



**Business/Public Meeting Minutes | November 1, 2023 | 7:00 p.m.**

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

**Mr. Knehr, called the roll:**

**Present:** Ms. Czarneski and Mr. Anderson  
Mr. Jones and Mr. Tartara who participated telephonically.

**Also Present:** Mr. Diaz, Superintendent, Mr. Knehr, Board Secretary/Business Administrator, Mr. Bicsko, Assistant Superintendent, Mr. Johnson, Director of Personnel, and Ms. Tolomeo, 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](http://www.mcmsnj.net)) on November 2, 2022.
- Mailed to the five (5) duly appointed Board Members.

**Correspondence**

None

**Presentations**

None

**MINUTES**

**1. ACCEPTANCE OF MINUTES**

October 11, 2023

Business-Public Meeting ([Minutes 10.11.2023](#))

**EDUCATION & CURRICULUM ITEMS**

**2. APPROVE/NURSING SERVICES PLAN**

That the Board of Education approves the [Nursing Services Plan](#) for the 2023-2024 school year, as recommended by the Superintendent of Schools.

**POLICY ITEMS**

**3. APPROVE 2<sup>nd</sup> READING OF POLICY 5200 & REGULATION 5200**

That the Board of Education approves the second reading of Policy 5200 & Regulation 5200, as recommended by the Superintendent of Schools.

- [Policy 5200 Attendance](#)
- [Regulation 5200 Attendance](#)

**PERSONNEL ITEMS**

**4. APPROVE/PERSONNEL ITEMS**

That the Board of Education approves the following personnel actions, as recommended by the Superintendent of Schools.

<b>A. Resignations and Retirements</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>	<b>Term Date</b>
Lena Bilotti	Resignation	Teacher of Physical Education	PI	N/A	N/A	11/1/23	N/A
Sanna Greenberg	Resignation	Teacher of Mathematics	EB	N/A	N/A	12/11/23	N/A
Jilian Rise	Resignation	Guidance Counselor	PA	N/A	N/A	11/30/23	N/A

<b>B. Leaves of Absence</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>	<b>Term Date</b>
Staff ID #5724	Administrative Leave	N/A	N/A	N/A	N/A	10/12/23	N/A
Daniel Franke	NJFLA Paternity (Baby Bonding) Revised Dates	Teacher of Health & Physical Education	PA	N/A	N/A	10/19/23	10/31/23
Gina King	FMLA Unpaid Maternity NJFLA Unpaid (Baby Bonding)	Teacher of Practical Nursing	PI	N/A	N/A	12/4/23 2/19/24	2/18/24 5/17/24

<b>C. Appointments/New Hires</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>	<b>Term Date</b>
Kathleen Canning	New Hire (Long-Term Replacement)	Guidance Counselor (2.5 Days per week)	WA	\$300/Day	N/A	11/2/23	TBD
Ivan Y. Garcia Luciano	New Hire	Teacher of Mathematics	PI	\$78,917	D-3-13	1/2/24	6/30/24
William Gottstine	New Hire	Teacher of Mathematics	EB	\$74,317	D-3-11	1/2/24	6/30/24
Enas Hussein	Substitute	Substitute	N/A	\$150/Day	N/A	11/2/23	N/A
Rachael Leibhauser	New Hire	Guidance Counselor	EB	\$80,177	F-3-8	1/2/24	6/30/24
Indre Lewis	Substitute	Substitute	N/A	\$150/Day	N/A	11/2/23	N/A
Tara A. Roque	Substitute	Substitute	N/A	\$150/Day	N/A	11/2/23	N/A

<b>D. Transfers/Salary Changes</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>	<b>Term Date</b>
Connor Gillis	Class Coverage	Teacher of Science	EB	1/6th	N/A	11/14/23	2/14/24
Stephen McGowan	Transfer	Teacher of Computer Science	PA	N/A	N/A	11/2/23	6/30/24

<b>E. Extracurricular / Extra Pay - Athletic</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>	<b>Term Date</b>
Kyle Fagan (Pending CHR)	Sports - Basketball	Varsity Boys Basketball Coach	EB	\$7,650	N/A	11/02/23	6/30/24
Leonardo Malave	Sports - Basketball	Junior Varsity Girls Basketball Coach	EB	\$5,550	N/A	11/02/23	6/30/24

