



MIDDLESEX COUNTY MAGNET SCHOOLS BOARD OF EDUCATION

Business/Public Meeting Minutes | September 13, 2023 | 7:00 p.m.

Mr. Jones, Board President called the meeting to order at 7:02 pm.

Mr. Knehr, called the roll:

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

Absent: Mr. Tartara

Also Present: Mr. Diaz, Superintendent, Mr. Knehr, Board Secretary/Business Administrator, Mr. Bicsko, Assistant Superintendent, Mr. Johnson, Director of Personnel, 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 14, 2022.
- Posted on the Middlesex County Magnet Schools website (www.mcmsnj.net) on November 2, 2022.
- Mailed to the five (5) duly appointed Board Members.

Correspondence

Presentations

- [Graduation Data](#)
- [NJQSAC Results](#)

MINUTES

1. **ACCEPTANCE OF MINUTES**

August 9, 2023

Business-Public Meeting ([Minutes 8.9.2023](#))

EDUCATION & CURRICULUM ITEMS

2. **APPROVE/FIELD OBSERVATION - 2023-2024 SCHOOL YEAR**

That the Board of Education approves the field observation listed below for an undergraduate student at Kean University during the 2023-2024 school year. Completion of a criminal history background check prior to starting will be required, as recommended by the Superintendent.

Name	Period	Supervisor
Moustafa Amer	September 5, 2023 to December 15, 2023 (5 days per week)	Scott Modezelewski, Woodbridge Academy

Ms. Sarah Rubin, Supervisor of Instruction, will oversee the field observation.

3. APPROVE/DISTRICT OBSERVATION AND EVALUATION GUIDEBOOK/2023-2024 (Revised)

That the Board of Education approves the Observation and Evaluation Guidebook for the 2023-2024 school year, which also includes the Evaluation Tools for each staff category, as presented and as recommended by the Superintendent. ([Attachment](#))

POLICY ITEMS**4. WAIVE POLICY 0131 AND APPROVE/ADOPT ON 1ST READING**

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

- [Policy 1642.01 Sick Leave](#)
- [Policy 2624 Grading System](#)
- [Regulation 1642.01 Sick Leave](#)
- [Regulation 2419 New School Threat Assessment](#)

PERSONNEL ITEMS**5. 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
Erica DeLosSantos	Resignation	Assistant Principal	PI	N/A	N/A	10/11/23	N/A
Debra Haghighat	Resignation	Teacher of Computer Technology	PA	N/A	N/A	10/27/23	N/A
Jose Henriques	Resignation	Teacher of Mathematics	EB	N/A	N/A	10/27/23	N/A

B. Leaves of Absence							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Jason Garzone	NJFLA (Baby Bonding)	Assistant Principal	EB	N/A	N/A	11/27/23	2/22/24
Karmela Hadjoannou	NJFLA (Baby Bonding Revised)	Administrative Assistant to Director	CO	N/A	N/A	9/26/23	12/18/23

C. Appointments/New Hires							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Tara Bloom	New Hire	Teacher of Mathematics	EB	\$85,717	F-3-15	11/14/23	6/30/24
Rowena Frankenbush	New Hire	Administrative Assistant to the Director	CO	\$51,842	C-5	9/26/23	6/30/24
Nadia Guzman	Revised Start Date	Teacher of Baking	PI	\$80,317	C-1-14	9/1/23	6/30/24
MariaChristina Mercogliano	Revised Start Date	Teacher of Culinary Arts	EB	\$80,317	C-1-14	9/1/23	6/30/24

D. Transfers/Salary Changes							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Amro Mosaad	Promoted to Principal	Principal	EA	\$140,000	N/A	8/16/23	6/30/24
Kelly Nakielny	Transfer from EB to EA	Assistant Principal	EA	N/A	N/A	9/1/23	6/30/24

E. Extracurricular / Extra Pay - Athletic							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Wallace Smith	CPR/AED Certification for Staff	CPR/AED/First Aid instructor (Days working: 9/16, 9/23, 9/30, 10/7)	EB	Per Diem	N/A	9/14/23	6/30/24
Nikki Karas	Sports - Soccer	Junior Varsity Boys Soccer Coach	PA	\$3,774	N/A	9/14/23	6/30/24
Ronnie Danie (Pending CHR)	Sports - Soccer	Volunteer Assistant Coach	PA	N/A	N/A	9/14/23	6/30/24

F. Extracurricular / Extra Pay - Non-Athletic							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Susan Anglum	Direct supervision of students one hour before school	Extra Duty/Extra Pay	PI	\$41/hr.	N/A	9/14/23	6/30/24
James Waiter	Direct supervision of students one hour before school	Extra Duty/Extra Pay	PI	\$41/hr.	N/A	9/14/23	6/30/24
Evelyn Schwenck	Direct supervision of students one hour before school	Extra Duty/Extra Pay	PI	\$41/hr.	N/A	9/14/23	6/30/24
Roberto Inclan	Direct supervision of students one hour before school	Extra Duty/Extra Pay	PI	\$41/hr.	N/A	9/14/23	6/30/24
Lena Bilotti	Direct supervision of students one hour before school	Extra Duty/Extra Pay	PI	\$41/hr.	N/A	9/14/23	6/30/24
Karen Fox	Direct supervision of students one hour before school	Extra Duty/Extra Pay	PI	\$41/hr.	N/A	9/14/23	6/30/24

