

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

AGENDA

REGULAR BUSINESS MEETING

Tuesday, June 6, 2017

4:30 p.m.

1. Meeting called to Order – Sunshine Law Opening Statement – Roll Call
2. Pledge of Allegiance
3. Executive Session/Public Session
- 4a. Approval of May 2, 2017 Regular Board Minutes
- 4b. Approval of the Executive Minutes of May 2, 2017 for content, not for release.
Release to be determined when the need for confidentiality no longer exists, unless such otherwise prohibited by law.
5. Bills to be Approved and Transfer Report
6. Board Secretary/Treasurer's Report
7. Correspondence & Communications – Presentation of Certificates to Teachers of the Year, Educational Services Professionals and Para-Professionals of the Year.
8. Committee Reports - None
9. Superintendent's Agenda

SUPERINTENDENT'S AGENDA

NEW/SPECIAL PROJECTS:

Recommend Board approve the following: (None)

PERSONNEL:

Recommend Board approve the following:

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

2017 Extended School Year, Contracted Assistant Staff (*Attachment 9A-1*)

2017 Extended School Year, Hourly Assistant Staff (*Attachment 9A-2*)

2017 Extended School Year, Contracted, Certificated Staff (*Attachment 9A-3*)

2017 Extended School Year, Hourly, Certificated Staff (*Attachment 9A-4*)

2017-2018 Home Component Staff Renewal (*Attachment 9A-5*)

2017-2018 Community Resource Staff Renewal (*Attachment 9A-6*)

Agreement between the Board of Education and Dana Hice-DePugh, Assistant Superintendent for Curriculum & Instruction, for the period July 1, 2017 through June 30, 2018 shared with Mercer County Technical School District, pursuant to the approval by the Executive County Superintendent on May 15, 2017. (*Attachment 9A-7*)

Agreement between the Board of Education and Tanya Dawson, Business Administrator/Board Secretary, for the period July 1, 2017 through June 30, 2018 shared with Mercer County Technical School District, pursuant to the approval by the Executive County Superintendent on May 15, 2017. (*Attachment 9A-8*)

Agreement for the 2017-2018 School Year between MCSSSD and Clarence Walker, Custodial Supervisor (*Attachment 9A-9*)

MISCELLANEOUS:

Recommend Board approve the following:

2017 Governor’s Educators of the Year Participation and Recipients (*Attachment 9B*)

2017 Para-Professionals of the Year Recipients (*Attachment 9C*)

Revised Curriculum Guides (*For Review in Assistant Superintendent’s Office*)

Mathematics: Grades K-5

Mathematics: Grade 6, 7 & 8

Revision(s)/New Policies/Regulations/Bylaws – ***First Reading*** (*Attachment 9D*)

POLICIES - None

REGULATIONS

3212 Professional Staff Attendance Review and Improvement Plan
4211 Support Staff Attendance

Revision(s)/New Policies/Regulations/By-Laws – ***Second Reading*** (*Attachment 9E*)

BYLAWS

0000.01 Introduction (M)
0000.02 Introduction (M)
0160.1 Board Member Participation at Board Meetings Using Electronic Device (New)
(changes made from first reading – ByLaw attached)

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)

REPORTS:

Fire and Security Drills for month of May 2017 (*Attachment 9F*)

Harassment, Intimidation & Bullying Report for May 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
May	1	0	0	1
TOTAL	1	0	0	1

Enrollment Data as of May 31, 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	619	

	<u>4/30/17</u>	<u>05/31/17</u>
Mercer High School	294	291
Mercer Elementary School	212	211
Regional Day	9	9
J. F. Cappello School	<u>101</u>	<u>108</u>
<i>TOTAL:</i>	<i>616</i>	<i>619</i>

11. New Business

Recommend Board approve the following:

- a. Approve the Horizon Blue Cross Blue Shield Dental Plans year 2 of 2 for staff for the 2017/18 school year per attached summary prepared by Conner Strong & Buckelew (Attachment 11-a).
- b. Approval to renew the Benecard Prescription Plan for staff for the 2017/18 school year per attached renewal summary prepared by Conner Strong & Buckelew (Attachment 11-b).
- c. Approval to the revised contract with Monmouth Ocean Educational Services Commission (M-OESC) for the period July 1, 2017 to June 30, 2018 on an as needed nursing basis for nursing services Gaap account #11-000-213-340-00-HLTH (Attachment 11-c).
- d. Approve the agreement between Mercer County Special Services School District and Hamilton YMCA After Care Program effective July 1, 2017 through August 31, 2017 (Attachment 11-d).
- e. Approve to accept a donation of a Mason and Hamlin upright piano to the students of the Mercer Elementary School from Mr. Yang Li & Mrs. Hui Cao, parents of a student.
- f. Approval the professional services agreement of David N. Sharlin, P.O., F.A.A.P. as the School Medical Director for the 2017/2018 school year in the amount of \$51,969 Gaap Account # 11-000-213-340-00-HLTH (Attachment 11-f).
- g. Approve to continue agreement between Mercer County Special Services School District and Oasys for Teacher Evaluation Software through November 30, 2017.