<b>F. Extracurricular / Extra Pay - Non-Athletic</b>							
<b>Name</b>	<b>Nature of Action</b>	<b>Position</b>	<b>Loc</b>	<b>Salary</b>	<b>Step</b>	<b>Effective Date</b>	<b>Term Date</b>
Morgan Lalevee	Rescind Paid Assignment (previously approved at 9/13/23 BOE meeting)	Website Coordinator	EB	N/A	N/A	N/A	N/A
Mary Vogt	Paid Assignment	Website Coordinator	EB	\$1,413	N/A	11/02/23	6/30/24
Rosemary Annetta	Rescind Paid Assignment (previously approved at 9/13/23 BOE meeting)	Key Club	WA	N/A	N/A	11/02/23	6/30/24
Johnathon Turner	Paid Assignment	Key Club	WA	\$1,413	N/A	11/02/23	6/30/24
Rafael Nava	Rescind Paid Assignment (previously approved at 9/13/23 BOE meeting)	Debate Club	WA	N/A	N/A	11/02/23	6/30/24
Lindsey Hintelmann	Paid Assignment	Debate Club	WA	\$1,413	N/A	11/02/23	6/30/24
Lindsey Hintelmann	Paid Assignment	9th Grade Advisor	WA	\$1,233	N/A	11/02/23	6/30/24

- 5. APPROVE/SITE SUPERVISOR/CLOCK OPERATOR - BASKETBALL 2023-2024 SCHOOL YEAR**  
That the Board of Education approves the attached list of personnel for the positions of site supervisor/clock operator for the 2023-2024 school year, as recommended by the Superintendent. ([Attachment](#))

**BUSINESS AND FINANCE ITEMS & REPORT**

- 6. 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.
- 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, 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.
- 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 \$1,686,566.81, the October 13, 2023 payroll presented for payment in the amount of \$1,296,435.17 and the October 31, 2023 payroll presented for payment in the amount of \$1,266,708.69.

**9. FIELD TRIP REQUESTS (Attachment D on file in the BOE)**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the attached additional field trip requests for the 2023-2024 school year as recommended by the Superintendent.

**10. FIELD TRIP AMENDMENTS – HIGH SCHOOL 2023-2024 SCHOOL YEAR (Attachment E on file in the BOE)**

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	Lodging Tax	Airfare / Train	Per Deim	Other
Mindy Brzozwski	12/4/23	NJASL Fall Workshop	\$200.00	\$33.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Isabel DaSilva-Caton	12/4/23	NJASL Fall Workshop	\$250.00	\$85.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Isaiah Gomez	10/23/23 (retro)	NJ School Boards Conference	\$150.00	\$47.47	\$20.00	\$98.00	\$25.00	\$0.00	\$88.50	\$0.00

**12. COLLECTIVE BARGAINING AGREEMENT - PSA (Attachment F)**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve and execute the new collective bargaining agreement between Middlesex County Magnet Schools and the Middlesex County Magnet Schools Principals and Supervisors Association from July 1, 2023 to June 30, 2027.

**13. 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>
11/7/2023	NJAEL	East Brunswick	Cafetorium/Classrooms
11/8/23-11/9/23	Middlesex College	Perth Amboy	Cafeteria
2/3/2024	Rider Ed	Piscataway	Cafeteria

**14. PROGRAM AGREEMENT - THE CODING SCHOOL**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the memorandum of understanding between Middlesex County Magnet Schools and The Coding School to provide virtual live instruction to the students of the Woodbridge Academy Magnet School campus in the areas of Artificial Intelligence and Quantum Computing at no cost to the district.

**15. PROPERTY LEASE - MIDDLESEX COLLEGE**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve the lease agreement between Middlesex County Magnet Schools ("Lessee") and Middlesex College ("Lessor") for the land to construct a new magnet school building which includes the renovation of an existing bookstore.

BE IT FURTHER RESOLVED, that cost of the lease payment will be \$1.00 for a term of 50 years with an automatic renewal option for a successive 49 year period.

**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)**

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 2024-2025 ([Attachment K](#) & [Attachment L](#))**

WHEREAS, the District has created a potential budget calendar and objectives for the development of the 2024-2025 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 2024-2025 school year.

**20. 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 \$3,181.42 on the basis of the appropriate State Contract/Cooperative Purchasing Agreement, as indicated in the attachment.

**21. PURCHASE OF OFFICE SUPPLIES – STAPLES ([Attachment N](#))**

BE IT RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of attached office supplies to Staples for \$15,411.20 under the ESCMC Cooperative Purchasing Agreement EdData #26.

**22. PURCHASE OF VOCATIONAL PROGRAM SUPPLIES – GRAINGER ([Attachment O](#))**

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase of the attached vocational program supplies to Grainger for \$6,355.42 on the basis of New Jersey State Contract #19-FLEET-00566.