6. APPROVE/DISTRICT SAFETY TEAMS/2023-2024 SCHOOL YEAR

That the Board of Education approves the attached list of District Safety Teams for the 2023-2024 school year, as recommended by the Superintendent. ([Attachment](#))

7. EMPLOYMENT OF PAID ASSIGNMENTS

That the Board of Education approves the attached list of Paid Assignments for the 2023-2024 school year as presented, as recommended by the Superintendent. ([Attachment](#))

8. APPROVE/STUDENT PERFORMING ARTS/CULINARY ARTS TECHNICIANS/2023-2024 SCHOOL YEAR

That the Board of Education approves the attached list of Student Performing Arts/Culinary Arts Technicians for the 2023-2024 school year, as recommended by the Superintendent. ([Attachment](#))

9. ACCEPTANCE OF SUPERINTENDENT MERIT GOALS/2023-2024

That the Board of Education accepts the Merit Goals of Jorge E. Diaz, Superintendent of Schools, for the 2023-2024 school year pending submission and approval by the Interim Executive Superintendent of Schools.

- **Qualitative Goal** - Danielson Framework for Teacher Implementation
- **Qualitative Goal** - Non-traditional Enrollment in CTE Campaign
- **Quantitative Goal** - Distinguished Leaders Program
- **Quantitative Goal** - Increase in Algebra I Student Growth

BUSINESS AND FINANCE ITEMS & REPORT

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

BE IT RESOLVED that the Middlesex County Magnet Schools Board of Education approve the attached transfers in the 2023-24 budget.

11. 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, July 31, 2023 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.

12. 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 \$3,889,118.78, the August 15, 2023 payroll presented for payment in the amount of \$327,383.39 and the August 31, 2023 payroll presented for payment in the amount of \$530,094.94.

13. 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 2023-2024 school year as recommended by the Superintendent.

14. 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
Erin Creighton	9/23/23	HOSA - Student Chaperone	\$500.00	\$0.00	\$0.00	\$727.00	\$0.00	\$166.00	\$276.50	\$0.00
Andy Greatorex	9/15/23	Avid Pro - Tools Workshop	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Katie Elko	10/12/23	NJSCA Workshop	\$134.00	\$12.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cleo Mack	9/28/23	Dance Educators Workshop	\$445.00	\$0.00	\$0.00	\$313.50	\$49.36	\$562.60	\$0.00	\$0.00
Kylie Naylor	11/1/23	FFA Convention	\$80.00	\$74.00	\$0.00	\$483.00	\$82.11	\$347.80	\$241.50	\$50.00

15. SALE OF SURPLUS PROPERTY ([Attachment E](#))

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.

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>
9/19, 10/17, 11/21	Rider Ed	Piscataway	Classroom
10/21	PCA of USA	East Brunswick	Gym/Cafeteria

17. DONATION - ENBRIDGE INC.

WHEREAS, Collision Repair Education Foundation wishes to donate 5 pallets of Masking Tape 24mmx55m to the auto collision repair program at our Piscataway campus.

RESOLVED that the Middlesex County Magnet Schools Board of Education accept the donation as listed.

18. APPOINTMENT OF PERSONNEL TO FEDERAL ENTITLEMENT PROGRAMS ([Attachment F](#))

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the amended appointment of the attached personnel to the District's Federal Entitlement Programs for the 2023-24 school year.

19. SECURING OUR CHILDREN'S FUTURE BOND ACT - CAREER AND TECHNICAL EDUCATION PROGRAM EXPANSION GRANT - APPLICATION RESUBMISSION

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the resubmission of the application for the Career and Technical Education Program Expansion Grant reflecting a change in location from the East Brunswick campus to the Edison campus.

BE IT FURTHER RESOLVED, that the revised submission reflects no change in the already approved total project cost of \$30,850,000, the grant funds of \$23,137,500, and local share of \$7,712,500 (Middlesex County Board of Commissioners).

20. LETTER OF AGREEMENT - WORKPLACE INTERNSHIP GRANT - MIDDLESEX COUNTY OFFICE OF HUMAN SERVICES

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the letter of agreement between Middlesex County Magnet Schools and the Middlesex County Office of Human Services providing funding in the amount of \$50,685 for paid student internships with the goal of workplace readiness.

21. CHILD NUTRITION COMMITTEE

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the following appointments to the Child Nutrition Committee at each campus:

East Brunswick

Michael Cappiello

Joseph Adochio

Jason Garzone

Kelly Nakielny

Lauren Pulgarin

MariaChristina Mercogliano

Kylie Naylor

Loryssa Como

Piscataway

Nicole Slade

Gary McGeehan

Antonia Mastrella

Kaitlyn Coste

Shay Swam

James Fox

Jason Baer

Perth Amboy

Brian Bilal

Rhonda Baskerville

Lee Resto

Nikki Karas

Patricia Dayeh-Tavares

Arlette Batista

Woodbridge

Robert Fuller

Sonja Paprota

Cristina Kelly

Irina Malykin

Jason Baer

Dhea Pringosussanto

22. UNEMPLOYMENT COST CONTROL SERVICES RENAISSANCE UNEMPLOYMENT INSURANCE CONSULTANTS, INC.

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the reappointment of Renaissance Unemployment Insurance Consultants, Inc. to provide Unemployment Cost Control Services commencing October 1, 2023 and ending September 30, 2024 at a fee of \$1,600.00 per year.

