



**MIDDLESEX COUNTY MAGNET SCHOOLS
BOARD OF EDUCATION**

Business/Public Meeting Minutes | April 10, 2024 | 7:00 p.m.

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

Mr. Knehr, called the roll:

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

Absent: Mr. Anderson and 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 8, 2023.
- Posted on the Middlesex County Magnet Schools website (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

March 13, 2024

Business-Public Meeting ([Minutes 3.13.2024](#))

EDUCATION & CURRICULUM ITEMS

2. APPROVE/SCHOOL CALENDAR 2024-2025 SCHOOL YEAR

That the Board of Education approves the School Calendar for the 2024-2025 school year, as presented and as recommended by the Superintendent. [School Calendar](#)

POLICY ITEMS

3. APPROVE 2nd READING/REVISION OF POLICY & REGULATIONS

That the Board of Education approves the 2nd reading and adoption of the following policies and regulations, as recommended by the Superintendent of Schools.

- [Policy 1140 Educational Equity Policies/Affirmative Action](#)
- [Policy 1530 Equal Employment Opportunities](#) | [Regulation 1530 Equal Employment Opportunity Complaint Procedure](#)
- [Policy 1550 Equal Employment/Anti-Discrimination Practices](#)
- [Policy 2260 Equity in School and Classroom Practices](#) | [Regulation 2260 Equity in School and Classroom Practices Complaint](#)
- [Policy 2411 Guidance Counseling](#)
- [Policy 3211 Code of Ethics](#)
- [Policy 5570 Sportsmanship](#)
- [Policy 5750 Equitable Educational Opportunity](#)
- [Policy 5841 Secret Societies](#)
- [Policy 5842 Equal Access of Student Organizations](#)
- [Policy 7610 Vandalism](#) | [Regulation 7610 Vandalism](#)
- [Policy 9323 Notification of Juvenile Offender Case Dispositions](#)
- [Policy 2423 Bilingual Education](#) | [Regulation 2423 Bilingual Education](#)
- [Policy 2431.4 Prevention and Treatment of Sports-Related Concussion and Head Injuries](#) | [Regulation 2431.4 Prevention and Treatment of Sports-Related Concussion and Head Injuries](#)
- [Regulation 2200 Curriculum Content](#)
- [District Social Media Policy](#)

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
Joseph Bakes	Retirement	Community Information Specialist	CO	N/A	N/A	6/30/24	N/A
Kevin Mitro	Resignation (retroactive)	Custodian	PA	N/A	N/A	4/8/24	N/A
Roberto Rios	Resignation	Custodian	EB	N/A	N/A	5/10/24	N/A
Robert Thomas	Retirement	Custodian	EB	N/A	N/A	2/8/25	N/A

B. Leaves of Absence							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Jennifer A. Metallo	NJFLA	Custodian	EB	N/A	N/A	6/10/24	8/30/24
Staff ID #5205	Suspension Without Pay	N/A	N/A	N/A	N/A	3/28/24	N/A

C. Appointments/New Hires							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Jenna DeVincenzo	New Hire	General Administrative Assistant	CO	\$42,822	B-2	5/1/24	6/30/24
Olubunmi Onafowora	New Hire	Administrative Assistant to Director	CO	\$46,285	C-2	5/1/24	6/30/24
Jennifer L. Rodriguez	Substitute	Substitute	N/A	\$150/Day	N/A	4/11/24	N/A