**23. 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 \$23,845.96 on the basis of Cooperative Purchasing Agreement NJSBA ACES-CPS #E-8801, as follows:

<u>Qty.</u>	<u>Description</u>	<u>Amount</u>
14	Cisco Meraki wireless routers with license	\$20,915.86
10	Cisco IP based phones	<u>\$2,930.10</u>
Total:		\$23,845.96

**24. DOOR ACCESS CONTROLLER**

RESOLVED that the Middlesex County Magnet Schools Board of Education award the purchase and installation of an additional door access controls to Office Solutions as an authorized partner/reseller of Verkada and Avaya based on the following cooperative contracts:

Hardware/Door License	PEPPM National Cooperative #528897-84	\$ 6,822.95
Installation	NJ State Contract #80802	<u>\$ 4,427.50</u>
Total:		\$11,250.45

**25. CHANGE ORDERS - CAPITAL PROJECTS ([Attachment P](#))**

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.

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

WHEREAS Middlesex County Magnet Schools has advertised for snow plowing sealed bids to be received on October 6th and October 24th, and

WHEREAS four (4) 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 2023-24 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. PURCHASE OF CHARTER BUS SERVICE - FALL FIELD TRIPS – DISTRICT ([Attachment Q](#))**

Sealed proposals were received October 17, 2023 in response to newspaper advertising in the "Home News Tribune" and the "Courier News" for charter bus service for fall field trips, as attached.

RESOLVED that the Middlesex County Magnet Schools Board of Education purchase charter bus service for fall field trips for George Dapper for \$1,745.00 on the basis of lowest responsible bid.

**28. CAPITAL PROJECT AWARD - AGRISCIENCE BUILDING RENOVATIONS - EAST BRUNSWICK (Attachment R)**

WHEREAS, Middlesex County Magnet Schools advertised and received sealed bids on October 26, 2023 for agriscience building renovations 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 agriscience building renovations base bid, Alt #1, ALT #2, and Alt #3 at the East Brunswick campus to Tri-Form Construction for a total of \$2,517,000 on the basis of lowest responsible bidder.

**29. 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.

**30. BUDGET MODIFICATION – AMERICAN RESCUE PLAN ACT OF 2021 – ELEMENTARY AND SECONDARY SCHOOLS EMERGENCY RELIEF FUND (ARP-ESSER) (Attachment S)**

RESOLVED that the Middlesex County Magnet Schools Board of Education approve a budget modification for American Rescue Plan Act of 2021 Grant funded through the State of New Jersey Department of Education as outlined in the attached Budget Summary.

**31. ACCEPTANCE OF FUNDS – EDUCATION RISK INSURANCE CONSORTIUM (A SUB FUND OF THE NEW JERSEY SCHOOL BOARDS ASSOCIATION INSURANCE GROUP) – SAFETY GRANT PROGRAM 2023**

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	\$9,863
Start: July 1, 2023	
End: June 30, 2024	
Project Manager: Satchell Haughton	

**32. APPLICATION FOR FUNDS – INNOVATION DUAL ENROLLMENT PILOT COMPETITIVE GRANT**

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>
Innovation Dual Enrollment	\$150,000
Pilot Competitive Grant	
Start: December 1, 2023	
End: December 31, 2024	
Project Manager: Lee Neamand	

**OTHER MOTIONS**

**33. FIRE DRILLS/SECURITY DRILLS**

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

**34. 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](#))

**35. MEMORANDUM OF AGREEMENT/2023-2024 SCHOOL YEAR**

That the Board of Education approves the Memorandum of Agreement Between the Board of Education and Law Enforcement Officials for the 2023-2024 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**

Mike Pede, President of the Middlesex County Magnet School PSA, thanked the Board and Administration for the new collective bargaining agreement.

Theresa, mother of two students at the East Brunswick campus complimented the athletic programs at the East Brunswick campus.

**STUDENT REPORT**

Emily Diez, student representative at the Perth Amboy campus reported to the Board all of the activities at the school.

Haley Poulsen, student representative at the East Brunswick campus also reported to the Board all of the activities at the school.

**Adjourn to Executive Session**

On a motion by Mr. Anderson and seconded by Mr. Tartara, the board adjourned into Closed Session at 7:46 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 incident investigative matters.

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. The Board will reconvene in public session at the conclusion of the closed session in approximately 30 minutes.

**On a Roll Call Vote:**

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

**Re-Convene to Public Session**

- On a motion by Mr. Anderson and seconded by Mr. Tartara, the Board reconvened into the public portion of the meeting at 7:53 p.m.

**On a Roll Call Vote:**

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

**CONSENT AGENDA APPROVAL**

A motion was made by Mr. Anderson and seconded by Ms. Czarneski that the Middlesex County Magnet Schools Board of Education approves all items on the consent agenda of the regular public meeting of November 1, 2023, as recommended by the Superintendent of Schools.

**On a Roll Call Vote:**

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

**OTHER MATTERS**

None

**ADJOURNMENT**

A motion by Mr. Jones and Mr. Anderson that there being no further business the meeting be adjourned at 7:54 pm.

Respectfully submitted,

*Karl J. Knehr*

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Karl J. Knehr  
Board Secretary