

THE BOARD OF EDUCATION
of the
MERCER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

MINUTES

BUSINESS MEETING

Tuesday, May 2, 2017

4:30 pm

The monthly business meeting for the month of May 2, 2017 was held this day in the Mercer Elementary School Superintendent's Conference Room, 2nd Floor, 1020 Old Trenton Road, Hamilton, NJ.

The Board of Education took the following actions:

1. **CALL TO ORDER:** Board of Education President Camille Rainiero called the meeting to order at 4:33 pm.

OPEN PUBLIC MEETING STATEMENT: Ms. Rainiero read the following statement:

In accordance with the provisions New Jersey Open Public Meetings Law, the Board of Education has caused notice of this meeting to be posted in the Board Office and in the Mercer County Clerk's Office and mailed to the *Trenton Times*.

ROLL CALL:

Present: Camille Rainiero, Russell White, Samuel Floyd, Lisa Vena, and Sally Gillespie.
Yasmin Hernandez-Manno arrived at 4:44PM.

Also Present: Dr. Kimberly Schneider, Superintendent, Tanya Dawson, Business Administrator/Board Secretary, Dana Hice DePugh, Assistant Superintendent, Christine MacDonald, Human Resource Manager and Walter Bliss, Board Attorney.

2. **PLEDGE OF ALLEGIANCE:** Ms. Rainiero led the assembly in the Pledge of Allegiance.
3. **PUBLIC SESSION:** NONE
4. Approval of the April 4, 2017 Board Meeting Regular and Executive Minutes:

A Motion by Lisa Vena and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Absent	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

5. Bills To Be Approved totaling \$ 4,018,221.23 and authorization of transfers within program areas as approved by the Superintendent

A Motion by Russell White and seconded by Samuel Floyd to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Absent	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

6. Treasurer’s Report for March 2017

A Motion by Lisa Vena and seconded by Russell White to approve the aforementioned was carried by roll call vote.

Mr. White said let us know if there is anything concerning the financials.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Absent	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

7. Correspondence & Communications – None

8. Committee Reports – None

9. Superintendent’s Report - None

New/Special Projects: None

Recommend Board approve the following:

PERSONNEL & ADDENDUM

BE IT RESOLVED That the Board of Education does hereby approve the following appointments, reappointments, adjustments, resignations, terminations, retirements, leaves, transfers, suspensions, and requests for expedites, emergency certification for the School Year 2016 – 2017 as recommended by the Superintendent.

BE IT FURTHER RESOLVED That the Board of Education submit to the County Superintendent, as required, applications for emergency hiring and the applicants’ attestations that they have not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et seq, N.J.S.A. 18A:39-17 et seq, or N.J.S.A. 18A:6-4.13 et seq.

Appointments, Resignations, Leaves, Retirements, etc., and Addendum. (*Attachment 9A*)

A Motion by Russell White and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Mr. Floyd asked about the abolishment of the Autism Team.

Ms. Hice-DePugh said it was due to enrollment.

Roll Call:	Mr. Floyd -	Yes	Mr. White -	Yes
	Ms. Vena -	Yes	Ms. Hernandez-Manno -	Absent
	Ms. Lewis -	Absent	Ms. Rainiero -	Yes
	Ms. Gillespie -	Yes		

2017-2018 Reappointment of Principals/Supervisors Staff (*Attachment 9A-1*)

A Motion by Russell White and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd -	Yes	Mr. White -	Yes
	Ms. Vena -	Yes	Ms. Hernandez-Manno -	Absent
	Ms. Lewis -	Absent	Ms. Rainiero -	Yes
	Ms. Gillespie -	Yes		

2017-2018 Reappointment of Certificated Staff (*Attachment 9A-2*)

A Motion by Russell White and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Correction to note to 9A-2 attachment for Joyce Alvarado as tenured and addendum requires the salary for appointments for Samantha Traina to One on One Assistant D, Step 1- 89% annual salary \$21,293(prorated).