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
Cody O'Connor (Pending CHR)	Sports - Baseball	Volunteer Assistant Coach	PA	N/A	N/A	4/11/24	6/30/24
Mike Buonaguro	Sports - Soccer	Varsity Boys Soccer Coach	EB	\$7,650	N/A	4/11/24	6/30/25
Michael Maring	Sports - Soccer	Junior Varsity Boys Soccer Coach	EB	\$5,550	N/A	4/11/24	6/30/25
Gina Chiarello	Sports- Soccer	Varsity Girls Soccer Coach	EB	\$7,650	N/A	4/11/24	6/30/25
Deanna Petersen	Sports - Soccer	Junior Varsity Girls Soccer Coach	EB	\$5,550	N/A	4/11/24	6/30/25
James McCloskey	Sports - Cross Country	Varsity Boys Cross Country Coach	EB	\$7,650	N/A	4/11/24	6/30/25
Connor Gillis	Sports - Cross Country	Junior Varsity Boys Cross Country Coach	EB	\$5,550	N/A	4/11/24	6/30/25
Carlos Baltodano	Sports - Soccer	Varsity Boys Soccer Coach	PA	\$7,650	N/A	4/11/24	6/30/25
Stephen Moir	Sports- Soccer	Varsity Girls Soccer Coach	PA	\$7,650	N/A	4/11/24	6/30/25
Yadelin Vargas-Ramos	Sports- Soccer	Junior Varsity Girls Soccer Coach	PA	\$5,550	N/A	4/11/24	6/30/25
Michael O'Boyle	Sports - Soccer	Varsity Boys Soccer Coach	PI	\$7,650	N/A	4/11/24	6/30/25
Robert Gardella	Sports - Soccer	Junior Varsity Boys Soccer Coach	PI	\$5,550	N/A	4/11/24	6/30/25
Scott Modzelewski	Sports - Soccer	Varsity Boys Soccer Coach	WB	\$7,650	N/A	4/11/24	6/30/25
Rodney Vani	Sports - Soccer	Junior Varsity Boys Soccer Coach	WB	\$5,550	N/A	4/11/24	6/30/25
Kathy McNulty	Sports - Soccer	Varsity Boys Soccer Coach	ED	\$7,650	N/A	4/11/24	6/30/25
Joseph Leonardis	Sports - Soccer	Junior Varsity Boys Soccer Coach	ED	\$5,550	N/A	4/11/24	6/30/25
Wallace Smith	Sports - Soccer	Varsity Girls Tennis Coach	ED	\$7,650	N/A	4/11/24	6/30/25
Glen Foli	Sports - Soccer	Junior Varsity Girls Tennis Coach	ED	\$5,550	N/A	4/11/24	6/30/25

