middlesex County STEM Charter School does recognize that some billings become due before an official Board meeting, and that payment of said billings would benefit the Board monetarily and business wise, and therefore,

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School does hereby approve the early payment of certain bills by the School Business Administrator with official approval by the full Board at the first official meeting following said payment, in accordance with N.J.S.A. 18A:19-1 et seq. and N.J.A.C. 6A:23A-6.10.

- i. Authorize the **Purchasing Agent** to Award Contracts up to the current bid threshold of \$39,000 per the State Treasurer's adjustment effective July 1, 2025, and sets the quote threshold at 15% of the bid threshold (\$5,850) pursuant to 18A:18A-3(b)
- j. **Mileage Reimbursement** – Approve 47 ¢/mile for reimbursement to the employees and trustees of Middlesex County STEM Charter School towards miles driven for school business purposes.

- k. Authorize **Regular Business Travel** for charter personnel not to exceed \$1,500 per person, per annum. Regular business travel consists of mileage and tolls for official school business. Additional travel expenses (workshops, hotels, meals and other transportation) must be specifically approved by the Board of Trustees in advance.
- l. Authorize Board President and Business Administrator to **Sign Warrants** (checks).
- m. Approve the use of **Facsimile Signatures** for the Board President for ensuing term of the board on warrants, paychecks, and contracts.
- n. **Approve State and Cooperative Contract Vendor contracts** – Authorize the Business Administrator to make purchases, up to the bid threshold utilizing the quotation process and/or purchases from NJ State contract vendors and/or purchases from other qualified pricing cooperatives/consortiums approved/awarded vendors (e.g. approved vendors from Educational Data Services, the Somerset County Educational Services Commission, the Educational Services Commission of NJ, Hunterdon County Educational Services Commission of Morris County, NJ Education Consortium, NJ Cooperative Purchasing Alliance, Morris County Cooperative Pricing Council, NJSBA TEC Cooperative Pricing System, Keystone Purchasing Network (KPN), PEPPM, TIPS, Sourcewell, Omnia Partners, National Joint Purchasing Alliance.)
- o. **2026-2027 Anticipated contracts to be renewed, awarded, or to expire during the school year** – Pursuant to PL 2015, Chapter 47 the Middlesex County STEM Charter School Board of Trustees intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Trustees. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq. The Board has determined that the below services are being performed in an effective and efficient manner, and that the contracts are eligible to be renewed and or continued for the 2026-2027 school year.

<u>Name of Vendor</u>	<u>Description of Services</u>
Confires	Fire Inspection
ESCNJ	Special Education Support Services/LDTC/OT/PT Services
CDK Systems, Inc.	Accounting Software
Centric Benefits Consulting	Insurance Brokerage Service Medical & Dental
Christopher M. Lessard	Treasurer of School Monies and Consulting
NJ School Jobs	Recruiting/Staffing Services

Johnston Law Firm, LLC	Legal Services - Board Attorney
Diploma Joint Insurance Fund	Umbrella Insurance
Interim Healthcare	Substitute School Nurse Service
Genesis Educational Services, Inc.	Student Information Systems & Personnel Management
Treadstone Risk Management LLC	Insurance Brokerage (School Insurance)
Strauss Esmay Associates, LLP	School Policy/Regulation Support Services
New Jersey Education Consortium	Cooperative Procurement Management Program
New Jersey Public Charter Schools Assoc.	Membership
Pitney Bowes	Postage Usage

- p. **WHEREAS**, the Board of Trustees ("Board") is authorized to **appoint, transfer and remove any certificated or non-certificated officer or employee** only upon the recommendation of the CEO; and

WHEREAS, the Board wishes to ensure that the candidates for employment whom the CEO recommends for employment are informed in a timely fashion of his recommendation for their employment;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

1. The CEO is hereby authorized to notify candidates for employment in the school district of the recommendation by the CEO to the Board of Trustees for their employment in the school, and to offer such employment.
 2. Such notification and offer shall include notice that the candidate's employment with the school is pending Board approval.
 3. This resolution shall take effect immediately and continue throughout the school year 2026-2027.
- q. Approve the following **substitute compensation rates** for 2026 - 2027 School Year:

NJ Certified Substitute Teacher (Full Day)	\$180/day
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- r. Approves Collection and **Maintenance of Student Records**
RESOLVED, that the Middlesex County STEM Charter School, in the County of Middlesex, New Jersey authorizes certified school personnel to collect and maintain the following mandated pupil records as per N.J.A.C. 6A:32-7.3 and Policy 8330:
- ❖ The student's name, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment and test answer

sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed.

