



## MIDDLESEX COUNTY MAGNET SCHOOLS BOARD OF EDUCATION

**Business/Public Meeting Minutes | November 13, 2024 | 7:00 p.m.**

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**Mr. Jones, Board President called the meeting to order at 7:03 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 8, 2023.
- Posted on the Middlesex County Magnet Schools website ([www.mcmsnj.net](http://www.mcmsnj.net)) on November 2, 2023.
- Mailed to the four (4) duly appointed Board Members.

### **Correspondence**

None

### **Presentations/Announcements**

None

## **MINUTES**

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

October 9, 2024

Business-Public Meeting (Minutes [10.9.2024](#))

## **EDUCATION & CURRICULUM ITEMS**

### **2. APPROVE/NURSING SERVICES PLAN**

That the Board of Education approves the [Nursing Services Plan](#) for the 2024-2025 school year, as recommended by the Superintendent of Schools.

## **PERSONNEL ITEMS**



Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Lea Anello	Auditorium Manager	Teacher of Theater Arts	EB	\$41/hr.	N/A	11/14/24	6/30/25
Cleo Mack	Auditorium Manager	Teacher of Dance	EB	\$41/hr.	N/A	11/14/24	6/30/25
Andy Greateorex	Auditorium Manager	Teacher of Music	EB	\$41/hr.	N/A	11/14/24	6/30/25
Brian Homer	Auditorium Manager	Teacher of Theater Arts	EB	\$41/hr.	N/A	11/14/24	6/30/25
Louis Libitz	Auditorium Manager	Teacher of Digital Film	EB	\$41/hr.	N/A	11/14/24	6/30/25
James Colaizzii	Science Symposium (Retroactive)	Teacher of Chemistry/Physics	EA	\$41/hr. (12 Hrs.)	N/A	10/12/24	N/A

**G. Adult Education**

Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Joseph Zuniga	Part-Time Employment (Retroactive)	Tool Crib Attendant	PI	\$15.13hr.	N/A	10/29/24	6/30/25
Theresa DaSilva	Part-Time Employment	LPN Instructor	PI	\$40/hr.	N/A	11/14/24	6/30/25
Gina King	Part-Time Employment	LPN Instructor	PI	\$40/hr.	N/A	11/14/24	6/30/25
Jennifer Kean	Part-Time Employment	LPN Instructor	PI	\$40/hr.	N/A	11/14/24	6/30/25
Mavis Ermakov	Part-Time Employment	LPN Instructor	PI	\$40/hr.	N/A	11/14/24	6/30/25

**H. Perkins Grant - Federal Funds**

Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Chantel Rogers	Curriculum Writing (Retroactive)	Allied Health Instructor	PI	\$41/hr. (8 hrs.)	N/A	8/26/24	8/29/24
Antoine Joyner	Curriculum Writing (Retroactive)	Allied Health Instructor	PI	\$41/hr. (40 hrs.)	N/A	11/1/24	05/15/25

**4. APPROVE/SITE SUPERVISOR/CLOCK OPERATOR - BASKETBALL 2024-2025 SCHOOL YEAR**

That the Board of Education approves the attached list of personnel for the positions of site supervisor/clock operator for the 2024-2025 school year, as recommended by the Superintendent.  
([Attachment](#))

**5. INNOVATIVE DUAL ENROLLMENT GRANT/COLLEGE CONNECTION COORDINATORS**

That the Board of Education approves the following College Connection Coordinators Susan Haddow, Jessica Taylor and Isabel Elliott to work with our students as part of the MOU with Middlesex College for the 2024-2025 school year, as recommended by the Superintendent.

**BUSINESS AND FACILITIES ITEMS & REPORT****BUSINESS OPERATIONS****6. 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.

**7. 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, September 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.

**8. 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 \$2,113,644.19, the September 30, 2024 payroll presented for payment in the amount of \$1,389,817.29, the October 15, 2024 payroll presented for payment in the amount of \$1,372,914.93 and the October 31, 2024 payroll presented for payment in the amount of \$1,357,751.31.

**9. ADDITIONAL 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 2024-2025 school year as recommended by the Superintendent.

