

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

AGENDA

REGULAR BUSINESS MEETING

Tuesday, July 11, 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 June 6, 2017 Board Minutes
- 4b. Approval of the Executive Minutes of June 6, 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 – None
8. Committee Reports - None
9. Superintendent's Agenda

SUPERINTENDENT'S AGENDA

NEW/SPECIAL PROJECTS:

None

PERSONNEL:

Recommend Board approve the following:

Appointments, Resignations, Non-Renewals, Leaves, Retirements, etc. (*Attachment A*)

2017-2018 Substitute Renewals (*Attachment A-1*)

Continuation of Charlotte Danielson Group Model for Teacher, Therapist, Child Study Team and support staff evaluation per code N.J.A.C. 6A.10., effective: 07/01/2017 to 06/30/2018.

Continuation of Stronge Leader Evaluation Model for Principals and Supervisors per code N.J.A.C. 6A.10., effective : 07/01/2017 to 06/30/2018.

MISCELLANEOUS:

Recommend Board approve the following:

Reaffirming of the 2016-2019 Comprehensive Equity Plan and Statement of Assurance
(Available for review in Administrative Offices)

2017-2018 Affirmative Action Team Members *(Attachment B)*

2017-2018 DEAC Committee Members *(Attachment C)*

2017-2018 ScIP Committee Members *(Attachment D)*

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

Food Services Program

Schools Codes of Conduct *(Available for review in Administrative Offices)*

Revision(s)/New Policies/Regulations/ByLaws – **First Reading** *(Attachment E)*

POLICIES

- 1240 Evaluation of Superintendent (M)
- 1511 Board of Education Website Accessibility
- 3126 District Mentoring Program
- 3221 Evaluation of Teachers (M)
- 3222 Evaluation of Teaching Staff Members Excluding Teachers and Administrators (M)
- 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
- 3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M)
- 3240 Professional Development for Teachers and School Leaders (M)
- 5610 Suspension (M)
- 5620 Expulsion (M)

REGULATIONS

- 1240 Evaluation of Superintendent (M)
- 3126 District Mentoring Program
- 3221 Evaluation of Teachers (M)
- 3222 Evaluation of Teaching Staff Members Excluding Teachers and Administrators (M)

- 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
- 3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M)

- 3240 Professional Development for Teachers and School Leaders (M)
- 5610 Suspension (M)

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

REGULATIONS

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

REPORTS:

Recommend Board approve the following:

Fire and Security Drill(s) for month of June 2017 (*Attachment F*)

Enrollment Data as of June 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	619

	<u>05/31/17</u>	<u>06/27/17</u>
Mercer High School	291	291
Mercer Elementary School	211	211
Regional Day School	9	9
J. F. Cappello School	<u>108</u>	<u>108</u>
TOTAL:	619	619

Harassment, Intimidation & Bullying as of June 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
June	0	0	0	0
TOTAL	1	0	0	1

11. NEW BUSINESS

Recommend Board approve the following:

- a. Approve the following student affiliation agreements between Mercer County Special Services School and (Attachment 11-a).
 Steinert High School VIP Program
- b. Approve the resolution to accept a \$159,029 surplus distribution from the BCIPJIF to be applied as follows: \$159,029 towards 2017/2018 premium (Attachment 11-b).
- c. Approve renewal of contract with Software Advantage, Inc., for the microTRIPS software transportation service for 2017/2018 school year for \$ 4,000 from Gaap account # 65-990-270-340-06-TECH (Attachment 11-c).
- d. Approve agreement with Paul’s Commodity Hauling, Inc. to provide delivery of State Food Commodities to be managed and invoiced through Sodexo for the 2017/2018 school year per agreement (Attachment 11-d).
- e. Approve Agreement for Local Education Agencies (LEA-Mercer County Special Services School District) Consolidating School Meal Programs with Mercer County Technical Schools MCTS) in order to support the MCTS full-time Health Science Academies and Rubino Academy students for the 2017/18 school year (Attachment 11-e).
- f. Approve renewal of software agreement with School Dude.com Incorporated for State mandated automated work order system, as required by N.J.A.C. 6A:23A-6.9 for the period August 1, 2017 through July 31, 2018 renewal amount not to exceed \$4,116.84 Gaap Account # 11-000-262-420-05-XXXX.

