

M I N U T E S



MIDDLESEX COUNTY STEM CHARTER SCHOOL

BOARD OF TRUSTEES BOARD MEETING AUGUST 27, 2026

THE MEETING NOTICE HAS BEEN ADVERTISED ON THE SCHOOL'S LEGAL NOTICES
PAGE ON OUR SCHOOL WEBSITE ON AUGUST 18TH, 2026. 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: August 27, 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 the School’s Legal Notices Page on our School Website on August 18, 2026.

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 6:48 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. Dave Vitali, Ms. Jackie Lewis

Resolution 260827.1 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	PRESENT
Mr. David Vitali	Member	June 30, 2027	ABSENT
Ms. Melissa Corraliza	Member	June 30, 2027	PRESENT
Ms. Tonya Heyward	Member	June 30, 2027	PRESENT

***JL Joined at 6:55pm**

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	PRESENT
Ms. Fiona Daubon	Business Administrator/Board Secretary	PRESENT
Dr. Tasha Mosconi	Curriculum Director	PRESENT
Ms. Sarah Kaeli	Curriculum Director	PRESENT
Mr. Eljasa Jashar	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 Mr. Anthony Attanasio to approve the motion.

Roll call: All in Favor

Against: NONE Abstained: NONE Absent: Mr. Dave Vitali, Ms. Jackie Lewis

Resolution 260827.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, that the Board approves the minutes for the Regular Meeting held on June 23, 2026 presented in [Appendix A](#).

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. Dave Vitali, Ms. Jackie Lewis

Resolution 260827.3 is adopted unanimously.

IV. Board Matters

i. Charter Renewal

Board Training-

Date: Tuesday September 8, 2026 7pm-8pm

Location: Zoom

Board Interview - November 16th, 2026

Attendees: Mrs. Lewis and Ms. Corraliza

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

iii. Student Representative to the Board

BE IT RESOLVED, that the board approves Victory Ogar as Student Representative to the Board for the 2026-2027 school year.

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

Roll call: All in Favor

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

Resolution 260827.4 is adopted unanimously.

V. Board Policy

i. ***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 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. Jackie Lewis to approve the motion.

Roll call: All in Favor

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

Resolution 260827.5 is adopted unanimously.

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

1. CSP Updates
 - a. Enrollment: 958 students currently enrolled
 - b. [Budget](#)
2. Other
 - a. AP Results- 50% Passing rate in our 1st year

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 COMMENT

VIII. Designations, Discussion and Action Items

i. Rejecting Proposals for Tutoring Services - RFP #27-01

WHEREAS, Middlesex County STEM Charter School received one (1) proposal for Tutoring Services under RFP #27-01 on July 29, 2026; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-22(c), a Board of Trustees may reject all proposals when it decides to abandon the contracted provision of services;

NOW, THEREFORE, BE IT RESOLVED, that the Middlesex County STEM Charter School Board of Trustees hereby rejects all proposals received for RFP #27-01; and

BE IT FURTHER RESOLVED, that the Business Administrator is authorized to notify all participating vendors.

Moved by Mr. Anthony Attanasio, seconded by Ms. Jackie Lewis to approve the motion.

Roll call: All in Favor

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

Resolution 260827.6 is adopted unanimously.

ii. Rejection of Bid for Science Lab Furniture - BID #27-02

WHEREAS, Middlesex County STEM Charter School advertised a formal competitive solicitation for science laboratory furniture under Bid # 27-02; and

WHEREAS, on Tuesday, August 25, 2026, the school received one (1) bid proposal; and

WHEREAS, upon review, the submitted proposal was determined to be non-responsive due to the failure to submit mandatory bid document(s) required by the bid specifications and N.J.S.A. 18A:18A-1 *et seq.*;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School hereby rejects the submitted proposal for Bid # 27-02; and

BE IT FURTHER RESOLVED, that the Board authorizes the School Business Administrator to re-advertise the solicitation in accordance with the New Jersey Public School Contracts Law.

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. Dave Vitali

Resolution 260827.7 is adopted unanimously.

iii. Rejection of Bid for Interactive Flat Panel Displays - BID #27-03

WHEREAS, Middlesex County STEM Charter School advertised a formal competitive solicitation for interactive flat panel displays under Bid # 27-03; and

WHEREAS, on Tuesday, August 25, 2026, the school received three (3) bid proposals; and

WHEREAS, upon review, it was determined that the original bid specifications require substantial revision due to a change in the technical specifications for the interactive flat panel displays; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-22(a), a charter school may reject all bids when the board wants to substantially revise the specifications for the goods or services;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School hereby rejects all proposals submitted for Bid # 27-03 due to the necessity to substantially revise the technical specifications; and

BE IT FURTHER RESOLVED, that the Board authorizes the School Business Administrator to revise the technical specifications and re-advertise the solicitation in accordance with the New Jersey Public School Contracts Law.