- ❖ Record of daily attendance;
- ❖ Descriptions of the student progress according to the system of student evaluation used in the school district;
- ❖ History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees;
- ❖ Records pursuant to rules and regulations regarding education of students with disabilities; and
- ❖ All other records required by State Board of Education

BE IT RESOLVED, that the board approves the Annual Consent Agenda items VI through to VII for the 2026-2027 school year.

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, Mr. Dave Vitali

Resolution 260623.7 is adopted unanimously.

VIII. 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 exhibits attached hereto and made a part of the minutes. [Appendix B](#)

Number	P	R	Policy/ Regulation Title
0162	X		Notice of Board Meetings (R) (Revised)
0162.01	X		Legal Notices (M) (New)
1230	X		Superintendent's (Chief Education Officer) Duties (M) (Revised)
1643	X		Family Leave (M) (Revised)

2200	X		Curriculum (M) (Revised)
2200		X	Curriculum Content (Abolished)
2260	X		Equity in School and Classroom Practices (M) (Revised)
2411	X		Career Education and Academic Counseling (M) (New)
2411		X	Guidance and Counseling (Abolished)
5460	X		High School Graduation (M) (Revised)
5461	X		High School Diplomas (M) (New)
5561	X		Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)
6112	X		Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
6115.01	X	X	Federal Awards/Funds Internal Controls- Allowability of Costs (M) (Revised)
6115.02	X		Federal Awards/Funds Internal Controls- Mandatory Disclosures (M) (Revised)
6311	X		Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
8561	X		Procurement Procedures for School Nutrition Programs (M) (Revised)

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 260623.8 is adopted unanimously.

ii. ***BE IT RESOLVED***, that the Board approves the **second reading and adoption** of the following amended policy and made a part of the minutes.

Amendment to the Student Admissions Policy to include Enrollment Preference 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 Middlesex County STEM Charter School Board or Trustees 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. 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 260623.9 is adopted unanimously.

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

1. CSP Updates

- a. [Implementation II Budget approved](#)
- b. [Enrollment](#)

X. 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

XI. Designations, Discussion and Action Items

i. Services agreement with MDF Strategies for Communications Management

WHEREAS, there exists a need to retain the services of an expert to assist with communications management and

WHEREAS, N.J.S.A. 18A:18A-5 provides that a contract which exceeds the bid threshold may be negotiated and awarded without public advertising for bids and bidding therefor, if the subject matter consists of extraordinary unspecifiable services which cannot reasonably be described by written specifications; and

WHEREAS, the award of this Contract may be characterized as an “extraordinary, unspecifiable service” pursuant to N.J.S.A. 18A:18A-5; and

WHEREAS, in accordance with N.J.A.C. 5:34-2.3, a designated official of Middlesex County STEM Charter School has filed a certificate with the Board of Trustees describing the nature of the work to be done, stating that it is not reasonably possible to draft specifications, describing the informal solicitation of quotations, and describing in detail why the contract meets the provisions of the statute and regulations; and

WHEREAS, funds are available for these services as the services will be paid on a contingency fee; and

NOW THEREFORE BE IT RESOLVED as follows:

1. This contract is awarded without competitive bidding as “Extraordinary, Unspecifiable Services” under the provisions of the Public School Contracts Law.
2. The CEO is hereby authorized and directed to execute the agreement with MDF Strategies LLC, consistent with this Resolution. [Appendix C](#)
3. A copy of this Resolution, the Certification of Extraordinary Unspecifiable Service and the agreement shall be placed on file with the Board.
4. A notice of this action shall be published on the school website’s Legal Notices page as required by law

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, Mr. Dave Vitali

Resolution 260623.10 is adopted unanimously.

ii. Approval of Emergency Virtual & Remote Instructional Plan FY27

BE IT RESOLVED that the Board approves the 2026-2027 Emergency Virtual & Remote Instructional Plan as presented in [Appendix D](#).

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 260623.11 is adopted unanimously.

iii. Approval of 2026 Summer School Program

WHEREAS, the Middlesex County STEM Charter School wishes to operate a 2026 Summer Enrichment Program combining academic acceleration and high-impact tutoring July 6 through August 7, 2026; and

WHEREAS, the staffing and program costs will be funded through the school's High-Impact Tutoring (HIT) and federal Title I grant allocations;

NOW, THEREFORE, BE IT RESOLVED, that the Middlesex County STEM Charter School Board of Trustees hereby approves the 2026 Summer School Program.

