MINUTES

Middlesex County STEM Charter School

Board of Trustees
Board Meeting
September 29, 2026

The meeting notice has been advertised on the School's Legal Notices Page on our School Website on June 30th, 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: September 29, 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 June 30, 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 6:43 pm. The Board reserves the right to act on any or all agenda items.

Moved by Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio
Resolution 260929.1 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	ABSENT
Mr. David Vitali	Member	June 30, 2027	PRESENT
Ms. Melissa Corraliza	Member	June 30, 2027	PRESENT
Ms. Tonya Heyward	Member	June 30, 2026	PRESENT
Victory Ogar	Student Representative	June 30, 2027	*PRESENT

***VO joined at 6:51pm**

Also Present:

Member	Position	Attendance
Dr. Namik Sercan	Chief Education Officer	PRESENT
Ms. Fiona Daubon	Business Administrator/Board Secretary	PRESENT
Mr. Michael Saulnier	Anti-Bullying Coordinator	PRESENT

Dr. Tasha Mosconi	Curriculum Director	PRESENT
Ms. Sarah Kaeli	Director of Curriculum- STEM	PRESENT
Mr. Eljasa Jashar	Director of Operations	PRESENT
Ms. Meghan Deutsch	Director of Special Education	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. Jackie Lewis to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio
Resolution 260929.2 is adopted unanimously.

III. Acceptance of Minutes

BE IT RESOLVED, that the Board approves the minutes for the Regular Meeting held on August 27, 2026 presented in **Appendix A**.

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. Anthony Attanasio
Resolution 260929.3 is adopted unanimously.

IV. Board Matters

i. Charter School Renewal- Board Interview November 16, 2026

ii. **Next Board Meeting:**
BE IT RESOLVED, that the Board approves the change in the board meeting date from Tuesday November 3, 2026 to Wednesday November 4, 2026 in light of the mid term elections.

Moved by Ms. Melissa Corraliza , seconded by Mr. Dave Vitali to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio
Resolution 260929.4 is adopted unanimously.

V. Chief Education Officer's Monthly Report - Dr. Sercan

1. CSP Updates
    a. Enrollment Update

Grade Level	2026-2027 Approved	Current Numbers 09/29/26

K	120	127
1	120	103
2	120	107
3	120	111
4	80	84
5	80	85
6	80	89
7	80	89
8	60	64
9	62	42
10	67	37
Total (#)	989	**938**
Total (%)	100.00%	**94.84%**

b. NJSLA Results

2. Annual School Planning System - Corrective Action Plan

VI. Comments by the Student Representative to the Board- Victory Ogar

- Excited about instructional improvements presented in the NJSLA report
- Commented on the quality of teachers that makes her proud to be a part of the progress that the School is encountering.

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

i. **New Jersey State Interscholastic Athletic Association (NJSIAA) Participation**

BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School approves participation in New Jersey State Interscholastic Athletic Association (NJSIAA) for 2026-2027 in accordance with N.J.S.A 18A:11-3.

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. Anthony Attanasio
Resolution 260929.5 is adopted unanimously.

ii. District Assessment Calendar

BE IT RESOLVED that the Board approves the District Assessment Calendar for the 2026-2027 School Year as presented in **Appendix B.**

Moved by Ms. Melissa Corraliza, seconded by Ms. Jackie Lewis to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio
Resolution 260929.6 is adopted unanimously.

iii. Science Lab Furniture

WHEREAS, the Board of Trustees of Middlesex County STEM Charter School advertised Bid #27-05 Science Lab Furniture pursuant to the New Jersey Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.); and

WHEREAS, on September 9, 2026, the Board received and publicly opened a single bid submission as follows:

- Vendor Name: EduShift LLC
- Bid Amount: $140,997.56

WHEREAS, the School Business Administrator has reviewed the submission and determined that EduShift LLC is a responsible bidder whose bid is fully responsive to all statutory requirements and bid specifications; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Middlesex County STEM Charter School:

1. **Award:** The contract for Science Laboratory Furniture is awarded to sole responsive bidder EduShift LLC in an amount not to exceed $140,997.56.
2. **Authorization:** The School Business Administrator is authorized to execute the contract and related purchase orders.

