



MIDDLESEX COUNTY MAGNET SCHOOLS BOARD OF EDUCATION

Business/Public Meeting Minutes | January 8, 2025 | 7:00 p.m.

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

Dr. Howe, called the roll:

Present: Mr. Jones, Ms. Czarneski, and Mrs. Faustini

Absent: Mr. Anderson and Mr. Tartara

Also Present: Mr. Diaz, Superintendent, Dr. Howe, Board Secretary/Business Administrator of Operations, Mr. Knehr, Business Administrator of Facilities & Capital Planning, Mr. Bicsko, Assistant Superintendent, and Ms. Noble McDonnell, Board Attorney

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 20, 2024.
- Posted on the Middlesex County Magnet Schools website (www.mcmsnj.net) on November 14, 2024.
- Mailed to the five (5) duly appointed Board Members.

Correspondence

None

Presentations

None

GOVERNOR'S AWARD FOR OUTSTANDING EDUCATOR OF THE YEAR ([Attachment](#))

The Superintendent is pleased to report the following teachers and educational services professionals have been selected for the 2024-2025 Governor's Award for Outstanding Educator of the Year. A formal recognition dinner will take place during the May meeting.

MINUTES

1. ACCEPTANCE OF MINUTES

December 11, 2024

Business-Public Meeting ([Minutes 12.11.2024](#))

EDUCATION & CURRICULUM ITEMS

2. APPROVE/STUDENT INTERNSHIP - 2024-2025 SCHOOL YEAR

That the Board of Education approves the student internship listed below for the undergraduate student during the 2024-2025 school year. Students will be required to complete a criminal history background check prior to starting, as recommended by the Superintendent.

Name	Period	Supervisor
Camille Price Rutgers University	January 10, 2025 through May 1, 2025 (Every Friday for a total of 15 days)	Cleo Mack East Brunswick Campus

POLICY ITEMS

3. APPROVE 1st READING/REVISION OF POLICY

That the Board of Education approves the 1st reading of the following policies & regulations, as recommended by the Superintendent of Schools.

- [Policy 3280 Liability for Student Welfare](#)
- [Regulation 9320 Cooperation with Law Enforcement Agencies](#)
- [Policy 7441 Electronic Surveillance in School Buildings and On School Grounds](#)
- [Regulation 7441 Electronic Surveillance in School Buildings and On School Grounds](#)
- [Regulation 5516 Use of Electronic Communication Devices](#)

PERSONNEL ITEMS

4. APPROVE/PERSONNEL ITEMS

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

A. Resignations and Retirements							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Theresa Kuczynski	Retirement	Tuition Coordinator/Receptionist	CO	N/A	N/A	5/19/25	N/A
Awilda Ynfante	Resignation (Revised Date)	Custodian	EB	N/A	N/A	12/12/24	N/A
Staff ID #5740	Terminated	N/A	N/A	N/A	N/A	1/9/25	N/A
B. Leaves of Absence							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Bari Marisa Herman	Unpaid Medical Leave (Retroactive)	School Nurse	EB	N/A	N/A	12/16/24	6/30/25
C. Appointments/New Hires							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Eli Lucret	New Hire	Custodian	EB	\$44,869	1	1/21/25	6/30/25

D. Transfers/Salary Changes

Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Linda Prefach-Rozner	Transfer (Extended)	Teacher of Culinary Arts	PA	\$86,317	D-1-15	01/7/25	1/31/25

E. Extracurricular / Extra Pay - Athletic

Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
*Leanna Pede	Sports - Basketball	Site Supervisor/Clock Operator	EB	N/A	N/A	1/9/25	6/30/25

*Compensation will be as follows: Site Supervisor - \$85 for two games / Site Supervisor - \$60 for one game / Clock Operator - \$35 per game

F. Extracurricular / Extra Pay - Non-Athletic

Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
N/A							

G. Adult Evening School

Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Christopher Berardo	Substitute Part-time Employment	IBEW Apprentice Instructor	EB/PI	\$40/hr.	N/A	1/9/25	6/30/25
Joseph Zuniga	Part-Time Employment (minimum wage increase)	Tool Crib Attendant	PI	\$15.49hr.	N/A	1/3/25	6/30/25

5. APPROVE/STUDENT PERFORMING ARTS/CULINARY ARTS TECHNICIANS MINIMUM WAGE INCREASE

That the Board of Education approves the minimum wage increase effective January 1, 2025 to \$15.49 for the previously approved list of Student Performing Arts/Culinary Arts Technicians, as recommended by the Superintendent.