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, Mr. Dave Vitali

Resolution 260623.12 is adopted unanimously.

iv. Authorizing the Purchase of one (1) Additional School Bus via Hunterdon ESC from Somerset County ESC

WHEREAS, Middlesex County STEM Charter School has identified a need to purchase one (1) additional school bus to student transportation; and

WHEREAS, this purchase was facilitated and bid through the Hunterdon County Educational Services Commission (HCESC) Cooperative Pricing System; and

WHEREAS, the winning bid for the vehicle was submitted to the Somerset County Educational Services Commission (SCESC) in the amount of eighty two thousand dollars (\$82,000.00); and

WHEREAS, a 10% cooperative facilitation commission in the amount of eight thousand two hundred dollars (\$8,200.00) is due to HCESC as the lead agency; and

WHEREAS, the School Business Administrator certifies that unappropriated Fund Balance is available for this expenditure;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

1. **Approval:** The Board approves the purchase of one (1) additional athletic school bus facilitated by the HCESC Cooperative.
2. **Payment & Vendor:** The School Business Administrator is authorized to issue a purchase order and remit direct payments as follows:
 - i. Somerset County Educational Services Commission: \$82,000 for the vehicle
 - ii. Hunterdon County Educational Services Commission: \$8,200 for the cooperative commission fee
3. **Funding:** A total procurement amount of \$90,200.00 shall be funded entirely from the school's unappropriated Fund Balance.

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 260623.13 is adopted unanimously.

iv. Approval of ESCNJ CST & Related Services Proposal

WHEREAS, the Board of Trustees has a responsibility to provide mandated Child Study Team and Related Services to eligible students; and

WHEREAS, N.J.S.A. 18A:6-51 et seq. permits the School's Board of Trustees to contract with Educational Services Commissions for such services; and

WHEREAS, the Educational Services Commission of New Jersey (ESCNJ) has submitted a proposal to provide these services for the 2026–2027 school year;

NOW, THEREFORE, BE IT RESOLVED, that the Middlesex County STEM Charter School Board of Trustees hereby approves the Proposal for Child Study Team & Related Services from ESCNJ for the period of July 1, 2026, through June 30, 2027 as presented in [Appendix E](#); and

BE IT FURTHER RESOLVED, that the Business Administrator is authorized to execute the final agreement.

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, Mr. Dave Vitali

Resolution 260623.14 is adopted unanimously.

v. The College of New Jersey Dual Enrollment Memorandum of Understanding FY27

BE IT RESOLVED that the Board approves the 2026-2027 Memorandum of Understanding between The College of New Jersey and Middlesex County STEM Charter School for the 2026-2027 school year as presented in [Appendix F](#).

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 260623.15 is adopted unanimously.

vi. Authorizing the Amendment Request to Add A New Building to School's Charter

WHEREAS, the Board of Trustees of the Middlesex County STEM Charter School, recognizes the need to relocate or expand its educational operations to a new facility in order to better serve its students and school community; and

WHEREAS, the proposed new facility located at 680 Catherine Street, Perth Amboy NJ 08861 will support the school's mission, provide adequate space to meet the educational program needs, and comply with all applicable health, safety, and building code requirements; and

WHEREAS, in accordance with N.J.A.C. 6A:11-2.6 and guidance issued by the NJDOE, a charter school must obtain approval from the Commissioner of Education prior to making a material change to its charter, including a change in facility location; and

WHEREAS, the school administration has conducted appropriate due diligence regarding the proposed facility and has determined that the site is suitable for school operations beginning in the 2026-2027 school year;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School hereby authorizes the submission of an amendment request to the New Jersey Department of Education to approve the addition of a new building to the school's charter located at 680 Catherine Street, Perth Amboy NJ 08861; and

BE IT FURTHER RESOLVED, that the Chief Education Officer and School Business Administrator are hereby authorized to take all necessary actions and submit all required documentation to the NJDOE to effectuate this amendment.

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 260623.16 is adopted unanimously.

vii. Authorizing the CEO to Execute Sub Lease Agreement with Advanced Schools for 680 Catherine Street Building

WHEREAS, the Board of Trustees of Middlesex County STEM Charter School, a public charter school authorized by the New Jersey Department of Education, is committed to securing facilities that support the academic and operational needs of the school; and

WHEREAS, the school has identified a facility located at 680 Catherine Street, Perth Amboy NJ that is suitable for school operations and meets all applicable health, safety, and educational facility requirements; and

WHEREAS, the school has negotiated proposed sublease terms with Advanced Schools, Inc., as presented in [Appendix G](#) for a lease term of up to twelve (12) years at a rental rate not to exceed \$17.50 per square foot, and the proposed sublease terms are determined to be in the best interest of the school; and

WHEREAS, the School Business Administrator has confirmed that the financial obligations under the proposed lease can be met within the school's budget without negatively impacting its financial position;

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 a lease agreement with Advanced Schools, Inc. for the facility located at 680 Catherine Street, Perth Amboy NJ with a lease term of up to twelve (12) years and a rental rate not to exceed \$17.50 per square foot, subject to review and approval by legal counsel;

BE IT FURTHER RESOLVED, that the Chief Education Officer is authorized to take all necessary steps to finalize and implement the lease agreement, including the execution of related documents, and to ensure compliance with all applicable local, state, and federal requirements.