- h. Approve to contract with Realtime for the Student Database Management System, Cafeteria Point of Sale system and Emergency Notification System for the period July 1, 2017 through June 30, 2018 in the amount of \$17,537.50 Gaap account #'s 11-000-221-590-07-DRSS, 11-0000-251-590-00-ARM and 11-000-262-600-XX-XXXX (Attachment 11-h).
- i. Approve year 3 of 3 Bid No. 16-01 Fire Alarm Services to Allied Fire and Safety Equipment for the 2017/18 school year in the amount of \$36,482.50.
- j. Approve the Community Resource Team Fee, Community Resource Assessment Service Fee Schedule - 2017/18 school year, Project Child Clinic Grant Services Fee Schedule - 2017/18 school year (Attachment 11-j).
- k. Approve the Bloodborne Pathogens Exposure Control Plan in accordance with the OSHA Bloodborne Pathogens Standard (Attachment 11-k).
- l. Approve the Compressed Gas Safety Program in accordance with OSHA 29 CFR 1910.101 Standards (Attachment 11-l).
- m. Approve the resolution to transfer up to \$800,000 into the Capital Reserve Account for future needed Capital repairs and or projects (Attachment 11-m).
- n. Approve to renew Cooperative Purchasing Agreements in 2017/2018 with the following:
Hunterdon Educational Services Commission, Education Services Commission of New Jersey (formerly MRESC) and Mercer County (Attachment 11-n).
- o. Approve Resolution authorizing contracts with certain approved State contract vendors for Boards of Education pursuant to N.J.S.A. 18A:18A-10a for the 2017/18 school year (Attachment 11-o).
- p. Approve to contract with Attorney Walter R. Bliss, Jr. for legal services as Board Attorney for the period beginning July 1, 2017 through June 30, 2018 in the amount of \$49,939 Gaap account #11-000-230-331-01-LEG (Attachment 11-p).
- q. Approve to accept the following donations to the Mercer High School:
 - \$50 Hamilton PBA Local #66 Civic Association Incorporated
 - \$200 Mr. & Mrs. John Morris
 - \$250 Lori Russo
 - \$500 Rotary Club of Hamilton
 - \$750 The Ernst Family
 - \$950 Knights of Columbus Council #7000, Lawrenceville, NJ
 - \$1000 Mr. & Mrs. Kevin Meara
 - \$2000 PNC Bank
- r. Approve Comegno Law Group as Special Counsel specializing in Special Education beginning July 1, 2017 through June 30, 2018 on an as needed basis at the rate of \$185 an hour for an amount not to exceed \$5,500 Gaap account #11-000-230-331-01-LEG (Attachment 11-r).

- s. Approve NJSchoolJobs.com for posting position vacancies for the period July 1, 2017 through June 30, 2018 at a cost of \$1,600. Gaap Account #11-000-230-590-01-ADV (Attachment 11-s).
- t. Approve the services of Lori Perlow to support a marketing plan for Mercer County Special Services School District effective July 1, 2017 through June 30, 2018 at \$40 per hour not to exceed \$2,000 Gaap account #11-000-251-340-00-BUS (Attachment 11-t).
- u. Approve the Resolution authorizing DIGroup Architecture, LLC to submit to the Department of Education an approval for an Amendment to the Plan for the Capital Improvement of the Fire Alarm and Intercom System Replacement at the Joseph F Cappello School (Attachment 11-u).
- v. Approve the Resolution authorizing DIGroup Architecture, LLC to submit to the Department of Education an approval for an Amendment to the Plan for the Capital Improvement of the Clock System Replacement at the Mercer High School (Attachment 11-v).
- w. Approve the Resolution authorizing DIGroup Architecture, LLC to submit to the Department of Education an approval for an Amendment to the Plan for the Capital Improvement of the New Pole Barn Outdoor Storage Facility on the grounds of Mercer County Special Services School District (Attachment 11-w).
- x. Approve to accept \$1,000 reimbursement from BCIP JIF for the 2015-16 Safety Incentive Program (Attachment 11-x).
- y. Approve The Standard Insurance Company Short Term Employee Disability Request for Group Insurance Amendment to change the weekly maximum benefit from \$604 to \$633 to match NJTDM Maximum for 2017 (Attachment 11-y).
- z. Approve the following Therapy Services vendors competitive contracts on an as needed basis for Therapy Services for the 2017/18 school year:

SPEECH CC18-01	OCCUPATIONAL CC18-02	PHYSICAL CC18-03
ARDOR	ARDOR	INVO
Advance Education Advisement	INVO	Kaleidoscope
INVO	Kaleidoscope	Oxford Consulting
Kaleidoscope	OT Consultants	Rehab Connection
OT Consultants	Oxford Consulting	TheraCare
Oxford Consulting	Rehab Connection	Therapy Source
TheraCare	TheraCare	Tiny Tots
Therapy Source	Therapy Source	
Tiny Tots	Tiny Tots	

- aa. Approve the Student Worksites for the 2017/2018 school year (Attachment 11-aa).
- bb. Approve The Roxey Ballet Company, Inc., to provide dance performance and curriculum to the students at Mercer Elementary School. Roxey Ballet Company, Inc., is sponsored through Young Audiences and The Dodge Foundation who provide a financial 50/50 match for the cost of the performances. Roxey Ballet will provide three classes per week over a six week period for five classes. The Roxey Ballet Company, Inc. works with the classroom teachers to incorporate curriculums and providing transfer of movement using energy, speed, etc., to promote learning in the classroom. Project dates of the performances will be scheduled during the 2017/2018 school year. The District's cost is not to exceed \$3,750.00 Gaap account(s) #'s 11-214-100-890-80-AUT, 11-209-100-890-80-BD and 11-212-100-890-80-MD. The cost is to be split equally between the three accounts.
- cc. Approve Tools of the Mind to provide Professional Development Services contract, professional development training and program curriculum for certified staff members (one Pre-K Teacher and one Kindergarten Teacher) and non-certified staff members (two classroom assistants) at Joseph F. Cappello School. Training is scheduled for August 22 & 23, 2017 for Kindergarten and August 24 & 25, 2017 for Pre-K. Staff will be trained on Tools of the Mind Pre-K and Kindergarten curriculum. In addition, the four staff members will each receive an additional four dates of professional development training during the 2017/2018 school year as well as four additional webinars, the Tools of the Mind manual and an iScaffold subscription. The cost of the training is not to exceed \$6,600, the cost of the required curriculum is not to exceed \$1,900, the contract is to begin July 1, 2017 and will continue until June 30, 2018. Gaap account # 11-000-223-390-02-DOCI (Attachment 11-cc).
- dd. Approval to continue contract with Frontline Technologies AESOP subscription for school year 2017/18 for software that will maintain staff attendance and required documentation of substitutes at a cost per year of \$8,134.20 Gaap account #11-000-251-340-00-BUS (Attachment 11-dd).
- ee. Approve renewal of System 3000 software for human resources, personnel, accounting, invoicing inventory and employee portal for the 2017/18 school year for a total of \$29,483 billed semiannually Gaap Account # 11-000-251-340-00-BUS (Attachment 11-ee).
- ff. Approve the annual maintenance and support of the District's Policy and Regulation Manuals and annual subscription to New Jersey School Digest for the 2017/18 school year to Strauss Esmay Associates, LLP for \$4,090 Gaap account # 11-000-230-340-00-CON (Attachment 11-ff).
- gg. Approve to renew the services of Med-Flex Incorporated, year 2 of 3 as medical waste disposal and transport company for the District for 2017/18 school year in the amount of \$150 Gaap Account # 11-000-213-610-XX-HLT (Attachment 11-gg).
- hh. Approve to write off Invoice #16-00700 in the amount of \$975 for a Ewing Township student inadvertently billed (5) five days before the actual start date (Attachment 11-hh).

- ii. Approve the Agreement of the Sodexo School Services contract for 2017/18 for the Management Fee of \$24,360 and the General Support Services Allowance Fee of \$21,315, Guarantee break even up to 100% of Management Fee. (Attachment 11-ii).

Breakfast, Lunch & Milk Prices with Sodexo School Services for 2017/2018:

Breakfast	<u>2017/2018</u>
	<u>Student</u>
Mercer High	\$1.65
Joseph F. Cappello	\$1.65
Mercer Elementary	\$1.65
Mercer County Vo-Tech	\$1.65
Rubino Academy	\$1.65

Reduced Price Breakfast for all schools will be \$.30

Lunch	<u>2017/2018</u>	
	<u>Student</u>	<u>Adult</u>
Mercer High	\$2.90	\$4.25
Joseph F. Cappello	\$2.75	\$4.25
Mercer Elementary	\$2.75	\$4.25
Mercer County Vo-Tech	\$2.90	\$4.25
Rubino Academy	\$2.90	\$4.25

Reduced Price Lunch for all schools will be \$.40

Milk Prices (flavored and un-flavored) will be \$.50

- jj. Miscellaneous Equipment for Disposal (Attachment 11-jj).
- kk. Approval of Transportation Contract (s), Bids, Renewals & Addendums (Handout).
- ll. Staff and Student Travel (Attachment 11-ll).
- mm. Use of Building and Grounds (Attachment 11-mm).

- 12. Public Session
- 13. Executive Session
- 14. Adjournment