F. Extracurricular / Extra Pay - Non-Athletic							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Kevin Diemer	After Hours Event (Performing Arts Grand Opening)	Culinary Instructor	EB	\$41/hr. (6 hrs.)	N/A	3/22/24	N/A
Kevin Diemer	After Hours Event (Advisory Dinner)	Culinary Instructor	PI	\$41/hr. (15 hrs.)	N/A	4/10/24	4/26/24
Antonia Mastrella	After Hours Event (Advisory Dinner)	Culinary Instructor	PI	\$41/hr. (20 hrs.)	N/A	4/10/24	4/26/24
Nadia Guzman	After Hours Event (Advisory Dinner)	Culinary Instructor	PI	\$41/hr. (15 hrs.)	N/A	4/10/24	4/26/24
Christian Rios	After Hours Event (Advisory Dinner)	Culinary Instructor	PI	\$41/hr. (15 hrs.)	N/A	4/10/24	4/26/24
Samantha Becerra	University of Arkansas APSI Summer Institute	Teacher of History	PI	\$41/hr. (30 hrs.)	N/A	7/08/24	7/11/24
Connor Gillis	AP Environmental Science Training	Teacher of Science	EB	\$41/hr. (32 hrs.)	N/A	7/08/24	7/11/24
Margaret Zajac	AP Precalculus Training	Teacher of Mathematics	EB	\$41/hr. (35 hrs.)	N/A	8/05/24	8/09/24
Jaqueline Pelcman	NGSS Summer Institute	Teacher of Science	EB	\$41/hr. (30 hrs.)	N/A	7/22/24	7/26/24
Jacqueline Campos	NGSS Summer Institute	Teacher of Science	PI	\$41/hr. (30 hrs.)	N/A	7/22/24	7/26/24
Andrew Bohackyj	NGSS Summer Institute	Teacher of Science	EB	\$41/hr. (30 hrs.)	N/A	7/22/24	7/26/24
Tiahna Selby	NGSS Summer Institute	Teacher of Science	PI	\$41/hr. (30 hrs.)	N/A	7/22/24	7/26/24
Michele Pearl	Summer Employment	ELA RTI Summer Series	EB	\$41/hr. (12 hrs.)	N/A	7/22/24	7/25/24
Samantha Jo McClelland	Summer Employment	ELA RTI Summer Series	EB	\$41/hr. (12 hrs.)	N/A	7/22/24	7/25/24
Danelle Adamkiewicz	Summer Employment	ELA RTI Summer Series	EB	\$41/hr. (12 hrs.)	N/A	7/22/24	7/25/24
Rachel Henderson	Summer Employment	ELA RTI Summer Series	EB	\$41/hr. (12 hrs.)	N/A	7/22/24	7/25/24
Jacqueline Bertram	Summer Employment	ELA Summer Institute	EB	\$41/hr. (40 hrs.)	N/A	7/8/24	7/18/24
Lori Elkins-Solomon	Summer Employment	ELA Summer Institute	EB	\$41/hr. (40 hrs.)	N/A	7/8/24	7/18/24
Lisa Barthelme	Summer Employment	ELA Summer Institute	EB	\$41/hr. (40 hrs.)	N/A	7/8/24	7/18/24
Danielle Adamkiewicz	Summer Employment	ELA Summer Institute	EB	\$41/hr. (40 hrs.)	N/A	7/8/24	7/18/24
Jennifer Meagher-DiElo	Summer Employment	ELA Summer Institute	EB	\$41/hr. (40 hrs.)	N/A	7/8/24	7/18/24
Rachel Henderson	Summer Employment	ELA Summer Institute	EB	\$41/hr. (40 hrs.)	N/A	7/8/24	7/18/24
Joseph Leonardis	Summer Employment	Social Studies Summer Institute	EB	\$41/hr. (20 hrs.)	N/A	7/8/24	7/11/24
Matthew Olters	Summer Employment	Social Studies Summer Institute	EB	\$41/hr. (20 hrs.)	N/A	7/8/24	7/11/24

Melanie Veilleux	Summer Employment	Social Studies Summer Institute	EB	\$41/hr. (20 hrs.)	N/A	7/8/24	7/11/24
Michael Maring	Summer Employment	Social Studies Summer Institute	EB	\$41/hr. (20 hrs.)	N/A	7/8/24	7/11/24
Silver Laur	Summer Employment	Social Studies Summer Institute	EB	\$41/hr. (20 hrs.)	N/A	7/8/24	7/11/24
Zachary Stout	Summer Employment	Social Studies Summer Institute	EB	\$41/hr. (20 hrs.)	N/A	7/8/24	7/11/24

G. Perkins Grant - Federal Funds							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Mark Mastrolia	PD on the new WBL Platform - Transeo	Cooperative Education Coordinator	PA	\$41/hr. (12 hrs.)	N/A	4/10/24	6/30/24

H. Title I							
Name	Nature of Action	Position	Loc	Salary	Step	Effective Date	Term Date
Sabrina Lopez Figueroa	Extended Duty/Year	Instructor	PI	\$41/hr.	N/A	5/13/24	6/30/24
Liam Michael Ryan	Extended Duty/Year	Instructor	PI	\$41/hr.	N/A	4/11/24	6/30/24
Amy Lombardo	Extended Duty/Year	Instructor	PI	\$41/hr.	N/A	4/11/24	6/30/24
Brent Landers	Extended Duty/Year	Instructor	PI	\$41/hr.	N/A	4/11/24	6/30/24
Stephanie Laties	Extended Duty/Year	Instructor	PI	\$41/hr.	N/A	4/11/24	6/30/24
Marsha Platon	Extended Duty/Year	Instructor	PI	\$41/hr.	N/A	4/11/24	6/30/24
Evelyn Schwenck	Extended Duty/Year	Instructor	PI	\$41/hr.	N/A	4/11/24	6/30/24
Jeida Williams	Extended Duty/Year	Instructor	PI	\$41/hr.	N/A	4/11/24	6/30/24
Mary Yousef	Extended Duty/Year	Instructor	PI	\$41/hr.	N/A	4/11/24	6/30/24
Elissa Goldstein	Extended Duty/Year	Instructor	PI	\$41/hr.	N/A	4/11/24	6/30/24