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 260623.17 is adopted unanimously.

viii. Appointment of Independent Financial Auditor for Fiscal Year 2026

WHEREAS, in accordance with N.J.S.A. 18A:23-1 et seq., each New Jersey school district and charter school is required to cause an annual audit of its accounts and financial transactions to be made by a public school accountant holding a valid certificate issued by the New Jersey State Board of Accountancy; and

WHEREAS, Olugbenga Olabintan is a registered Public School Accountant, has been recommended for appointment as the independent financial auditor for the fiscal year ending June 30, 2026;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School hereby appoints Olugbenga Olabintan as the independent auditor for the fiscal year ending June 30, 2026, to perform the annual audit and required state and federal financial reports in accordance with applicable law and regulations;

BE IT FURTHER RESOLVED, that the School Business Administrator is authorized to execute the engagement letter as presented in [Appendix H](#) and to submit notification of this appointment to the New Jersey Department of Education, as required.

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 260623.18 is adopted unanimously.

XII. Human Resources

- A. ***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 I](#)

ii. Stipends & Bonus for Teachers and staff FY26 & FY27 [Appendix J](#)

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 260623.19 is adopted unanimously.

B. Approval of Stipend for Specified Returning Part-Time Drivers

WHEREAS, the Board of Trustees of Middlesex County STEM Charter School wishes to provide equitable compensation to part-time bus drivers renewed for the 2026-2027 school year who are eligible only for individual health coverage without a Health Reimbursement Arrangement (HRA) card; and

WHEREAS, this stipend is intended as a "stipend in lieu of benefits" to offset the lack of an HRA card, and applies exclusively to the specific cohort of part-time bus drivers renewed for the 2026-2027 school year, excluding any new part-time drivers hired thereafter;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby approves a stipend of \$2,000 for qualifying part-time bus drivers renewed for the 2026-2027 school year; and

BE IT FURTHER RESOLVED, that this stipend shall be distributed in two equal installments of \$1,000 each, payable on September 15 and February 15, subject to the employee's continued active employment with the Charter School on those dates.

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 260623.20 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. Fiona Daubon	October 19- 22	<i>NJ School Board Conference</i>	Atlantic City Convention Center	\$550
Danielle Biondi	July 13, 2026	Strengthening the executive function skills of your students with special needs	Online	\$295
Ms. Sarah Kaeli	July 22-23, 2026	Middlesex County Curriculum Council Workshop: Owning Your Data as a	North Brunswick Township School District's Board	\$330

		School Leader	of Education Office.	
Gretchen Katzenberger	July 20, 2026	Bureau of Education & Research: Strengthening Students' Writing Skills While Decreasing Grading Time (Grades 3-6)	Online	\$295
Katelyn Falcone	July 13-16, 2026	AP Summer Institute: AP Language and Composition, Rutgers	Rutgers	\$975
Lumarjee Obol	July 6-9, 2026	AP Summer Institute: AP World History, Marin by the Sea Online	Online	\$675
Dr. Christian Mathews	July 28- July 31st , 2026	AP Summer Institute: AP Psychology, West Virginia DOE online	Online	\$850
Mr. William Rawson	July 28- July 31st	AP Summer Institute: AP Language and Composition, Rutgers	Rutgers	\$975

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 260623.21 is adopted unanimously.

XIII. Finance

i. Acceptance of Project Lead The Way (PLTW) Engineering Grant

WHEREAS, the Middlesex County STEM Charter School strives to provide high-quality Science, Technology, Engineering, and Mathematics (STEM) education to its students; and

WHEREAS, Project Lead The Way, Inc. (PLTW) has awarded Middlesex County STEM Charter School a PLTW Engineering Grant (Grant Recipient ID: GR-0626020906) with an estimated value of \$13,800.00 for the period of June 5, 2026, through May 31, 2029; and

WHEREAS, under the terms of the Grant Agreement, the school commits to maintaining an active PLTW program, implementing at least two different PLTW Engineering courses within the first two years, and funding the Year 3 (2028-2029) participation fee of \$3,200.00;

NOW, THEREFORE, BE IT RESOLVED, that the Middlesex County STEM Charter School Board of Trustees hereby formally accepts the \$13,800.00 PLTW Engineering Grant as presented in [Appendix K](#) and authorizes the Chief Education Officer to execute the agreement and manage its implementation.