**10. FIELD TRIP AMENDMENTS – EVENING SCHOOL FIELD TRIPS 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.

**11. 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
Jorge Diaz	3/6/25-3/8/25	AASA National COncference	\$1,155.00	\$0.00	\$0.00	\$473.37	\$340.23	\$0.00	\$0.00
Kevin Diemer	11/1/24	Barista I Training	\$495.00	\$8.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
David Johnson	1/28/25-2/1/25	Leader in Me Symposium	\$698.00	\$0.00	\$0.00	\$1,086.16	\$296.95	\$345.00	\$0.00
Stephen McGowan	11/1/24	NJTEEA Annual Conference	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Estefania McKay	11/22-24/24	ACTFL Conference	\$185.00	\$50.91	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Alayna Ruby	11/11-15/24	Nurtured Heart Institute Certified Training Live Online	\$999.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wendy Carcamo-Zeidman	11/22/24	ACTFL Conference	\$470.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**12. SALE OF SURPLUS PROPERTY ([Attachment F](#))**

WHEREAS, the Middlesex County Magnet Schools Board of Education has identified certain surplus property in the attached list which is no longer needed for public use; and

WHEREAS, it is the Boards intention to sell the surplus property through an online auction as authorized by P.L. 2001, C30 and outlined in Local Finance Notice 2019-15 and will be conducted through Municibid.com pursuant to State Contract 19-GNSV1-00696 in accordance with the terms of that contract.

BE IT THEREFORE RESOLVED, that the Board of Education approve the sale of the identified surplus property held as an online auction through Municibid.com under State Contract 19-GNSV1-00696; and

BE IT FURTHER RESOLVED, that any identified surplus property shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said property; and

BE IT FURTHER RESOLVED, that the Board reserves the right to accept or reject any bid submitted.

**13. OUT-OF-COUNTY TUITION-SCHOOL YEAR 2024-2025**

RESOLVED that the Middlesex County Magnet Schools Board of Education accept the following out-of-county students for the school year 2024-2025:

<u>Student</u>	<u>District/Agency Responsible for Tuition</u>	<u>Session</u>	<u>Campus</u>
281050	Linden	Full-Time	Perth Amboy

**14. DONATION - IRIS HAIR STUDIO ([Attachment G](#))**

WHEREAS, the Iris Hair Studio wishes to donate cosmetology supplies to the East Brunswick and Piscataway campus.

RESOLVED that the Middlesex County Magnet Schools Board of Education accept the donation as indicated in the attachment.

**15. DONATION - FOCUS CAMERA LLC ([Attachment H](#))**

WHEREAS, Focus Camera LLC wishes to donate HVAC equipment to the district.

RESOLVED that the Middlesex County Magnet Schools Board of Education accept the donation as indicated in the attachment.

**16. SCHOOL SAFETY AND SECURITY PLAN ([Attachment I on file in the BOE Office](#))**

WHEREAS, New Jersey Administrative Code (N.J.A.C. 6A:16-5.1) requires school districts to have a School Safety and Security Plan with plans, procedures, and mechanisms reviewed and updated annually.

WHEREAS, Middlesex County Magnet Schools has updated the current School Safety and Security Plan.

BE IT THEREFORE RESOLVED, that the Middlesex County Magnet Schools Board of Education approve the School Safety and Security Plan and the submission of the plans statement of assurance to the New Jersey Department of Education.

**17. BUDGET CALENDAR AND OBJECTIVES 2025-2026 ([Attachment J](#) & [Attachment K](#))**

WHEREAS, the District has created a potential budget calendar and objectives for the development of the 2025-2026 school year fiscal budget, and

WHEREAS, the preparation of the school budget, as well as the State imposed deadlines, require the budget process to begin in November of the current school year.

BE IT RESOLVED, that Middlesex County Magnet Schools Board of Education review and approve the attached Budget Calendar and Objectives for the 2025-2026 school year.

