



## Annual Organization Meeting Minutes | November 13, 2024 | 7:00 p.m.

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

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

**Absent:** Mr. Anderson and Mr. Tartara

**Also Present:** Mr. Diaz, Superintendent, Mr. 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

**Mr. Howe temporarily chaired the meeting for the election of Board President.**

**Mr. Howe 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 October 16, 2024.
- Posted on the Middlesex County Magnet Schools website ([www.mcmsnj.net](http://www.mcmsnj.net)) on October 11, 2024.
- Mailed to the five (5) duly appointed Board Members.

## **ELECTION OF OFFICERS**

### **1. BOARD PRESIDENT**

Mr. Howe calls for nominations for the Office of President.

Ms. Czarneski nominated Mr. Jones, seconded by Mrs. Faustini.

There being no further nominations Mr. Howe closed the nomination period and moved to a vote.

Mr. Howe recorded a roll call vote for Mr. Jones as follows:

Mr. Jones	Yes
Ms. Czarneski	Yes
Mrs. Faustini	Yes

With a three (3) vote majority of the Board, Mr. Jones was elected President of the Board of Education.

**Mr. Jones, newly elected Board President assumes the Chair.**

**2. BOARD VICE PRESIDENT**

Mr. Jones called for nominations for the Office of Vice President.

Mrs. Faustini nominated Ms. Czarneski, seconded by Mr. Jones.

There being no further nominations Mr. Jones closed the nomination period and moved to a vote.

Mr. Howe recorded a roll call vote for Ms. Czarneski as follows:

Mr. Jones	Yes
Ms. Czarneski	Yes
Mrs. Faustini	Yes

With a three (3) vote majority of the Board, Ms. Czarneski was elected Vice President of the Board of Education.

**ADOPTIONS, DESIGNATIONS, AND AUTHORIZATIONS**  
**(Business Administrator)**

**3. SIGNATORY FOR BOARD**

RESOLVED that the Middlesex County Magnet Schools Board of Education authorize the President of the Board, and in the absence of the President, the Vice President of the Board, to sign all necessary Instruments on behalf of the Board.

**4. REAFFIRMATION OF POLICIES AND PROCEDURES**

RESOLVED that all existing Middlesex County Magnet Schools Board of Education policies and procedures be reaffirmed until otherwise changed or amended by subsequent action of the Middlesex County Magnet Schools Board of Education.

**5. REAFFIRMATION OF CURRICULA, COURSE OF STUDY OUTLINES, AND TEXTBOOKS**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve reaffirmation of Middlesex County Magnet Schools existing curricula, the most recent editions of all Middlesex County Magnet Schools Course of Study Outlines, and the textbooks currently in use.

**6. DESIGNATION OF BANKS**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the designation of the following banks as depositories for the Middlesex County Magnet Schools Board of Education's funds:

TD Bank

Wells Fargo Bank

**7. SIGNATORIES FOR WARRANTS**

RESOLVED that the Middlesex County Magnet Schools Board of Education authorize the following warrant signatories for Board operations:

Operating Account

Payroll Account

Board President

Treasurer

Superintendent

Business Administrator

Treasurer

**8. ELECTRONIC FUNDS TRANSFER**

RESOLVED that the Middlesex County Magnet Schools Board of Education authorize the School Business Administrator to initiate claims, that have been approved by the Board of Education for payment, to be paid using an approved electronic funds transfer (EFT) method and designate the Superintendent as the person responsible to review a claim for payment presented by the School Business Administrator and authorize the payment using EFT.

**9. DESIGNATION OF 403B PLAN PROVIDERS**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the designation of the following 403b plan providers in conjunction with the Employee 403b Plan administered by the District:

Valic

AXA Equitable

**10. SCHEDULED PUBLIC MEETINGS - DECEMBER 11, 2024 THROUGH NOVEMBER 1, 2025**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the following scheduled public meetings of the Middlesex County Magnet Schools Board of Education for the period December 11, 2024 through November 1, 2025.