BUSINESS AND FINANCE ITEMS & REPORT

6. AUDITORS REPORT- PRESENTATION ([ACFR](#) & [Management Report](#))

7. BUDGETARY TRANSFERS ([Attachment A](#))

BE IT RESOLVED that the Middlesex County Magnet Schools Board of Education approve the attached transfers in the 2024-25 budget.

8. 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, November 30, 2024 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.

9. 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 \$2,296,199.72, the December 13, 2024 payroll presented for payment in the amount of \$1,395,559.28 and the December 30, 2024 payroll presented for payment in the amount of \$1,341,254.89.

10. FIELD TRIP REQUESTS ([Attachment D on file in the BOE Office](#))

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the attached field trip requests for the Winter/Spring of the 2024-2025 school year as recommended by the Superintendent.

11. FIELD TRIP AMENDMENTS – HIGH SCHOOL 2024-2025 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.

12. 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	Airfare / Train	Per Deim	Other
Eugene Catanzaro	3/16-19/25	National Association of Federal Program Administrators Conference	\$645.00	\$111.86	\$247.75	\$1,005.30	\$0.00	\$322.00	\$0.00
Katherine Dennison	3/16-19/25	National Association of Federal Program Administrators Conference	\$645.00	\$160.74	\$297.18	\$1,005.30	\$0.00	\$322.00	\$0.00
Isaiah Gomez	1/29-31/25	NJASA Techspo	\$590.00	\$0.00	\$0.00	\$242.32	\$0.00	\$0.00	\$0.00
Keith Jones	4/3/25-6/25	National School Board Association	\$1,050.00	\$24.53	\$105.00	\$717.00	\$592.80	\$301.00	\$0.00
Sonja Paprota	12/18/24	NJPSA Bootcamp Focus on DEI	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Michael Pede	3/10-14/25	DAANJ State Conference	\$475.00	\$91.70	\$0.00	\$0.00	\$0.00	\$238.00	\$0.00
James Rand	3/15-20/25	HVAC Excellence	\$475.00	\$15.79	\$0.00	\$453.52	\$772.96	\$241.50	\$0.00

13. SCHOOL BOARD MEMBER RECOGNITION MONTH

WHEREAS, The New Jersey School Boards Association has declared January 2025 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Middlesex County Magnet Schools Board of Education is one of 581 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Middlesex County Magnet Schools Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Middlesex County Magnet Schools Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2025 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Middlesex County Magnet Schools Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

14. 2023-2024 ANNUAL COMPREHENSIVE FINANCIAL REPORT (A.C.F.R./AUDIT REPORT)

WHEREAS, Middlesex County Magnet Schools Board of Education has contracted with PKF O'Connor Davies, LLP to serve as our independent certified public accountants and perform the annual audit as required by N.J.S.A. 18A:23-1 to 18A:23-11; and

WHEREAS, PKF O'Connor Davies, LLP has completed the annual audit and will file the Annual Comprehensive Financial Report (A.C.F.R.) along with the Management Report on Administrative Findings, Financial Compliance and Performance with the New Jersey Department of Education; and

WHEREAS, the results of the audit concluded that there were no recommendations to be included in the Auditor's Management Report on Administrative Findings, Financial Compliance and Performance.

RESOLVED that the Middlesex County Magnet Schools Board of Education approve and accept the 2023/24 A.C.F.R. as prepared by Middlesex County Magnet Schools and the Auditor's Management Report prepared by PKF O'Connor Davies, LLP.

15. 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>
2/1/25	Rider Education of NJ	Piscataway	Cafeteria

16. PURCHASE OF AUSCULTATION TRAINER – REALITYWORKS ([Attachment F](#))

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of an Auscultation Trainer to Realityworks for \$5,045.17 on the basis of the Education Purchasing Cooperative Agreement TIPS Contract #240804.

17. PURCHASE OF AUTOMOTIVE EQUIPMENT – MOHAWK LIFTS ([Attachment G](#))

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of the attached automotive equipment to Mohawk Lifts for \$37,072.35 on the basis of the New Jersey State Contract #22-FLEET-01983.