Moved by Ms. Tonya Heyward, seconded by Mr. Dave Vitali to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio
Resolution 260929.7 is adopted unanimously.

iv. Rejection of Bid for Interactive Flat Panel Displays - BID #27-04

WHEREAS, Middlesex County STEM Charter School advertised a formal competitive solicitation for interactive flat panel displays under Bid # 27-04; and

WHEREAS, on Wednesday, September 9, 2026, bid packages were received, but due to procedural error during the public bid opening, one package was missed and two misplaced, resulting in only one bid being read; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-22(e), a board may reject all bids when the integrity or fairness of the bidding process has been compromised;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Middlesex County STEM Charter School hereby rejects all bids received for Bid # 27-04 due to the incomplete bid opening; and

BE IT FURTHER RESOLVED, that the Board authorizes the School Business Administrator to re-advertise and re-solicit bids for Interactive Flat Panel Displays in accordance with New Jersey law.

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. Anthony Attanasio
Resolution 260929.8 is adopted unanimously.

v. Snow *Plowing Services FY27*

WHEREAS, proposals were solicited from seven (7) companies to provide snow plowing services for the Middlesex County STEM Charter School facilities for the 2026-2027 school year; and

WHEREAS, two (2) companies were unable to take on additional accounts, three (3) companies were unresponsive and two (2) companies submitted proposals for consideration; and

WHEREAS, after evaluating the proposals submitted, Rock Bottom Landscaping of Manasquan New Jersey, was determined to offer the most competitive pricing while meeting the specifications outlined in the solicitation as presented in **Appendix C**;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Middlesex County STEM Charter School, that:

1. The proposal submitted by Rock Bottom Landscaping of Manasquan, New Jersey, for snow plowing services is hereby accepted.

2. The Board authorizes the Business Administrator to execute a contract with Rock Bottom Landscaping for the provision of snow plowing services in accordance with the terms of their proposal and applicable laws.

Moved by Ms. Tonya Heyward, seconded by Ms. Melissa Corraliza to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio
Resolution 260929.9 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 D**

ii. Stipends & Bonus for Teachers and staff FY27 **Appendix E**

iii. Leave of Absences for the school year of 2026-2027. **Appendix F**

Moved by Ms. Jackie Lewis, seconded by Ms. Melissa Corraliza to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio
Resolution 260929.10 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 G**

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. Anthony Attanasio
Resolution 260929.11 is adopted unanimously.

C. Field Trips

BE IT RESOLVED, that the Board hereby approves the Field trips for 2026-2027 as detailed in exhibit attached hereto and made a part of the minutes. **Appendix H**

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. Anthony Attanasio
Resolution 260929.12 is adopted unanimously.

D. 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. Angelina Prentiss, Ms. Jessica Corbo, Ms. Barbara Grossmann, Ms. Maryann Howes	October 5 & 6	**New Jersey School Counselors Association (NJSCA) Annual Conference**	Hilton East Brunswick NJ	$225 per person

Moved by Ms. Melissa Corraliza, seconded by Ms. Jackie Lewis to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio
Resolution 260929.13 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 in the Governmental Funds of

- $5,093,811.43 as of July 31, 2026
- $4,179,029.75 as of August 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 August 31, 2026 no major budgetary line item account expenditure exceeds the amount appropriated by the Charter Board of Trustees.

_____ ***September 28, 2026***

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

c. Board Certification of Accounts

RESOLVED, that after review of the Secretary's and Treasurer's reports for July 2026 and August 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. Jackie Lewis to approve the motion.

Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio

Resolution 260929.14 is adopted unanimously.

d. List of Bills

BE IT RESOLVED, that the Board approves the List of Bills for the periods between July 1, 2026 and August 31, 2026 in the total amount of $1,691,299.34. **Appendix I**

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

Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio

Resolution 260929.15 is adopted unanimously.

XI. Executive Session

i. Middlesex County STEM Charter School is **called to order for an executive session** at 7:38 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. Jackie Lewis, seconded by Ms. Tonya Heyward to approve the motion.
Roll call: All in Favor
Against: NONE Abstained: NONE Absent: Mr. Anthony Attanasio
Resolution 260929.16 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. 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 260929.17 is adopted unanimously.

XII. NO HIB incidencies since the last board meeting on August 27, 2026 through to September 29, 2026.

XIII. Adjournment

Moved by Ms. Jackie Lewis, seconded by Ms. Tonya Heyward to **adjourn meeting** at 8:30 PM.
Roll call: All in Favor
Against: NONE Abstained: NONE
Absent: Mr. Anthony Attanasio, Mr. Dave Vitali
Resolution 260929.18 is adopted unanimously.