- APPROVE/BUSINESS ADMINISTRATOR OF OPERATIONS/CONTRACT 2023-2024**
That the Board of Education approve the contract for Dr. Joseph Howe, Business Administrator of Operations for the 2023-2024 school year, effective April 11, 2024 through June 30, 2024, as approved by the Executive County Superintendent, and recommended by the Superintendent. (Attachment on file in the BOE Office)

BUSINESS AND FINANCE ITEMS & REPORT

- 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.

Stephen Moir	4/15/24	Chef's Conference	\$324.00	\$28.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Jackie Pelcman	7/22/24-7/26/24	NGSS Summer Institute	\$400.00	\$140.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tiahna Selby	7/22/24-7/26/24	NGSS Summer Institute	\$400.00	\$56.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Francine Thompson	4/16/24	Audit Review Workshop	\$125.00	\$45.92	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Francine Thompson	6/5/24	NJASBO Conference	\$500.00	\$163.84	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Margaret Zajac	8/5/24-8/9/24	AP Summer Institute	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

13. TUITION RATES 2024-2025 - ADULT STUDENTS - LICENSED PRACTICAL NURSING AND COSMETOLOGY PROGRAMS

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the tuition rates for adult students who attend Middlesex County Magnet Schools, for the 2024-25 school year effective July 1, 2024 in the following programs:

	<u>In-County</u>	<u>Out-of-County</u>
Licensed Practical Nursing 15 Month Program (Full Time)	\$7,050*	\$9,270*
Cosmetology (10 Month Program)	\$4,400*	\$7,150*

*This amount excludes any activity fees charged

14. 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.

15. 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>
4/13/24	Middlesex County Math Competition*	Edison	Classrooms
4/27/24	Middlesex County Science Bowl**	Edison	Classrooms

*The Edison Academy Math League is sponsoring an in-house competition on a Saturday with approximately 250 people in attendance.

**The Edison Academy Science Club is sponsoring an in-house competition on a Saturday with approximately 150 people in attendance.

16. COMPETITIVE CONTRACTING

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the use of the competitive contracting process to secure on-site construction management services in conjunction with the construction of a new Magnet School in accordance with 18A:18A-4.1.

17. INTERNET/WIDE AREA NETWORK SERVICES

WHEREAS, Middlesex County Magnet Schools participates in the Federal E-rate Program administered through the Universal Service Administrative Company; and

WHEREAS, the District must advertise for proposals (bid) with regard to all e-rate covered telecommunication services as a condition of program funding; and

WHEREAS, the District has posted the mandatory 470 form (Advertisement for Bids) and received proposals based on that posting including a proposal from Comcast representing the NJ DRLAP WAN and Internet Cooperative Program; and

WHEREAS, the District has carefully considered each proposal in conjunction with cost, prior experience, qualifications, and stability and makes the following recommendations:

	<u>Company</u>	<u>Monthly Cost</u>	<u>Terms</u>
Internet Access (6000 mbps)	Comcast	\$9,490*	36 Months
Area Network Access Hub (8000 mbs - 1 Location)			
Area Network Access (2000 mbs - 4 Locations)			
DDoS Services (6000 mbps)			

*Does not include government fees and surcharges (UCC/FCPF)

BE IT THEREFORE RESOLVED that the Board of Education award Internet and WAN services to Comcast Business Communications LLC in accordance with the NJ DRLAP Cooperative Program ESCNJ 23/24-19.