**18. PURCHASE OF AUTOMOTIVE EQUIPMENT – MOHAWK LIFTS ([Attachment L](#))**

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of the attached automotive equipment to Mohawk Lifts for \$37,300.71 on the basis of the New Jersey State Contract #22-FLEET-01983.

**19. APPLICATION FOR FUNDS – FY2025 INNOVATION DUAL ENROLLMENT PILOT PROGRAM**

BE IT RESOLVED that the Middlesex County Magnet Schools Board of Education approve application for 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	

**20. ACCEPTANCE OF FUNDS – EDUCATION RISK INSURANCE CONSORTIUM (A SUB FUND OF THE NEW JERSEY SCHOOL BOARDS ASSOCIATION INSURANCE GROUP) – SAFETY GRANT PROGRAM 2024**

BE IT RESOLVED that the Middlesex County Magnet Schools Board of Education approve acceptance of funds from the Education Risk Insurance Consortium, as follows:

<u>Project Title</u>	<u>Amount</u>
Safety Grant Program	\$10,048
Start: July 1, 2024	
End: June 30, 2025	
Project Manager: Satchell Haughton	

**21. APPLICATION FOR FUNDS – NEW JERSEY STATE DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT – PRE-APPRENTICESHIP IN CAREER EDUCATION (PACE) PROGRAM**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve application for funds from the New Jersey State Department of Labor and Workforce Development, as follow:

<u>Project Title</u>	<u>Amount</u>
Pre-Apprenticeship in Career Education (PACE) Program	\$150,000
Start: January 1, 2025	
End: June 30, 2026	
Project Manager: Adam Recktenwald	

**22. APPLICATION FOR FUNDS – NEW JERSEY STATE DEPARTMENT OF EDUCATION – EXPANDING CAREER PATHWAYS IN ARTIFICIAL INTELLIGENCE**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve application for funds from the New Jersey State Department of Education, as follow:

<u>Project Title</u>	<u>Amount</u>
Expanding Career Pathways In Artificial Intelligence	\$375,000
Start: February 1, 2025	
End: January 31, 2026	
Project Manager: Lee Neamand	

**23. ACCEPTANCE OF FUNDS – NEW JERSEY DEPARTMENT OF EDUCATION – CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION – SECONDARY FY 2025**

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

<u>Project Title</u>	<u>Amount</u>
Carl D. Perkins Secondary FY 2025	\$858,533
From: July 1, 2024	
To: June 30, 2025	
Project No. V048A210030	
Project Manager: Lee Neamand	

**24. BUDGET MODIFICATION - INNOVATION DUAL ENROLLMENT PILOT COMPETITIVE GRANT - (Attachment M)**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve a budget modification for Innovation Dual Enrollment Pilot Competitive Grant funded through the State of New Jersey Department of Education as outlined in the attached Budget Summary.

**25. BUDGET MODIFICATION - NEW JERSEY DEPARTMENT OF EDUCATION – CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION – SECONDARY FY 2025 - (Attachment N)**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve a budget modification for Carl D. Perkins Vocational and Applied Technology Education - Secondary FY 2025 funded through the State of New Jersey Department of Education as outlined in the attached Budget Summary.

**26. BUDGET MODIFICATION - ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) - (Attachment O)**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve a budget modification for the 2024-25 Elementary and Secondary Education Act to reallocate funds as outlined in the attached Budget Summary.

BE IT FURTHER RESOLVED that the modification does not increase or decrease the total 2024-25 grant award received from the State of New Jersey. It represents a reallocation of current funds and an allocation of previously awarded (carryover) funds left over from the 2023-24 program to the GAAP Budget accounts in the originally approved spending plan submitted to the New Jersey Department of Education.

**FACILITIES/TECHNOLOGY ITEMS**

**27. 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>
East Brunswick	Cafeteria HVAC Replacement
East Brunswick	Cafeteria and Gym Roof Replacement
Piscataway	VAV Replacement

**28. PURCHASE OF LOCKDOWN BUTTONS WITH CELLULAR BACKUP - EASTERN DATACOMM**

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase Lockdown buttons with cellular backup at the East Brunswick, Edison, Piscataway, Perth Amboy, and Woodbridge Campus to Eastern DataComm in the amount of \$35,586.00 on the basis of Monmouth Ocean Educational Service Commission (MOECS) Cooperative Agreement #25-11 school communication and safety.