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 260623.22 is adopted unanimously.

ii. Approval and Acceptance of NJDOE Advanced Placement Course Expansion Grant

WHEREAS, the New Jersey Department of Education (NJDOE) has awarded Middlesex County STEM Charter School an Advanced Placement Course Expansion Grant (Grant No: 26000454) in the amount of \$50,000.00 for the period of May 1, 2026, through November 30, 2027; and

WHEREAS, these funds will be used to train AP educators and add 5–7 new AP courses to support high school expansion and equitable access to college-level coursework;

NOW, THEREFORE, BE IT RESOLVED, that the Middlesex County STEM Charter School Board of Trustees officially accepts the \$50,000.00 grant award as presented in [Appendix L](#) and authorizes school administration to execute the budget and implement the program.

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 260623.23 is adopted unanimously.

iii. Approval and Acceptance of NJDOE High Impact Tutoring Cohort 3 Grant

WHEREAS, the New Jersey Department of Education (NJDOE) has awarded Middlesex County STEM Charter School funding under the NJ High Impact Tutoring Cohort 3 COMPETITIVE Grant (Grant No: 26000584); and

WHEREAS, these funds will be used to implement high-dosage, intensive tutoring interventions to improve student learning outcomes; ;

NOW, THEREFORE, BE IT RESOLVED, that the Middlesex County STEM Charter School Board of Trustees officially accepts the \$80,000.00 grant award as presented in [Appendix M](#) and authorizes school administration to execute the budget and implement the program.

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, Mr. Dave Vitali

Resolution 260623.24 is adopted unanimously.

iv. Approval and Acceptance of NJDOE High Impact Tutoring Program: Targeted Summer Supplemental Grant

BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School hereby authorizes the submission of the High Impact Tutoring Targeted Summer Supplemental Grant application for Fiscal Year 2027, and accepts the grant award of the funds in the amount of \$67,200.00 upon subsequent approval of the application. [Appendix N](#)

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 260623.25 is adopted unanimously.

v. Approval and Acceptance of NJDOE Bridge Grant

WHEREAS, Middlesex County STEM Charter School has been awarded \$71,000.00 under the NJDOE Building Responsive Instruction through Data-Guided Evaluation (BRIDGE) Competitive Grant for the period of June 1, 2026, through May 31, 2027; and

WHEREAS, the grant funds will be utilized to address foundational literacy proficiency in grades K–3,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School hereby authorizes the submission of the BRIDGE Grant application for Fiscal Year 2027, and accepts the grant award of the funds in the amount of \$71,000.00 upon subsequent approval of the application. [Appendix O](#)

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 260623.26 is adopted unanimously.

vi. Authorization to Submit ESEA Grant Application FY2027 and to Accept the Grant Award

BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School hereby authorizes the submission of the ESEA application for Fiscal Year 2027, and accepts the grant award of the funds in the amount of \$467,503.00 upon subsequent approval of the FY 2027 ESEA application. [Appendix P](#)

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 260623.27 is adopted unanimously.

v. 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](#) are in agreement with the cash balance of \$6,688,762.42 in the Governmental Funds of as of May 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 May 31, 2026 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

June 19, 2026

Fiona Daubon – Business Administrator

Date

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's report for May 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. 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 260623.28 is adopted unanimously.

d. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between May 1, 2026 and May 31, 2026 in the total amount of \$1,026,836.65. [Appendix Q](#)

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 260623.29 is adopted unanimously.

XIV. Executive Session

- i. Middlesex County STEM Charter School is **called to order for an executive session** at 7:52 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: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Anthony Attanasio, Mr. Dave Vitali

Resolution 260623.30 is adopted unanimously.

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

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, Mr. Dave Vitali

Resolution 260623.31 is adopted unanimously.

XV. 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.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Anthony Attanasio, Mr. Dave Vitali

Resolution 260623.32 is adopted unanimously.

XVI. Adjournment

Moved by Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to **adjourn meeting** at 7:59 PM.

Roll call: All in Favor

Against: NONE Abstained: NONE

Absent: Mr. Anthony Attanasio, Mr. Dave Vitali

Resolution 260623.33 is adopted unanimously.