



## MIDDLESEX COUNTY MAGNET SCHOOLS BOARD OF EDUCATION

**Business/Public Meeting Minutes | February 8, 2023 | 7:00 p.m.**

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**Mr. Jones, Board President called the meeting to order at 7:00 pm.**

**Mr. Knehr, called the roll:**

**Present:** Mr. Jones, Ms. Czarneski and Mr. Anderson.

**Absent:** Mr. Tartara and Mrs. Eastman

**Also Present:** Mr. Diaz, Superintendent, Mr. Knehr, Board Secretary/Business Administrator, Mr. Bicsko, Assistant Superintendent, Mr. Johnson, Director of Personnel, and Ms. Dettmer, Board Attorney,

**Mr. Jones read the following Public Notice:**

### **Reading of Public Notice**

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the Open Public Meetings Law, the public notice of this meeting which included the time, date and location, was dispensed in the following manner:

- Posted on the bulletin board reserved for announcements in the Board Office, 112 Rues Lane, East Brunswick, NJ.
- Advertised in the Home News Tribune and the Courier News on November 14, 2022.
- Posted on the Middlesex County Magnet Schools website ([www.mcmsnj.net](http://www.mcmsnj.net)) on November 2, 2022.
- Mailed to the five (5) duly appointed Board Members.

### **Correspondence**

### **MINUTES**

#### **1. ACCEPTANCE OF MINUTES**

January 11, 2023

Business-Public Meeting ([Minutes 1.11.2023](#))

### **EDUCATION & CURRICULUM ITEMS**

#### **2. APPROVE/COOPERATIVE EDUCATION EMPLOYER INVENTORY**

That the Board of Education approves the following [Cooperative Education Employer Inventory](#) work-based learning placements for students during the 2022-2023 school year, as recommended by the Superintendent.

#### **3. APPROVE/CURRICULUM REVISION**

That the Board of Education approves the following revised curriculum, as recommended by the Superintendent. [Health - Grade 11 - Unit 1.5 Nutrition](#)

**4. APPROVE/STUDENT INTERNSHIP - 2022-2023 SCHOOL YEAR**

That the Board of Education approves the following student internship listed below for the undergraduate student attending Felician University during the 2022-2023 school year. The student will be required to complete a criminal history background check prior to starting, as recommended by the Superintendent.

Name	Period	Supervisor
Francisca Garcia	March 10, 2023 8:30 a.m. to 4:30 p.m.	Nicole Kelly Piscataway Campus

**POLICY ITEMS****5. APPROVE 1st READING/REVISION OF POLICY & REGULATIONS**

That the Board of Education approves the revision of Policy & Regulation, as recommended by the Superintendent of Schools.

- [P0152 Board Officers](#)
- [P0161 Call, Adjournment, and Cancellation](#)
- [P0162 Notice of Board Meetings](#)
- [P2423 Bilingual and ESL Education](#)
- [P2425 Emergency Virtual or Remote Instruction Program](#)
- [P5200 Attendance](#)
- [P8140 Student Enrollments](#)
- [P8330 Student Records](#)
- [R2423 Bilingual and ESL Education](#)
- [R5200 Attendance](#)
- [R8140 Enrollment Accounting](#)
- [R8330 Student Records](#)
- [R8420.2 Bomb Threats](#)
- [R8420.7 Lockdown Procedures](#)
- [R8420.10 Active Shooter](#)

**PERSONNEL ITEMS****6. APPROVE/PERSONNEL ITEMS**

That the Board of Education approves the following personnel actions, as recommended by the Superintendent of Schools.

<b>A. Resignations and Retirements</b>							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Michael Caracappa	Revised Retirement (previously approved at 10/11/22 BOE meeting)	Custodian	EA	N/A	N/A	7/1/23	N/A
Patricia Holland	Retirement	Clerk	EB	N/A	N/A	7/1/23	N/A
Kathleen Horan-Ward	Retirement	Administrative Assistant to Director	CO	N/A	N/A	7/1/23	N/A
Cynthia Patrick	Retirement	Teacher of Health and Physical Education	EB	N/A	N/A	4/1/23	N/A

<b>B. Leaves of Absence</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>	<b>Term Date</b>
Staff Id #5417	Suspension	N/A	N/A	N/A	N/A	1/31/23	N/A
Jorge Mancilla	FMLA	Custodian	PI	N/A	N/A	2/7/23	3/14/23