18. PURCHASE OF AUTOMOTIVE EQUIPMENT ([Attachment H](#))

WHEREAS, Middlesex County Magnet Schools advertised and received sealed bids on December 18, 2024 in response to newspaper advertising in the "Home News Tribune" and the "Courier News" for automotive equipment, as attached.

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of automotive equipment to Parts Authority LLC for \$27,393 on the basis of lowest responsible bid.

19. PURCHASE OF MANUFACTURING ENGINEERING EQUIPMENT ([Attachment I](#))

WHEREAS, Middlesex County Magnet Schools advertised and received sealed bids on December 18, 2024 in response to newspaper advertising in the "Home News Tribune" and the "Courier News" for Manufacturing Engineering Equipment, as attached.

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of Manufacturing Engineering Equipment to Educational Solutions Enterprises LLC for \$67,444.00 on the basis of lowest responsible bid.

20. PURCHASE OF CULINARY EQUIPMENT ([Attachment J](#))

WHEREAS, Middlesex County Magnet Schools advertised and received sealed bids on December 18, 2024 in response to newspaper advertising in the "Home News Tribune" and the "Courier News" for culinary equipment, as attached.

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of culinary equipment to Culinary Depot for \$92,555.30 on the basis of lowest responsible bid.

21. HEALTHCARE SUPPLIES – NO BIDS - DISTRICT

WHEREAS Middlesex County Magnet Schools has advertised for healthcare supplies sealed bids to be received on December 18, 2024, and

WHEREAS five (5) bid packets were sent out the District did not receive any response.

BE IT THEREFORE RESOLVED that the Middlesex Magnet Schools Board of Education acknowledge no bids were received.

22. WELDING EQUIPMENT – NO BIDS - DISTRICT

WHEREAS Middlesex County Magnet Schools has advertised for welding equipment sealed bids to be received on December 18, 2024, and

WHEREAS eight (8) bid packets were sent out the District did not receive any response.

BE IT THEREFORE RESOLVED that the Middlesex Magnet Schools Board of Education acknowledge no bids were received.

23. ACCEPTANCE OF FUNDS – FY2025 INNOVATION DUAL ENROLLMENT PILOT PROGRAM

BE IT RESOLVED that the Middlesex County Magnet Schools Board of Education approve acceptance of funds from the New Jersey Department of Education, as follows:

<u>Project Title</u>	<u>Amount</u>
FY 2025 Innovation Dual Enrollment Pilot Program	\$60,000

Start: December 1, 2024
End: December 31, 2025
Project Manager: Lee Neamand

FACILITIES/TECHNOLOGY ITEMS

24. CAPITAL RESERVE TRANSFER - WITHDRAWAL

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the transfer of \$10,000,000 from Capital Reserve to the Capital Projects Fund in accordance with 6A:23A-14.1(h) for the purposes of funding an other capital project (Additions and Alterations at the new Magnet School) previously submitted, received, and approved by the New Jersey Department of Education, Office of School Facility Project.

25. CAPITAL RESERVE TRANSFER - DEPOSIT

WHEREAS, the Board has received an additional \$5,000,000 from the NJ State Department of Education through the FY25 Appropriations Act, PL 2024, c 72 to be recognized as additional state aid in 2024-25 fiscal year.

WHEREAS, these funds were unanticipated, not included in the 2024-25 budget, and currently reside as excess revenue in the general fund (Fund 10).

WHEREAS, the district is required to seek the Executive County Superintendents approval to transfer the excess revenue into the Capital Reserve where it can be eventually accessed to fund an approved Capital Project.

THEREFORE BE IT RESOLVED that the Middlesex County Magnet Schools Board of Education approve the transfer of \$5,000,000 from excess revenue to the Capital Reserve pending the approval of the Executive County Superintendent in accordance with NJAC 6A:23A-14.1(c)2.

26. SCHOOL FACILITIES PROJECT APPLICATION/SPECIFICATIONS

RESOLVED that the Middlesex County Magnet Schools Board of Education authorizes the submission of a School Facilities Project Application to the New Jersey Department of Education Office of School Facilities as an other capital project consistent with the long range facility plan for the following projects:

<u>Campus</u>	<u>Project</u>
Edison	Science Renovations
East Brunswick	Toilet Room Alterations

27. PURCHASE OF TECHNOLOGY SUPPLIES – APPLE ([Attachment K](#))

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of the attached technology supplies to Apple for \$10,032.00 on the basis of the Education Cooperative Agreement Ed-Data 12158.

