



**MIDDLESEX COUNTY MAGNET SCHOOLS
(Formerly Middlesex County Vocational & Technical Schools)
BOARD OF EDUCATION**

Business/Public Meeting Minutes | November 1, 2022 | 7:17 p.m.

Mr. Jones, Board President called the meeting to order at 7:17 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 16, 2021.
- Posted on the Middlesex County Magnet Schools website (www.mcmsnj.net) on November 16, 2021.
- Mailed to the five (5) duly appointed Board Members.

Correspondence

Presentations:

MINUTES

1. ACCEPTANCE OF MINUTES

October 11, 2022

Business-Public Meeting ([Minutes 10.11.2022](#))

October 11, 2022

Closed Executive Session

EDUCATION & CURRICULUM ITEMS

2. APPROVE/FIELD OBSERVATION - 2022-2023 SCHOOL YEAR

That the Board of Education approves the field observation listed below for an undergraduate student at Kean University during the 2022-2023 school year, as recommended by the Superintendent.

Name	Period	Supervisor
Nicole Galante	January 1, 2023 - May 12, 2023 (5 days per week)	Louis Horowitz East Brunswick Campus

3. NJSLA TEST RESULTS - ADDENDUM

The following is an addendum to the September BOE presentation for the NJSLA test results. This addendum contains the NJGPA summary results, which were released October 13, 2022. A statistical breakdown of the NJSLA was also included. Please note the NJGPA results are a reflection of a field test and as per [Executive Order, P.L.2022, c.60 \(ACS for A-3196/S-2349\)](#) signed by Governor Murphy will not count towards graduation requirements. ([Attachment 1](#)) ([Attachment 2](#))

4. APPROVE/NURSING SERVICES PLAN

That the Board of Education approves the [Nursing Services Plan](#) for the 2022-2023 school year, as recommended by the Superintendent of Schools.

5. APPROVE/NJQSAC DISTRICT PERFORMANCE REVIEW (DPR)

That the Board of Education approves the [NJQSAC DPR Self-Assessment](#) conducted on October 28, 2002, and approves submission to the NJDOE, as recommended by the Superintendent of Schools.

POLICY ITEMS

6. APPROVE 2ND READING/REVISION OF POLICY & REGULATIONS

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

- [Policy 0143.2](#) High School Student Representative to the Board of Education
- [Policy 0163](#) Quorum
- [Policy 1511](#) Board of Education Website Accessibility
- [Policy 2415](#) Every Student Succeeds Act
- [Policy 3216](#) Dress and Grooming
- [Policy 3270](#) Professional Responsibilities
- [Policy 4216](#) Dress and Grooming
- [Policy 5513](#) Care of School Property
- [Policy 5517](#) School District Issued Student Identification Cards
- [Policy 5722](#) Student Journalism
- [Policy 5512](#) Harassment, Intimidation, or Bullying

- [Regulation 5513](#) Care of School Property
- [Regulation 3270](#) Lesson Plans and Plan Books

PERSONNEL ITEMS

7. 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
Jeanette Mulligan	Retirement	Administrative Assistant to Principal	WA	N/A	N/A	1/1/23	N/A

B. Leaves of Absence							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
N/A							

C. Appointments/New Hires							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Dilcia P. Cortez	New Hire	Administrative Assistant to Director	CO	\$50,220	C-11	11/14/22	6/30/23
Briana Cruz	Substitute	Substitute	N/A	\$150/Day	N/A	11/2/22	N/A
Meghan Moir	Substitute	Substitute	N/A	\$150/Day	N/A	11/2/22	N/A
Michael O'Hara	Substitute	Substitute	N/A	\$150/Day	N/A	11/2/22	N/A
Kevin Rusin	New Hire	Custodian 2nd Shift Differential	PI	\$41,416	Step 6	11/14/22	6/30/23

D. Transfers/Salary Changes							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
N/A							

E. Extracurricular / Extra Pay - Athletic							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Michael Peters	Sports - Basketball	Varsity Boys Basketball Coach	PA	\$7,650	N/A	11/2/22	6/30/23

F. Extracurricular / Extra Pay - Non-Athletic							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
George Gent	Direct supervision of students one hour before school	Extra Duty/Extra Pay	PI	\$41/hr.	N/A	11/2/22	6/30/23
Patricia Forsman	Paid Assignment	Newsletter Editor	PA	\$1,413	N/A	11/2/22	6/30/23
Jilian Rise	Paid Assignment	9th Grade Advisor	PA	\$1,233	N/A	11/2/22	6/30/23
David McNamara	Paid Assignment Resignation	Organized Sports Advisor	PI	N/A	N/A	11/2/22	6/30/23
Robert Araujo	Paid Assignment	Organized Sports Advisor	PI	\$1,413	N/A	11/2/22	6/30/23

G. TITLE I/ESSER Funds							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Timothy Sexton	new Hire	Teacher of English (Title I)	PI	\$64,257	F-3-6	11/14/22	6/30/23