<b>C. Appointments/New Hires</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>	<b>Term Date</b>
Pooja Rattan	Substitute	Substitute	N/A	\$150/day	N/A	2/9/23	N/A
Eshaya Draper	New Position	Communications Manager	CO	\$79,000	N/A	3/8/23	6/30/23
Satchell Haughton	New Hire	Director of Buildings & Grounds	CO	\$140,000	N/A	4/3/23	6/30/23

<b>D. Transfers/Salary Changes</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>	<b>Term Date</b>
Thomas Johansson	Salary Differential	Teacher of English	PI	\$63,507	C-3-7	2/6/23	6/30/23

<b>E. Extracurricular / Extra Pay - Athletic</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>	<b>Term Date</b>
Wallace Smith	Sports - Tennis	Varsity Boys Tennis Coach	ED	\$7,650	N/A	2/9/23	6/30/23
Glen Foli	Sports - Tennis	Junior Varsity Boys Tennis Coach	ED	\$5,550	N/A	2/9/23	6/30/23

<b>F. Extracurricular / Extra Pay - Non-Athletic</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>	<b>Term Date</b>
Lauren Pulgarin	NJAC Culinary Cook Off	Chaperone and Preparation	EB	\$41/hr.	N/A	2/9/23	5/8/23
Jennifer Rastelli	NJAC Culinary Cook Off	Chaperone and Preparation	EB	\$41/hr.	N/A	2/9/23	5/8/23
Joseph Kapcsos	NJAC Culinary Cook Off	Chaperone and Preparation	EB	\$41/hr.	N/A	2/9/23	5/8/23
Brent Landers	Direct Supervision of students 1 hour before school	Extra Duty/Extra Pay	PI	\$41/hr.	N/A	2/9/23	6/30/23

<b>G. TITLE I/ESSER</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>	<b>Term Date</b>
Brent Landers	Extended Duty/Year	Instructor	PI	\$41/hr.	N/A	2/9/23	6/30/23
Mariam Tawadros	Extended Duty/Year	Instructor	PI	\$41/hr.	N/A	2/9/23	6/30/23

Lynda Mesa	Extended Duty/Year	Instructor	PI	\$41/hr.	N/A	2/9/23	6/30/23
Thomas Johannesson	Extended Duty/Year	Instructor	PI	\$41/hr.	N/A	2/9/23	6/30/23

<b>H. ADULT EVENING SCHOOL</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>	<b>Term Date</b>
Dilcia P. Cortez	Part-time Employment	Clerk	EB/PI	\$18/hr.	N/A	2/9/23	6/30/23

**7. APPROVE/CULINARY ARTS TECHNICIANS/2022-2023 SCHOOL YEAR**

That the Board of Education approves the attached list of Culinary Arts Technicians for the 2022-2023 school year, as recommended by the Superintendent. ([Attachment](#))

**8. APPROVE/STUDENT PERFORMING ARTS/CULINARY ARTS TECHNICIANS MINIMUM WAGE INCREASE**

That the Board of Education approves the minimum wage increase effective January 1, 2023 to \$14.13 for the previously approved list of Student Performing Arts/Culinary Arts Technicians, as recommended by the Superintendent.

**BUSINESS AND FINANCE ITEMS & REPORT**

**9. BUDGETARY TRANSFERS ([Attachment A](#))**

BE IT RESOLVED that the Middlesex County Magnet Schools Board of Education approve the attached transfers in the 2022-23 budget.

**10. ACCEPT THE SECRETARY AND TREASURER REPORT ([Attachment B](#))**

BE IT RESOLVED that the Middlesex County Magnet Schools Board Secretary, pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, does hereby certify that as of the date of the reports, December 31, 2022 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-1.10 (a); the monthly financial reports of the Secretary and the Treasurer; and further recommends, in compliance with N.J.A.C. 6A:23A-16.10 (c) 4, that the Board of Education certifies that no major account has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (b), and that as of this report sufficient funds are available to meet the District's financial obligations for the remainder of the year.

**11. BILLS AND PAYROLL ([Attachment C](#))**

The Middlesex County Magnet Schools Board of Education approves the bills that are presented for payment in the amount of \$2,867,945.19, the January 13, 2023 payroll presented for payment in the amount of \$1,333,794.64 and the January 31, 2023 payroll presented for payment in the amount of \$1,249,307.81.

**12. FIELD TRIP REQUESTS (Attachment D on file in the BOE Office)**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the attached additional field trip requests for the 2022-2023 school year as recommended by the Superintendent.