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. Dave Vitali

Resolution 260827.8 is adopted unanimously.

iv. William Paterson University Memorandum of Understanding FY27

BE IT RESOLVED that the Board approves the 2026-2027 Dual Enrollment Memorandum of Understanding between William Paterson University and Middlesex County STEM Charter School as presented in [Appendix C](#)

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. Dave Vitali

Resolution 260827.9 is adopted unanimously.

v. Renewal and Expansion Application Submission

WHEREAS, pursuant to N.J.S.A. 18A:36A-1 et seq. and N.J.A.C. 6A:11, Middlesex County STEM Charter School is preparing to submit its Charter Renewal and Expansion Application to the New Jersey Department of Education (NJDOE); and

WHEREAS, the Board of Trustees has approved an updated Mission Statement and the mandatory Five-Year and elective Ten-Year enrollment projections (with and without expansion), as detailed in [Appendix D](#) attached hereto and made a part thereof;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School hereby approves the Charter Renewal and Expansion Application for submission to the NJDOE; and

BE IT FURTHER RESOLVED, that the Board formally adopts the following Amended Mission Statement effective the next charter term:

" The mission of the Middlesex County STEM Charter School is to spark a lifelong interest in science, technology, engineering, and math—and cultivate, within an equitable, diverse, and nurturing environment, the rigorous academic and social competencies necessary for success in post-secondary education and competitive STEM careers. "

BE IT FURTHER RESOLVED, that the Board approves the mandatory Five-Year and elective Ten-Year enrollment projections (with and without expansion) as presented in [Appendix D](#); and

BE IT FURTHER RESOLVED, that the Chief Education Officer and School Business Administrator are authorized to execute and submit all required application documents and certified copies of this Resolution to the NJDOE and county/local district officials as required by law.

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

Roll call: All in Favor

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

Resolution 260827.10 is adopted unanimously.

IX. 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 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 2026 - 2027 school year as detailed in the exhibit attached hereto and made a part of the minutes. [Appendix E](#)

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

iii. Leave of Absences for the school year of 2026-2027. [Appendix G](#)

Moved by Ms. Tonya Heyward, seconded by Ms. Jackie Lewis to approve agenda items VIII A - i through iii.

Roll call: All in Favor

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

Resolution 260827.11 is adopted unanimously.

B. Retirements/Resignations

BE IT RESOLVED, that the Board hereby accepts the retirements and resignations for the school year of 2026-2027 as detailed in exhibit attached hereto and made a part of the minutes. [Appendix H](#)

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. Dave Vitali

Resolution 260827.12 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. Sarah Kaeli	July 15, 9:00am - Thursday, July 16, 3:00pm (EDT)	DFSI - Data Forward Summer Institute (<i>Linkit</i>)	Wall Township High School	\$350
Ms. Kelly Craig	September 24, 2026	Literacy Coaching Conference	Busch Student Center, 604 Bartholomew Road 08854, Piscataway, NJ 08854	\$125

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. Dave Vitali

Resolution 260827.13 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](#) are in agreement with the cash balance of \$4,567,606.17 in the Governmental Funds of as of June 30, 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 June 30, 2026 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

Fiona Daubon

August 27, 2026

Fiona Daubon – Business Administrator

Date

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's report for June 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 Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

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

Resolution 260827.14 is adopted unanimously.

d. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between June 1, 2026 and June 30, 2026 in the total amount of \$2,492,590.72. [Appendix I](#)

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. Dave Vitali

Resolution 260827.15 is adopted unanimously.

XI. Executive Session

- i. Middlesex County STEM Charter School is **called to order for an executive session** at 7:42PM 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. Melissa Corraliza, seconded by Ms. Tonya Heyward to approve the motion.

Roll call: All in Favor

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

Resolution 260827.16 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 Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to approve the motion.

Roll call: All in Favor

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

XII. Adjournment

Moved by Ms. Melissa Corraliza, seconded by Ms. Tonya Heyward to **adjourn meeting** at 8:01 PM.

Roll call: All in Favor

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