23. DESIGN SUPPORT SERVICES - NEW BUILDING CONSTRUCTION

RESOLVED that the Middlesex County Magnet Schools Board of Education approve additional professional services in connection with the construction of a new school building to SPP Architects in the amount of \$34,500 for design support services during the grant approval process.

BE IT FURTHER RESOLVED, that the contract was awarded using a deliberative process, including and considering, prior performance, experience, and market cost surveys, as a professional service exempt from public bid under 18A:18A-5.

24. ADDITIONAL ENGINEERING SERVICES - NEW BUILDING CONSTRUCTION

RESOLVED that the Middlesex County Magnet Schools Board of Education award a professional service contract to French & Parrello Associates for additional engineering services in connection with the construction of a new school building as follows:

Site Survey	\$9,900
Geotechnical Investigation	\$31,510
LSRP Services (preliminary assessment)	\$7,500
Environmental Site Investigation (if necessary)	<u>\$12,500</u>
	\$61,410

BE IT FURTHER RESOLVED, that the contract was awarded using a deliberative process, including and considering, prior performance, experience, and market cost surveys, as a professional service exempt from public bid under 18A:18A-5.

25. PURCHASE OF ANNUAL SUPPLIES ([Attachment G](#))

WHEREAS Sealed proposals were received August 22, 2023 in response to newspaper advertising in the "Home News Tribune" and the "Courier News" for annual building (lumber) and HVAC supplies, as attached.

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of annual building (lumber) and HVAC supplies to Eighteen Lumber for \$20,971.62, Johnstone Supply for \$4,264.73, and Warshauer for \$440.00 on the basis of lowest responsible bid.

26. PURCHASE OF TECHNOLOGY SUPPLIES – CDW-G ([Attachment H](#))

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of the attached technology supplies to CDW-G for \$42,018.99 on the basis of the appropriate State Contract/Cooperative Purchasing Agreement, as indicated in the attachment.

27. PURCHASE OF TECHNOLOGY SUPPLIES – SHI

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of the following technology supplies to SHI for \$28,271.00 on the basis of Cooperative Purchasing Agreement NJSBA ACES-CPS #E-8801, as follows:

<u>Qty.</u>	<u>Description</u>	<u>Amount</u>
425	Security Awareness Training Subscription	\$14,390.50
425	PhishER Plus Subscriptions	<u>\$13,880.50</u>
	Total:	\$28,271.00

28. SMARTnet COVERAGE/TECHNOLOGY EQUIPMENT PURCHASE – MILLENNIUM COMMUNICATIONS GROUP, INC.

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of SMARTnet coverage and technology equipment to Millennium Communications Group, Inc. for \$73,935.41 on the basis of New Jersey State Contract NASBO NJ-21TELE-015 (Cisco), New Jersey State Contract #A88740, and Hunterdon County Educational Service Commission Cooperative Agreement #HCECSC-22-01 as follows:

<u>Location</u>	<u>Description</u>	<u>Amount</u>
District	Network and IT infrastructure SMARTnet coverage	\$40,940.13
Edison	WilsonPro Distributed Antenna System with design and installation	<u>\$32,995.28</u>
	Total:	\$73,935.41

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

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. CAPITAL PROJECT BID - AGRISCIENCE BUILDING RENOVATIONS - EAST BRUNSWICK

WHEREAS, Middlesex County Magnet Schools advertised and received sealed bids on September 8, 2023 for agriscience building renovations at the East Brunswick 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).

31. APPLICATION FOR FUNDS – WORKPLACE INTERNSHIP GRANT - MIDDLESEX COUNTY DEPARTMENT OF HUMAN SERVICES

RESOLVED that the Middlesex County Magnet Schools Board of Education approve application for funds from the Middlesex County Department of Human Services, as follows:

<u>Project Title</u>	<u>Amount</u>
Paid Internship Program	\$50,685
From: January 1, 2023	
To: December 31, 2023	
Project Manager: Renee Davis	

OTHER MOTIONS**32. FIRE DRILLS/SECURITY DRILLS**

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

33. 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

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 August 9, 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.

PUBLIC COMMENT ON ANY MOTIONS OR OTHER ITEMS

The student representative, Pranav Joshi from the Edison Academy Magnet School gave the Board a report on all the activities, programs, and competitions happening at the Edison Academy.

ADJOURNMENT

A motion by Ms. Czarneski and seconded by Mr. Anderson that there being no further business the meeting be adjourned at 7:51 pm.

Respectfully submitted,

Karl J. Knehr

Karl J. Knehr
Board Secretary