H. ADULT EVENING SCHOOL							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Aiden Fash	Part Time Employment	Tool Crib Attendant	PI	\$15/hr.	N/A	11/2/22	6/30/23

- 8. APPROVE/SITE SUPERVISOR/CLOCK OPERATOR - BASKETBALL 2022-2023 SCHOOL YEAR**
That the Board of Education approves the attached list of personnel for the positions of site supervisor/clock operator for the 2022-2023 school year, as recommended by the Superintendent. ([Attachment](#))

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, September 30, 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 \$2,130,327.43, the October 14, 2022 payroll presented for payment in the amount of \$1,263,305.92 and the October 31, 2022 payroll presented for payment in the amount of \$1,234,037.61.
- 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 – HIGH SCHOOL 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
Isabel Dasilva	12/4/22-12/6/22	NJASL Fall Conference	\$250.00	\$85.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Patricia Forsman	12/4/22-12/6/22	NJASL Fall Conference	\$250.00	\$0.00	\$0.00	\$96.49	\$0.00	\$0.00	\$0.00	\$0.00
Lindsey Hintelmann	12/4/22-12/6/22	NJASL Fall Conference	\$250.00	\$54.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cleo Mack	10/6/2022 (Retro)	500 Hr Yoga Certification	\$937.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rafael Nava	11/7/22-11/19/22	ACTFEL 2022 Annual Convention & World Language	\$285.00	\$221.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Francine Thompson	11/15/2022	NJASBO Workshop	\$125.00	\$45.59	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Karl Knehr	11/15/2022	NJASBO Workshop	\$125.00	\$37.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

16. SALE OF SURPLUS PROPERTY ([Attachment G](#))

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.

17. SCHOOL SAFETY AND SECURITY PLAN ([Attachment H 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.

18. SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN ([Attachment I](#) & [Attachment J](#))

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.

THEREFORE BE IT RESOLVED, that the Middlesex County Magnet Schools Board of Education approve the attached Comprehensive Maintenance Plan/schedule M-1 and its submission to the Department of Education in compliance with regulations.

19. BUDGET CALENDAR AND OBJECTIVES 2023-2024 (Attachment K & Attachment L)

WHEREAS, the District has created a potential budget calendar and objectives for the development of the 2023-2024 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 2023-2024 school year.

20. USE OF FACILITIES

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

<u>Date</u>	<u>Organization</u>	<u>School</u>	<u>Facility</u>
11/6/2022	Middlesex County Young Democrats	East Brunswick	Cafeteria/Kitchen
11/5-11/6/2022	RENJ	Piscataway	Field
11/12-11/13/2022	RENJ	Piscataway	Field
12/13/2022	RENJ	Piscataway	Classroom
2/4/2023	RENJ	Piscataway	Cafeteria/Classroom

21. DONATION OF VASES

RESOLVED, that the Middlesex County Magnet Schools Board of Education accept the following donation to the East Brunswick Agriscience Program:

3 Boxes of Glass Vases

22. PURCHASE OF FURNITURE – GLOBAL % ALLIED EQUIPMENT

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of furniture to Global % Allied Equipment for \$876.96 under the ESCNJ Cooperative Purchasing Agreement 22/23-08 as listed below:

<u>Location</u>	<u>Qty.</u>	<u>Description</u>	<u>Amount</u>
Admin	1	Office Chair	\$876.96

23. PURCHASE OF TECHNOLOGY SUPPLIES – CDW-G (Attachment M)

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of the attached technology supplies to CDW-G for \$14,316.63 on the basis of the appropriate State Contract/Cooperative Purchasing Agreement, as indicated in the attachment.

24. BUILDING MANAGEMENT SYSTEM HARDWARE AND SOFTWARE MAINTENANCE AGREEMENT – HONEYWELL INTERNATIONAL INC. – EAST BRUNSWICK CAMPUS

WHEREAS, a proposal was received from Honeywell International Inc. to provide a service contract for the maintenance of the Building Management System hardware and software at the East Brunswick Campus.

WHEREAS, Honeywell International has proposed to provide the following at a cost of \$58,096.99:

- (12) Preventative maintenance and (6) break/fix repairs scheduled visits annually of covered software and hardware

- Various real time reporting analytical data with complete system monitoring
- System administration and backups with patches as needed
- System training
- Preferred labor rates for system repairs outside of the agreed upon annual visitation

WHEREAS, the contract may be awarded without advertising under 18A:18A-5(19) maintenance of proprietary hardware and software.

BE IT THEREFORE RESOLVED that the Middlesex County Magnet Schools Board of Education award Honeywell International Inc. a contract to maintain the Building Management system proprietary hardware and software at the East Brunswick Campus in the amount of \$58,096.99.

25. PURCHASE OF CHARTER BUS SERVICE – ATHLETIC TRIPS – WINTER (BASKETBALL/CHEERLEADING 2022-2023) ([Attachment N](#))

Sealed proposals were received October 7, 2022 in response to newspaper advertising in the "Home News Tribune" and the "Courier News" for charter bus service for basketball/cheerleading trips, as attached.