**13. FIELD TRIP AMENDMENTS – EVENING SCHOOL FIELD TRIPS 2022-2023 SCHOOL YEAR (Attachment E on file in the BOE Office)**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the attached field trip amendments.

**14. EVENING SCHOOL FIELD TRIPS 2022-2023 SCHOOL YEAR (Attachment F on file in the BOE Office)**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the attached list of evening school field trips not requiring transportation for the 2022-2023 school year.

**15. APPROVE PROFESSIONAL DEVELOPMENT, TRAVEL, AND REIMBURSEMENT**

The Middlesex County Magnet Schools Board of Education approves the following professional development, travel, and related expenses particular to attendance at listed functions for mileage, registration fees, and other travel expenses according to the cost schedule. Reimbursement is subject to contractual provisions or is in accordance with the travel guidelines for school districts (18A:11-12 and 6A:23A-7) and state travel guidelines established by the Department of Treasury in NJOMB circular letter.

Staff/Board Member	Date	Workshop / Conference	Reg. Fee	Estimated Expenses						
				Mileage / Transport	Parking / Tolls	Lodging	Lodging Tax	Airfare / Train	Per Deim	Other
Mayra Byszynski	3/17/23	FLENJ Conference	\$170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Renee Davis	4/17/23	NAPE Equity Conference	\$750.00	\$176.25	\$276.00	\$822.00	\$122.89	\$0.00	\$276.50	\$0.00
Jorge Diaz	2/15/23-2/18/23	National Conference on Education	\$1,180.00	\$0.00	\$0.00	\$372.00	\$66.96	\$527.00	\$224.00	\$0.00
Richard Fernandez	2/24/23-2/26/23	JSA Conference Chaperone	\$0.00	\$164.03	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Estefania Gonzalo	3/17/23	FLENJ Conference	\$170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Julia Henry	2/23/2023	2023 NJMEA State Conference	\$360.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
David Johnson	4/17/23	NAPE Equity Conference	\$750.00	\$0.00	\$0.00	\$822.00	\$122.89	\$144.00	\$276.50	\$0.00
Nikita Patil	2/9/23	CFEI Workshop	\$297.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mike Pede	3/14/23	DAANJ Conference	\$400.00	\$91.18	\$0.00	\$0.00	\$0.00	\$0.00	\$147.50	\$0.00
Adam Recktenwald	4/17/23	NAPE Equity Conference	\$750.00	\$160.27	\$276.00	\$822.00	\$122.89	\$0.00	\$276.50	\$0.00
Donald Sinclair	3/19/23-3/22/23	NJSBGA Expo 2023	\$500.00	\$90.24	\$20.00	\$279.00	\$40.86	\$0.00	\$206.50	\$0.00
Wallace Smith	2/27/23	Shape NJ Convention	\$275.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vanessa Stoklosa	3/17/23	FLENJ Conference	\$170.00	\$0.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Angelica Vega	3/17/23	FLENJ Conference	\$170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dulce Wechsler	3/17/23	FLENJ Conference	\$170.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**16. USE OF FACILITIES**

RESOLVED that the Middlesex County Magnet Schools Board of Education authorize the following use of facilities:

Outside Organizations

<u>Date</u>	<u>Organization</u>	<u>School</u>	<u>Facility</u>
4/12/2023	City of Perth Amboy Department of Human Services	Perth Amboy	Gym

Event Hosting

<u>Date</u>	<u>Organization</u>	<u>School</u>	<u>Facility</u>
3/4/2023	MCAIC Competition	Edison	Classrooms/Commons
3/18/2023	MCAMC Competition	Edison	Classrooms/Commons
4/1/2023	Middle School Quiz Bowl Competition	Edison	Classrooms/Commons
4/22/2023	MCA Science Bowl	Edison	Classrooms/Commons

**17. COOPERATIVE SYSTEM AGREEMENT - SOMERSET COUNTY**

WHEREAS, the Middlesex County Magnet Schools Board of Education desires to become a member of the Somerset County Cooperative Pricing System, #2-SOCCP, effective February 9, 2023 and, that such membership shall be for the period ending December 31, 2023 and each renewal, thereafter of the system, unless elects to formally withdraw from the system;

THEREFORE, BE IT RESOLVED, that the Middlesex County Magnet Schools Board of Education authorize the Business Administrator to execute the Cooperative Pricing System Agreement for such membership.