Roll Call:	Mr. Floyd -	Yes	Mr. White -	Yes
	Ms. Vena -	Yes	Ms. Hernandez-Manno -	Absent
	Ms. Lewis -	Absent	Ms. Rainiero -	Yes
	Ms. Gillespie -	Yes		

2017-2018 Reappointment of Assistants (*Attachment 9A-3*)

A Motion by Russell White and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd -	Yes	Mr. White -	Yes
	Ms. Vena -	Yes	Ms. Hernandez-Manno -	Absent
	Ms. Lewis -	Absent	Ms. Rainiero -	Yes
	Ms. Gillespie -	Yes		

2017-2018 Reappointment of Crisis Interventionists (*Attachment 9A-4*)

A Motion by Russell White and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

2017-2018 Reappointment of Support Staff (*Attachment 9A-5*)

A Motion by Russell White and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

2017-2018 Reappointment of Unaffiliated Staff (*Attachment 9A-6*)

A Motion by Russell White and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

Agreement(s) for the 2017-2018 School Year between MCSSSD and:

- Frederick Hillman, Manager, Technology and Buildings & Grounds (*Attachment 9A-7*)
- Christine MacDonald, Human Resources Manager (*Attachment 9A-8*)
- Deborah Donnelly, Assistant Business Administrator (*Attachment 9A-9*)

A Motion by Russell White and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

Superintendent's recommendation to implement a reduction in force by abolishing or reducing the following positions, effective July 1, 2017, for reasons of economy, reduction in the number of students, change in administrative organization and /or other good cause: (4) Classroom Teachers; (1) Autism Team Teacher; (4) Classroom Assistants; (3) One-on-One Assistants; (2) Speech Therapists; (.4) Occupational Therapist; (1) Custodial Maintenance; (1) Principal Secretary; (.25) Specialist-Purchasing; (1) Secretary, effective 1/1/2018.

A Motion by Russell White and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Absent
	Ms. Lewis - Absent	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

MISCELLANEOUS:

Recommend Board approve the following:

Revision(s)/New Policies/Regulations/ByLaws – ***First Reading*** (*Attachment 9-B*)

BYLAWS

0000.01 Introduction (M)
0000.02 Introduction (M)

POLICIES

2464 Gifted and Talented Students (M)
2622 Student Assessment (M)
3160 Physical Examination (M)
4160 Physical Examination (M)
5460 High School Graduation (M)
7446 School Security Program (New)
8350 Records Retention (New)

REGULATIONS

3160 Physical Examination (M)
4160 Physical Examination (M)

Revision(s)/New Policies/Regulations/By-Laws – ***Second Reading***
(*no changes from First Reading*)

POLICIES

0160.1 Board Member Participation at Board Meetings Using Electronic Device (New)*

*Policy 0160.1 was pulled from the agenda to be revised for the June agenda.

REGULATIONS - None

A Motion by Samuel Floyd and seconded by Lisa Vena to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

2016-2017 Statement of Assurances - New Jersey Department of Education, Office of Special Education Programs, Board of Education Policies and Procedures for Eligibility Under Part B of the IDEA (*Attachment 9-C*)

A Motion by Samuel Floyd and seconded by Lisa Vena to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

REPORTS:

Fire and Security Drills for month of April 2017 (*Attachment 9-D*)

A Motion by Samuel Floyd and seconded by Lisa Vena to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

Harassment, Intimidation & Bullying Report for April 2017:

Month	Investigations	HIB	Non-HIB	Pending
July	0	0	0	0
August	0	0	0	0
September	0	0	0	0
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
TOTAL	0	0	0	0

A Motion by Samuel Floyd and seconded by Lisa Vena to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

Enrollment Data as of April 30, 2017:

YEAR	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2015-2016	521	519	654	659	665	661	666	661	657	660	657	652
2016-2017	511	508	586	598	601	600	603	607	615	616		

	<u>03/31/17</u>	<u>04/30/17</u>
Mercer High School	293	294
Mercer Elementary School	210	212
Regional Day	9	9
J. F. Cappello School	<u>103</u>	<u>101</u>
TOTAL:	615	616

A Motion by Samuel Floyd and seconded by Lisa Vena to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Absent
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

Yasmin Hernandez-Manno arrived at 4:44PM

11. New Business

Recommend Board approve the following:

- a. Contract with Eastern Armored Services, Inc. to transport District deposits from Mercer High School to PNC Bank per scheduled dates for the period July 1, 2017 thru June 30, 2018 at \$30.29 per diem not to exceed \$2,800 Gaap Account # 11-000-251-590-00-ARM-6071 (Attachment 11-a).