<b>2024</b>					
December	11	Monthly Meeting	Wednesday	7:00 p.m.	East Brunswick School
<b>2025</b>					
January	8	Monthly Meeting	Wednesday	7:00 p.m.	East Brunswick School
February	12	Monthly Meeting	Wednesday	7:00 p.m.	East Brunswick School
March	12	Monthly Meeting	Wednesday	7:00 p.m.	East Brunswick School
April	9	Monthly Meeting	Wednesday	7:00 p.m.	East Brunswick School
May	14	Monthly Meeting	Wednesday	7:00 p.m.	Perth Amboy School
June	25	Monthly Meeting	Wednesday	7:00 p.m.	East Brunswick School
July	16	Monthly Meeting	Wednesday	7:00 p.m.	East Brunswick School
August	13	Monthly Meeting	Wednesday	7:00 p.m.	East Brunswick School
September	10	Monthly Meeting	Wednesday	7:00 p.m.	East Brunswick School
October	8	Monthly Meeting	Wednesday	7:00 p.m.	East Brunswick School
November	1	<b>Organization Meeting</b>	Saturday	7:00 p.m.	East Brunswick School
November	1	Monthly Meeting	Saturday	7:15 p.m.	East Brunswick School

**11. OFFICIAL NEWSPAPERS**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the Home News Tribune and the Courier News as official newspapers for public advertising of the Board of Education.

**ANNUAL APPOINTMENTS**  
**(Board President)**

**12. BOARD OF SCHOOL ESTIMATE MEMBERS**

RESOLVED that Mr. Jones and Ms. Czarneski be appointed to serve as Board of Education members of the Middlesex County Magnet Schools Board of School Estimate for the year November 13, 2024 to October 31, 2025.

BE IT FURTHER RESOLVED that Mr. Anderson and Mr. Tartara serve, in an emergency, as alternate Board of Education Members of the Middlesex County Magnet Schools Board of School Estimate for the year November 13, 2024 to October 31, 2025.

**13. DELEGATE TO NEW JERSEY SCHOOL BOARDS ASSOCIATION APPOINTED**

RESOLVED that Ms. Czarneski be appointed Middlesex County Magnet Schools District Delegate to the New Jersey School Boards Association for the year November 13, 2024 to October 31, 2025 and that Mr. Jones be appointed alternate Delegate.

**14. DELEGATE TO MIDDLESEX COUNTY SCHOOL BOARDS ASSOCIATION APPOINTED**

RESOLVED that Mr. Jones be appointed Middlesex County Magnet Schools District Delegate to the Middlesex County Schools Boards Association for the year November 13, 2024 to October 31, 2025 and that Ms. Czarneski be appointed Alternate Delegate.

**15. COMMITTEES APPOINTED**

The following committees were appointed by the President of the Board:

<u><b>Committee</b></u>	<u><b>Board Members</b></u>
Personnel and Administrative Services (including Policy)	*Ms. Czarneski
	Mr. Jones
Subcommittee – Negotiations	*Mr. Jones
	Ms. Czarneski
Curriculum and Instruction	*Mr. Tartara
	Ms. Czarneski
Business and Operations (including Finance)	*Ms. Czarneski
	Mr. Jones
Subcommittee - Building & Grounds	*Mr. Jones
	Ms. Czarneski
Student Affairs and Instruction	*Ms. Czarneski
	Mr. Jones
Adult Education	*Mrs. Faustini
	Ms. Czarneski

\* Chairperson

**APPROVE ALL ITEMS ON THE CONSENT AGENDA**

A motion was made by Mr. Jones and seconded by Mrs. Faustini that the Middlesex County Magnet Schools Board of Education approves all items on the consent agenda of the organizational meeting of November 13, 2024.

**On a Roll Call Vote:**

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

**ADJOURNMENT**

A motion by Mr. Jones and seconded by Ms. Czarneski that there being no further business the meeting be adjourned at 7:10 pm.

Respectfully submitted,

*Joseph J. Howe*

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Joseph Howe  
Board Secretary