RESOLVED that the Middlesex County Magnet Schools Board of Education purchase charter bus service for basketball/cheerleading trips for Road to Success for \$78,000.00 on the basis of lowest responsible bid.

26. SNOW PLOWING – NO BIDS - EAST BRUNSWICK AND PISCATAWAY CAMPUSES

WHEREAS Middlesex County Magnet Schools has advertised for snow plowing sealed bids to be received on October 7th and October 21st, and

WHEREAS five (5) bid packets were sent out for the first bid and three (3) 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 2022-23 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.).

27. SNOW PLOWING – NO BIDS - PERTH AMBOY AND WOODBRIDGE CAMPUSES

WHEREAS Middlesex County Magnet Schools has advertised for snow plowing sealed bids to be received on October 7th and October 21st, and

WHEREAS five (5) bid packets were sent out for the first bid and three (3) 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 County Magnet Schools Board of Education authorize the Business Administrator to negotiate an agreement for 2022-23 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.).

28. FALL FIELD TRIPS – NO BIDS - DISTRICT

WHEREAS Middlesex County Magnet Schools has advertised for fall field trips sealed bids to be received on October 14th and October 28th, and

WHEREAS seven (7) bid packets were sent out for the first bid and six (6) 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 Board of Education authorize the Business Administrator to negotiate a price with an appropriate vendor for these services in accordance with N.J.S.A. 18A:18A5(c).

29. CHANGE ORDERS - CAPITAL PROJECTS ([Attachment O](#))

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.

30. YOUTH TRANSITIONS TO WORK PROGRAM AGREEMENT

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the Agreement with the International Alliance Theatrical Stage Employees Local 59 as a consortium as a youth to work transitions program.

31. APPLICATION/ACCEPTANCE OF FUNDS – NCAF YOUTH TRANSITION TO WORK - YTTW - PARTNER AWARD

RESOLVED that the Middlesex County Magnet Schools Board of Education approve application/acceptance of funds from the Northeast Carpenters Apprenticeship Fund as follows:

<u>Project Title</u>	<u>Amount</u>
NCAF Youth Transition to Work	\$ 1,500
From: September 1, 2022	
To: November 30, 2022	
Project Manager: Adam Recktenwald	

32. APPLICATION FOR FUNDS – NCAF YOUTH TRANSITION TO WORK - YTTW - PARTNER AWARD

RESOLVED that the Middlesex County Magnet Schools Board of Education approve application for funds from the Northeast Carpenters Apprenticeship Fund as follows:

<u>Project Title</u>	<u>Amount</u>
NCAF Youth Transition to Work	\$ 1,500
From: December 1, 2022	
To: May 31, 2024	
Project Manager: Adam Recktenwald	

33. ACCEPTANCE OF FUNDS – EDUCATION RISK INSURANCE CONSORTIUM (A SUB FUND OF THE NEW JERSEY SCHOOL BOARDS ASSOCIATION INSURANCE GROUP) – SAFETY GRANT PROGRAM 2022

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	\$22,822
From: July 1, 2022	
To: June 30, 2023	
Project Manager: Francis Cap	

34. ACCEPTANCE OF FUNDS – NEW JERSEY DEPARTMENT OF EDUCATION – CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION – POST-SECONDARY FY 2023 (STATE FUNDS)

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>
Carl D. Perkins Post-Secondary FY 2023 (State Funds Only)	\$126,812
From: July 1, 2022	

To: June 30, 2023
 Project No. PSFS3150-23
 Project Manager: Dawn Lystad

35. ACCEPTANCE OF FUNDS – NEW JERSEY DEPARTMENT OF EDUCATION – CARL D. PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION - SECONDARY FY 2023

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>
Carl D. Perkins Secondary FY 2023	\$717,701
From: July 1, 2022	
To: June 30, 2023	
Project No. 233150-FY23	
Project Manager: Lee Neamand	

OTHER MOTIONS

36. FIRE DRILLS/SECURITY DRILLS

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

37. 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](#))

38. APPROVE/SCHOOL SECURITY SERVICES

That the Board of Education approves contracted School Security Services provided through Middlesex College. Armed and Unarmed security guards will be assigned to East Brunswick, Edison, and Piscataway campuses.

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.

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 November 1, 2022, 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 unanimously.

ATTORNEYS REPORT - ANNUAL ETHICS REVIEW ([Attached](#))

OTHER MATTERS

The Superintendent discussed the Press Conference held today at Middlesex College regarding the announcement of the college's new strategic plan. In partnership with the State of New Jersey and Edison Township, Middlesex County will be improving the college campus through several projects including the construction of a workforce development conference center, an open air multipurpose community venue, a community park, a new student center, a new athletic complex, and a second magnet school on campus.

ADJOURNMENT

A motion was made by Ms. Czarneski and seconded by Mr. Anderson that there being no further business the meeting be adjourned at 8:10 pm.

Respectfully submitted,

Karl J. Knehr

Karl J. Knehr
Board Secretary