- g. Approve IMX Medical Management Services Fit for Duty Exams for the 2017/18 school year up to \$700.00/per evaluation and up to \$2,000.00/per evaluation for specialty doctors.
- h. Approve to award Bid #103-MCSSSDCPS-18-01 HVAC Repairs & Maintenance to McCloskey Mechanical in the amount of \$151,456, contract period July 1, 2017 through June 30, 2018 with period renewal options July 1, 2018 through June 30, 2019 in the amount of \$153,456 and July 1, 2019 through June 30, 2020 in the amount of \$155,456 (Attachment 11-h).
- i. Approve dues for the New Jersey School Boards Association for the 2017/18 school year in the amount of \$6,120.85 Gaap account # 11-000-230-895-01-DFB.
- j. Approve to award the vendor competitive contract to Parker McCay, PA for the 2017/2018 school year as the Attorney for Negotiation Services.
- k. Approve to accept a donation from the Knights of Columbus Hamilton Council #6213 in the amount of \$766.70 to the Mercer Elementary School (Attachment 11-k).
- l. Approve Black Box Network Services for monthly telephone system maintenance & support beginning July 1, 2017 through June 30, 2018 in the amount of \$14,022.72 Gaap Account #11-000-252-600-03-TEL (attachment 11-l).
- m. Approve the Transfer Agreement Resolution for route BFA1-Brookfield Academy and TA08-Titusville Academy (formerly TA02) 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-m).
- n. Approve Kellee Lee Statt, Customer Support Specialist of Realtime, Inc., to provide professional development training on September 6, 2017 for District certified staff. The training will provide instruction for the staff with regard to the New Goals and Objectives Interface within Realtime. Training will consist of two sessions - each ninety minutes in length. The cost of the training will not exceed \$750 Gaap account #11-000-223-390-02-DOCI.
- o. Approve Prior Nami Business Systems to cover maintenance on the following Sharp Machines #05002485/\$550 per year/11-000-240-440-30-COP, #8506123X/\$168 per year/20-293-219-530-18-SCHS, #8506093/\$168 per year Gaap account #11-000-251-440-00-COP for the period 7/1/2017 through 6/30/2018 (Attachment 11-o).
- p. Approve Heritage Business Systems maintenance agreement on the following Canon Machine #LTA00508/\$102.72 per month Gaap account #11-000-240-440-40-COP (Attachment 11-p).
- q. Approve month to month rental including maintenance of Sharp #15005649 located in MES originally leased under NJ State Contract #M-0053 @ \$436.66 per month, Gaap account #11-000-240-440-80-COP for the period of 7/1/2017 through 6/30/2018.
- r. Approve lease for Sharp Serial #55010258 to cover months 19 to 30 located in the Mercer High School under NJ State Contract M-0053 @ \$414.88 per month, Gaap account #11-000-240-440-30-COP for the period 7/1/2017 through 6/30/2018.

- s. Approve Pitney Bowes Lease Agreement for DM475 Mailing Machine for months 34 thru 39 at a cost of \$756 per quarter Gaap account #11-000-230-530-00-POS.
 - t. Approve Stewart Business Systems maintenance for the following Xerox machines @ \$2,447.25 a quarter Gaap account #'s FLA017182/20-295-210-610-16-SUPP, FMA015782 & WTM767492/11-000-240-440-80-COP, FLB026965/64-990-320-440-00-CMRS, VDR556579/11-000-221-440-02-COP, FMA015795 & VDR570068/11-000-251-440-00-COP, WTM767492 & VXW003250/11-000-251-440-40-COP, AYX991138/65-990-270-440-06-COP for the period 7/1/2017 through 6/30/2018.
 - u. Approval of Transportation Contract(s) Addenda, Bids and Evacuation Drills per N.J.A.C. 6A:27-11.2 (Attachment 11-u).
 - v. Staff and Student Travel (Attachment 11-v).
 - w. Miscellaneous Equipment for Disposal (Attachment 11-w).
 - x. Use of Building and Grounds (Attachment 11-x).
 - y. Approve Lease Agreement between Mercer County Special Services School District and Allies NJ for 2017/18 educational programs at the Joseph F. Cappello School (Attachment 11-y)
HANDOUT
 - z. Approve Lease Agreement between Mercer County Special Services School District and Mercer ARC for 2017/18 educational programs at the Joseph F. Cappello School (Attachment 11-z)
HANDOUT
 - aa. Approve Lease Agreement between Mercer County Special Services School District and Camelot Educational Resources, LLC for 2017/18 educational programs at the Alfred Reed School (Attachment 11-aa) HANDOUT
- 12. Public Session
 - 13. Executive Session
 - 14. Adjournment