A Motion by Samuel Floyd and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

- b. Approve the following student affiliation agreements between Mercer County Special Services School and (Attachment 11-b).

New York University
 Stockton University
 West Chester University

A Motion by Samuel Floyd and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

- c. Approval of Consulting Service Fee Agreement with Connor Strong & Buckelew for Consulting Financial Reporting Services for the period July 1, 2017 to June 30, 2018 at a rate of \$1,450 per month not to exceed \$17,400 (same rate as last year) Gaap Account # 11-000-291-270-00-MED (Attachment 11-c).

A Motion by Samuel Floyd and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

- d. Approve the Shared Interlocal Agreement between Mercer County Special Services School District and Mercer County Technical School for a five (5) year period beginning July 1, 2017 thru June 30, 2022 (Attachment 11-d).

A Motion by Samuel Floyd and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

- e. Approve the School Bus Transportation Agreement between Florence Township Board of Education and Mercer County Special Services Board of Education through June 30, 2017 (Attachment 11-e).

A Motion by Samuel Floyd and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

- f. Approve Professional Development training by Interactive Kids for the staff at Joseph F. Cappello School. The presentation is a team building workshop for both certified and non-certified staff. The two (2) hour presentation to be held on Monday, May 15, 2017 at JFC, cost not exceed \$400 GAAP account# 11-214-100-610-40-AUT.

A Motion by Samuel Floyd and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

- g. Approve the revised Regional Day School Budget for the school year 2017/2018 in the amount of \$638,501 which represents an increase of \$66,111.

A Motion by Samuel Floyd and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

- h. Staff and Student Travel (Attachment 11-h).

A Motion by Samuel Floyd and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

- i. Approve Transportation Contract (s), Bids, Renewals & Addendums (Attachment 11-i).

A Motion by Samuel Floyd and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- j. Miscellaneous Equipment for Disposal (Attachment 11-j).

A Motion by Samuel Floyd and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- k. Approve the Transfer Agreement Contract for the attached transportation routes as requested by the Trenton Public Schools for the 2017/2018 school year from Mercer County Special Services School District to Trenton Public Schools (Attachment 11-k).

A Motion by Samuel Floyd and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Abstain
	Ms. Lewis - Absent	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- l. Approve the contract with Horizon Blue Cross Blue Shield of New Jersey and the Mercer County Special Services School District for medical coverage for the 2017/2018 school year (Attachment 11-l).

A Motion by Samuel Floyd and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- m. Approve to contract with Bayada Home Healthcare Incorporated and Mercer County Special Services School District to provide a Registered Nurse to the District on a substitute basis as needed for the 2017/2018 school year at a rate of \$55 per hour Gaap Account # 11-000-213-590-00-CONT (Attachment 11-m).

A Motion by Samuel Floyd and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

12. EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discussion certain matters, now therefore

BE IT RESOLVED, that the Mercer County Special Services Board of Education shall recess to executive session for the purpose of discussing:

Personnel

BE IT FURTHER RESOLVED, that the discussion of such subject matter in closed session will be disclosed to the public when the need for confidentiality no longer exists, unless such is otherwise prohibited by law.

On a Motion by Lisa Vena and Seconded by Samuel Floyd the Board unanimously voted to go into Executive Session at 4:46 PM.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

On a Motion by Lisa Vena and Seconded by Sally Gillespie the Board unanimously voted to return to the open meeting at 4:56PM.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Ms. Hernandez-Manno – Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

13 ADJOURNMENT

A Motion by Samuel Floyd and Seconded by Lisa Vena to adjourn the meeting passed by unanimous voice vote, (6) aye's (0) nay's. Meeting was adjourned at 4:57 pm.

Respectfully submitted by:

Tanya Dawson
Business Administrator/Board Secretary