**18. PURCHASE OF TECHNOLOGY SUPPLIES – CDW-G ([Attachment G](#))**

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of the attached technology supplies to CDW-G for \$6,580.08 on the basis of the appropriate State Contract/Cooperative Purchasing Agreement, as indicated in the attachment.

**19. CAPITAL PROJECT BID - WATER HEATER REPLACEMENT - EAST BRUNSWICK/PISCATAWAY CAMPUS**

WHEREAS, Middlesex County Magnet Schools advertised and received sealed bids on January 26, 2023 for water heater replacement at the East Brunswick/Piscataway campus; and

WHEREAS the lowest bid received significantly exceeded the budget for the project.

THEREFORE BE IT RESOLVED, that the Middlesex County Magnet Schools Board of Education reject all bids received in accordance with N.J.S.A. 18A:18A5(c).

**20. CHANGE ORDERS - CAPITAL PROJECTS ([Attachment H](#))**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the attached list of Change Orders for various Capital Projects previously awarded and currently under construction.

**OTHER MOTIONS****21. FIRE DRILLS/SECURITY DRILLS**

That the Board of Education accepts the following fire/security drills, as recommended by the Superintendent. ([Attachment](#))

**22. ACCEPT HARASSMENT, INTIMIDATION & BULLYING (HIB) INCIDENT REPORT & AFFIRM PREVIOUSLY REPORTED CASES**

That the Board of Education accepts the HIB Incident Report and affirms the HIB cases previously reported to the Board of Education. ([Attachment](#))

**BUILDINGS & GROUNDS REPORT (Fran Cap)****[Attached Report](#)**

Mr. Fran Cap presented his report on the status of capital projects and facility issues throughout the District (as attached). Mr. Adam Finkle was in attendance representing the SSP Architectural Group.

The Superintendent provided the Board an update on the progress of the plan to construct a new Magnet School building on the grounds of Middlesex College.

Both the Magnet School architects and the Middlesex College architects are working together on location and site plans. The building has already been approved by the state for the East Brunswick campus. We are currently working with the state to move the location so it will remain eligible for grant funding.

### **STUDENT REPRESENTATIVE REPORT**

The student representative, Aditya Dutt, gave the Board a report on some of the activities that took place recently at the Edison Academy Magnet School.

### **PUBLIC COMMENT ON ANY MOTIONS OR OTHER ITEMS**

None

### **APPROVE ALL ITEMS ON THE CONSENT AGENDA**

A motion was made by Ms. Czarneski and seconded by Mr. Anderson that the Middlesex County Magnet Schools Board of Education approves all items on the consent agenda of the regular public meeting of February 8, 2023, as recommended by the Superintendent of Schools.

#### **On a Roll Call Vote:**

On a roll call vote, Mr. Jones, Ms. Czarneski, and Mr. Anderson voted "aye," and the motion carried.

### **Adjourn to Executive Session**

On a motion by Ms. Czarneski and seconded by Mr. Anderson, the board adjourned into Closed Session at 7:30 p.m.

- Mr. Jones read the closed session notice:

**BE IT RESOLVED**, pursuant to the Sunshine Act, N.J.S.A. 10:4-12 and 13, the Middlesex County Magnet Schools Board of Education will now meet in closed session to discuss personnel matters.

The aforesaid subjects are within the exemptions permitted to be discussed in closed session in accordance with N.J.S.A. 10:4-13. Information regarding the Board's closed session discussion will be disclosed to the public as soon as the need for confidentiality no longer exists. The Board will reconvene in public session at the conclusion of the closed session in approximately 30 minutes.

#### **On a Roll Call Vote:**

On a roll call vote, Mr. Jones, Ms. Czarneski, and Mr. Anderson voted "aye," and the motion carried unanimously.

### **Re-Convene to Public Session**

- On a motion by Mr. Anderson and seconded by Ms. Czarneski, the Board reconvened into the public portion of the meeting at 7:48 p.m.

#### **On a Roll Call Vote:**

On a roll call vote, Mr. Jones, Ms. Czarneski, and Mr. Anderson voted "aye," and the motion carried unanimously.

### **OTHER MATTERS**

None

### **ADJOURNMENT**

A motion by Mr. Anderson and seconded by Ms. Czarneski that there being no further business the meeting be adjourned at 7:50 pm.

Respectfully submitted,

*Karl J. Knehr*

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Karl J. Knehr  
Board Secretary