BE IT FURTHER RESOLVED that the Middlesex County Magnet I Schools Board of Education approve the corresponding contract and authorize the Business Administrator to execute said Agreement.

18. INSURANCE BROKER SERVICES ([Attachment H](#))

WHEREAS, the Middlesex County Magnet Schools issued and advertised a Request for Proposal for insurance brokerage services to cover the period July 1, 2024 through June 30, 2027 (3 years) under the Extraordinary Unspecifiable Services process in accordance with N.J.S.A. 18A:18A-37; and

WHEREAS, the District has received 2 proposals that were due and properly submitted on April 4, 2024 at 2:00 p.m.; and

WHEREAS, District administration has carefully reviewed the proposals based on the stated criteria provided in the request.

BE IT RESOLVED that after careful review and consideration the Middlesex County Magnet Schools Board of Education award Insurance Broker of Record Services to Brown and Brown for the period of July 1, 2024 through June 30, 2027 (3 years).

- 19. TECHNOLOGY EQUIPMENT PURCHASE – MILLENNIUM COMMUNICATIONS GROUP, INC.**
 RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of technology equipment to Millennium Communications Group, Inc. for \$4,040.00 on the basis of New Jersey State Contract A88740 as follows:

<u>Location</u>	<u>Description</u>	<u>Amount</u>
Piscataway	Installation of Cat6 Network Drops	\$4,040.00

- 20. TECHNOLOGY EQUIPMENT AND INSTALLATION PURCHASE - MRA INTERNATIONAL**
 RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of technology equipment and installation to MRA International for \$38,376.00 on the basis of Bergen County Cooperative Agreement #22-24 as follows:

<u>Location</u>	<u>Qty.</u>	<u>Description</u>	<u>Amount</u>
Perth Amboy	24	HP EliteOne 840 G9 All-in-one Computers	\$38,376.00

- 21. BID TABULATION -CAFETERIA ALTERATION - WOODBRIDGE ACADEMY ([Attachment I](#))**
 WHEREAS, sealed bids were received on March 28, 2024 in response to newspaper advertising in the "Home News Tribune" and "The Courier News" for cafeteria alterations at the Woodbridge Academy as detailed in the attached bid tabulation.

BE IT THEREFORE RESOLVED, that the Middlesex County Magnet Schools Board of Education award cafeteria alterations at the Woodbridge Academy to Drill Construction for a total of \$181,695 on the basis of lowest responsible bidder.

- 22. CHANGE ORDERS - CAPITAL PROJECTS ([Attachment J](#))**
 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

- 23. FIRE DRILLS/SECURITY DRILLS**
 That the Board of Education accepts the following fire/security drills, as recommended by the Superintendent. ([Attachment](#))
- 24. 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
 Lilly Clements, Agriscience student at the East Brunswick campus shared her experiences over the past four years attending the East Brunswick campus. Lilly is graduating in June and thanked the Board for all their support in the program, student body, and her personally.

The Superintendent and Board congratulated Lilly on all of her achievements over the last four years.

Adjourn to Executive Session

On a motion by Ms. Czarneski and seconded by Mrs. Faustini, the board adjourned into Closed Session at 7:20 p.m.

- Mr. Jones read the closed session notice:

BE IT RESOLVED, pursuant to the Sunshine Act, N.J.S.A. 10:4-12 and 13, the Middlesex County Magnet Schools Board of Education will now meet in closed session to discuss matters of litigation.

The aforesaid subjects are within the exemptions permitted to be discussed in closed session in accordance with N.J.S.A. 10:4-13. Information regarding the Board’s closed session discussion will be disclosed to the public as soon as the need for confidentiality no longer exists.

Roll Call Vote:

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

Re-Convene to Public Session

- On a motion by Ms. Czarneski and seconded by Mrs. Faustini, the Board reconvened into the public portion of the meeting at 7:36 p.m.

Roll Call Vote:

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

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 April 10, 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 7:37 pm.

Respectfully submitted,

Karl J. Knehr

Karl J. Knehr
Board Secretary