**29. SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN (Attachment P & Attachment Q)**

WHEREAS, the Department of Education required New Jersey School Districts to submit a three-year comprehensive maintenance plan along with the annual maintenance worksheet (M-1) documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed for the various school facilities of the Middlesex County Magnet Schools are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid.

**30. SNOW PLOWING – NO BIDS - DISTRICT**

WHEREAS Middlesex County Magnet Schools has advertised for snow plowing sealed bids to be received on October 2nd and October 24th, and

WHEREAS three (3) bid packets were sent out for the first bid and four (4) bid packets were sent out for the second bid and on both dates the District did not receive any response.

BE IT THEREFORE RESOLVED that the Middlesex Magnet Schools Schools Board of Education authorize the Business Administrator to negotiate an agreement for 2024-25 snow plowing services on an as needed basis in the absence of any bids on two occasions in accordance with N.J.S.A 18A:18A5(c).

**31. BID AWARD - EXTERIOR MAINTENANCE AGRISCIENCE - EAST BRUNSWICK CAMPUS ([Attachment R](#))**

WHEREAS, sealed bids were received on October 30, 2024 in response to newspaper advertising in the "Home News Tribune" and "The Courier News" for Exterior Maintenance Agriscience 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 Exterior Maintenance Agriscience Base Bid, Alt. Bid 1, and Alt. Bid 2 at the East Brunswick campus to Michael J. Malpere Co., Inc. for a total of \$95,260 on the basis of lowest responsible bidder.

**32. PURCHASE OF TECHNOLOGY SUPPLIES - MRA INTERNATIONAL ([Attachment S](#))**

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of technology supplies to MRA International for \$3,428.00 on the basis of the appropriate State Contract/Cooperative Purchasing Agreement, as indicated in the attachment.

**33. PURCHASE OF TECHNOLOGY SUPPLIES – DELL TECHNOLOGIES ([Attachment T](#))**

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of the attached technology supplies to Dell Technologies for \$13,281.02 on the basis of the New Jersey State Contract #M0483/24-TELE-71883.

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

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of the attached technology supplies to CDW-G for \$40,839.72 on the basis of the appropriate State Contract/Cooperative Purchasing Agreement, as indicated in the attachment and supported through the Carl D. Perkins Secondary Program.

**35. PURCHASE OF TECHNOLOGY SUPPLIES – SHI ([Attachment V](#))**

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of the attached technology supplies to SHI for \$2,930.10 on the basis of Cooperative Purchasing Agreement NJSBA ACES-CPS #E-8801, as indicated in the attachment.

**36. PURCHASE OF LOCKERS– NICKERSON**

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of Lockers at the Edison campus to Nickerson for \$12,367.34 under the ESCNJ Cooperative Purchasing Agreement 22/23-43.



**37. PURCHASE OF VOCATIONAL PROGRAM SUPPLIES— GRAINGER ([Attachment W](#))**

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of the attached program supplies to Grainger for \$12,286.93 on the basis of New Jersey State Contract #19-FLEET-00566 as indicated in the attachment.

**38. CHANGE ORDERS - CAPITAL PROJECTS ([Attachment X](#))**

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****39. FIRE DRILLS/SECURITY DRILLS**

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

**40. 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](#))

**41. MEMORANDUM OF AGREEMENT/2024-2025 SCHOOL YEAR**

That the Board of Education approves the Memorandum of Agreement between the Board of Education and Law Enforcement Officials for the 2024-2025 school year as recommended by the Superintendent. A copy is on file at the Board Office.

**BUILDINGS & GROUNDS REPORT (Satchell Haughton)**

[Attached Report](#)

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

None

**STUDENT REPRESENTATIVE REPORT**

(Haley Poulsen - East Brunswick) -

**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 November 13, 2024, 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 7:55 pm.

Respectfully submitted,

*Joseph Howe*

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Joseph Howe  
Board Secretary