

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

MINUTES

BUSINESS MEETING
Monday, November 6, 2017
4:30 pm

The monthly business meeting for the month of November 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 Vice President Russell White called the meeting to order at 4:30 pm.

OPEN PUBLIC MEETING STATEMENT: Mr. White 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: Russell White, Yasmin Hernandez-Manno, Samuel Floyd and Jan Lewis.

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: Mr. White led the assembly in the Pledge of Allegiance.

3a. PUBLIC SESSION: None

3b. 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 Samuel Floyd and Seconded by Jan Lewis the Board unanimously voted to go into Executive Session at 4:31 PM.

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

On a Motion by Russell White and Seconded by Jan Lewis the Board unanimously voted to return to the open meeting at 5:26 PM.

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

4. Approval of the October 3, 2017 Board Meeting Regular Minutes:

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

5. Bills To Be Approved totaling \$4,065,630.65 and authorization of transfers within program areas as approved by the Superintendent

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

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

6. Treasurer's Report for September 2017

A Motion by Jan Lewis 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 -	Absent	Ms. Hernandez-Manno -	Yes
	Ms. Lewis -	Yes	Ms. Rainiero -	Absent

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 2017 – 2018 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, Re-Appointments, Resignations, Leaves, Retirements, etc., (Attachment 9A) and addendum.

A Motion by Jan Lewis and Seconded by Yasmin Hernandez-Manno was made to approve the aforementioned was carried by roll call vote.

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

*Note: Ms. Hernandez-Manno abstains from Emergent hire.

Renewal of the agreement between the State of New Jersey, Department of Education and the Mercer County Special Services School District, to continue the operation of a program to provide educational services to the students enrolled in the Hamilton Regional Day School for a period of five years beginning July 1, 2017 and ending June 30, 2022. (*Attachment 9-B*)

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

Submission of Grant Application: Grants for Gardens sponsored by Annie’s Homegrown, Inc., up to \$3,000.00 in year 1 and up to \$5,000.00 for subsequent years.

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

Submission of QSAC Statement of Assurance –School Year 2017-2018 District Information and Score Summary Page to the New Jersey Department of Education (*Attachment 9-C*)

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

2017-2018 Mercer High School Vocational Advisory Council Members, (*Attachment 9-D*)

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

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

BYLAWS - None

POLICIES - None

REGULATIONS - None

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

BYLAWS

None

POLICIES

- 7100 Long Range Facilities Planning (M)
- 7101 Educational Adequacy of Capital Projects
- 7102 Site selection and Acquisition
- 7130 School Closing
- 7300 Disposition of Property

REGULATIONS

- R7100 Long Range Facilities Planning (M)
- R7101 Educational Adequacy of Capital Projects
- R7102 Site selection and Acquisition
- R7300.2 Disposition of Land
- R7300.3 Disposition of Personal Property
- R7300.4 Disposition of Federal Property

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

REPORTS:

Fire and Security Drills for month of October, 2017 (*Attachment 9-E*)

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

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

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

Enrollment Data as of October 2017:

YEAR	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2016-2017	511	508	586	598	601	600	603	607	615	616	619	619
2017-2018	505	502	579	586								

	<u>09/29/17</u>	<u>10/31/17</u>
Mercer High School	290	291
Mercer Elementary School	184	185
Regional Day	9	9
J. F. Cappello School	<u>96</u>	<u>101</u>
TOTAL:	579	586

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

11. **NEW BUSINESS**

Recommend Board approve the following:

- a. Approve the revised contract between DJ Nebbs Entertainment and Mercer County Special Services School District for entertainment services for the Mercer High School Prom being held at Mercer Oaks Golf Course on June 1, 2018 from 6-9PM, the amount of \$550 has been increased to \$600 by the vendor Gaap account #11-403-100-610-30-XTRA (Attachment 11-a).

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

- b. Approve resolution to renew Mercer County Special Services School District as the Lead Agency of the Cooperative Pricing System 103-MCSSSDCPS for the period February 1, 2018 to January 31, 2023 (Attachment 11-b).

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

- c. Approve to accept the Association of School Business Official (ASBO) International Certificate of Excellence in Financial Reporting Award for fiscal year ending June 30, 2016 (Attachment 11-c).

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

- d. Approve Facilities Annual Maintenance Budget amount worksheet M-1 per N.J.A.C.6A:26A to be submitted to the Department of Education County Office and the Mercer County Special Services School District Comprehensive Maintenance Plan Report for and 2017/2018 school year (Attachment 11-c).

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

- e. Approve to continue membership in the Burlington County Insurance Pool Joint Insurance Fund (BCIPJIF) effective through June 30, 2020.

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

- f. Approve the MCSSSD Budget Planning Schedule for 2018/2019 (Attachment 11-f).

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

- g. Approve to continue agreement between Mercer County Special Services School District and Frontline Education OASYS for Teacher Evaluation Software beginning December 1, 2017 through June 30, 2018 in the amount of \$3,769.80 Gaap Account # 11-000-221-590-07-DRSS (Attachment 11-g).

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

- h. Approve to increase the amount not to exceed from \$5,500 to \$15,000 for Comegno Law Group, P.C. as Special Counsel for the period July 1, 2017 through June 30, 2018 Gaap Account #11-00-230-331-01-LEG.

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

- i. Approval to accept SFY 2018 Special Child Health Services, Case Management, Grant Application, in the amount of 198,910, for the period 07/01/2017-06/30/2018.

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

- j. Approve Roxey Ballet Company on-site program titled “Dance to Learn” for the students of the Mercer Elementary School to be held on Mondays, Tuesdays and Wednesdays beginning January through March 2018 (dates may be flexible due to scheduling/weather etc.) at no cost to the District (Attachment 11-j).

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

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

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

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

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

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

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

n. Approve 36 month Lease to Own Agreement under NJ State contract T-2075 commencing on or about November 15, 2017 for a Canon image ADVANCE 6555ig Copier to be located at JFC at a cost of \$346.25 per month to include 10,000 copies Gaap Account #11-000-240-440-40-COP.

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

o. Approve Tanya Dawson on behalf of Mercer County Special Services School District to participate in Middlesex Regional Educational Services Commission of New Jersey Lease Purchase Financing for a 2018 pickup truck in the amount of \$41,783 used for snow removal to replace the 2008 pickup truck.

A Motion by Jan Lewis and seconded by Yasmin Hernandez-Manno to approve the aforementioned was carried by roll call vote.

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

13 ADJOURNMENT

A Motion by Jan Lewis and Seconded by Samuel Floyd to adjourn the meeting passed by unanimous voice vote, (4) aye's (0) nay's. Meeting was adjourned at 5:31 pm.

Respectfully submitted by:

Tanya Dawson
Business Administrator/Board Secretary