28. PURCHASE OF TECHNOLOGY SUPPLIES – SHI ([Attachment L](#))

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of the attached technology supplies to SHI for \$36,155.99 on the basis of Cooperative Purchasing Agreement NJSBA ACES-CPS #E-8801, as indicated in the attachment partially funded through the Carl D. Perkins Program.

29. PURCHASE OF TECHNOLOGY SUPPLIES – MRA INTERNATIONAL ([Attachment M](#))

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of the attached technology supplies to MRA International for \$450.00 on the basis of the appropriate State Contract/Cooperative Purchasing Agreement, as indicated in the attachment.

30. CAPITAL PROJECT AWARD - CAFETERIA AND GYM ROOF REPLACEMENT - EAST BRUNSWICK CAMPUS ([Attachment N](#))

WHEREAS, sealed bids were received on December 19, 2024 in response to newspaper advertising in the "Home News Tribune" and "The Courier News" for Cafeteria and Gym Roof Replacement at the East Brunswick campus as detailed in the attached bid tabulation.

BE IT THEREFORE RESOLVED, that the Middlesex County Magnet Schools Board of Education award Cafeteria and Gym Roof Replacement Base Bid, Alt. Bid 1, Alt. Bid 2, and Alt. Bid 3 at the East Brunswick campus to Safeway Contracting for a total of \$1,121,000 on the basis of lowest responsible bidder.

31. CAPITAL PROJECT AWARD - CAFETERIA AND CLASSROOM HVAC UPGRADES - EAST BRUNSWICK CAMPUS ([Attachment O](#))

WHEREAS, sealed bids were received on December 19, 2024 in response to newspaper advertising in the "Home News Tribune" and "The Courier News" for Cafeteria and Classroom HVAC Upgrades at the East Brunswick campus as detailed in the attached bid tabulation.

BE IT THEREFORE RESOLVED, that the Middlesex County Magnet Schools Board of Education award Cafeteria and Classroom HVAC Upgrades Base Bid, Alt. Bid 1, and Alt. Bid 2 at the East Brunswick campus to Chappelle Mechanical Inc. for a total of \$1,622,813 on the basis of lowest responsible bidder.

32. CHANGE ORDER – TRC ENVIRONMENTAL CORPORATION 2024-25

WHEREAS, Middlesex County Magnet Schools has a purchase agreement in the amount of \$599,000 with TRC Environmental Corporation to provide environmental engineering remediation services at the Perth Amboy Campus; and for the 2024-25 year.

WHEREAS, TRC experienced unforeseen conditions regarding PFAS testing requiring TRC to do additional work above and beyond what was included in the original agreement; and

BE IT THEREFORE RESOLVED that the Middlesex County Magnet Schools Board of Education approve the change order with TRC as follows:

Original Agreement	\$599,000
Change Order (additional cost)	<u>\$120,000</u>
Revised Agreement	\$719,000

BE IT FURTHER RESOLVED that the Board authorize the Business Administrator to execute the change order.

33. CHANGE ORDERS - CAPITAL PROJECTS ([Attachment P](#))

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

34. FIRE DRILLS/SECURITY DRILLS

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

35. 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 (Satchell Haughton)

[Attached Report](#)

PUBLIC COMMENT ON ANY MOTIONS OR OTHER ITEMS

None

STUDENT REPRESENTATIVE REPORT

Kenneth Palacios from the Piscataway campus discussed how his school year was going and talked about upcoming events for the Piscataway campus.

APPROVE ALL ITEMS ON THE CONSENT AGENDA

A motion was made by Ms. Czarneski and seconded by Mrs. Faustini that the Middlesex County Magnet Schools Board of Education approves all items on the consent agenda of the regular public meeting of January 8, 2025, as recommended by the Superintendent of Schools.

On a Roll Call Vote:

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

ADJOURNMENT

A motion was made by Ms. Czarneski and seconded by Mrs. Faustini that there being no further business the meeting be adjourned at 7:30 pm.

Respectfully submitted,

Joseph Howe

Joseph Howe
Board Secretary