

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

MINUTES

BUSINESS MEETING
Tuesday, October 3, 2017
4:30 pm

The monthly business meeting for the month of October 3, 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 4:31 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 (arrived at 4:41pm). and Jan Lewis.

Also Present: Dr. Kimberly Schneider, Superintendent, Deborah Donnelly, Assistant Business Administrator/Assistant Board Secretary, 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:**

Clara Bigos, Supervisor of Student Services gave a presentation with a handout on State Testing Results (attached).

Mr. White asked why our students take the test if they are exempt.

Mr. Kozakowski responded they are exempt from passing, but not exempt from taking the test.

4. **Approval of the September 12, 2017 Board Meeting Regular and Executive Minutes:**

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

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

5. Bills To Be Approved totaling \$4,005,416.91 and authorization of transfers within program areas as approved by the Superintendent

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

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

6. Treasurer’s Report for August 2017

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

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

7. Correspondence & Communications

Dr. Schneider read a letter from *Homefront Family Campus in Ewing* thanking Heidi Musick for the \$8,546.01 donation received from the proceeds raised by the Mercer High School’s Annual Charity Softball Game with the Hamilton Police Department.

Dr. Schneider explained The *Homefront* organization was established to help families break the cycle of poverty.

Dr. Schneider also noted our District will be having an Open House on October 30, 2017. Invitations have been sent to all the Special Education Directors in Mercer County (flyer attached).

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 Lisa Vena and Seconded by Russell White was made 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 -	Yes	Ms. Rainiero -	Yes

MISCELLANEOUS:

Presentation of Assessment Results – Clara Bigos, Supervisor of Student Services

A Motion by Jan Lewis and Seconded by Lisa Vena was made 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 -	Yes	Ms. Rainiero -	Yes

MCSSSD Emergency Management Plan- Annual Update
(Available for review in Administrative Offices)

A Motion by Jan Lewis and Seconded by Lisa Vena was made 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 -	Yes	Ms. Rainiero -	Yes

Submission of Grant Application for Educational Leaders as Scholars: Arts Integration Teaching Artist Scholarship, up to \$5,000.00. (This will allow MCSSSD to bring in a Teaching Artist from Young Audiences NJ to assist in our broader Arts Integration Goals. Staff are in Year 1 of developing a school-wide approach to Arts Integration).

A Motion by Jan Lewis and Seconded by Lisa Vena was made 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 -	Yes	Ms. Rainiero -	Yes

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

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 Lisa Vena was made 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 -	Yes	Ms. Rainiero -	Yes

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

BYLAWS

None

POLICIES

8505 Local Wellness Policy-Nutrient Standards for Meals and Other Foods (M)
 8550 Unpaid Meal Charges-Outstanding Food Service Charges (M)

REGULATIONS

None

Abolished

	<u>08/18/17</u>	<u>09/29/17</u>
Mercer High School	239	290
Mercer Elementary School	161	184
Regional Day	9	9
J. F. Cappello School	<u>93</u>	<u>96</u>
<i>TOTAL:</i>	502	579

A Motion by Jan Lewis and Seconded by Lisa Vena was made 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 - Yes	Ms. Rainiero - Yes

10. OLD BUSINESS – *None*

11. NEW BUSINESS

Recommend Board approve the following:

- a. Approve Daniel Mills, Prentke Romich Company to provide professional development training on October 9, 2017 for the speech therapists at MCSSSD. The training will provide therapists with updated information on various AAC devices to better serve the students in District. The training will be held from 8:15 a.m. - 10:30 a.m. at no cost to the District.

A Motion by Jan Lewis and Seconded by Russell White was made 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 - Yes	Ms. Rainiero - Yes

- b. Approve the 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, in the amount of \$550 Gaap account #11-403-100-610-30-XTRA (Attachment 11-b).

A Motion by Jan Lewis and Seconded by Russell White was made 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 - Yes	Ms. Rainiero - Yes

- c. Approve Neopost 36 month Lease Agreement commencing October 2018 for IS-350 Mailing Machine to be located at the Joseph F. Cappello School at a cost of \$63.95 per month Gaap Account #11-000-230-530-40-POS (Attachment 11-c).

A Motion by Jan Lewis and Seconded by Russell White was made to approve the aforementioned was carried by roll call vote.

Mr. Floyd asked why the postage machines have (2) two different prices.

Ms. Donnelly noted it was based on anticipated volume.

Dr. Schneider noted that the enrollment at Joseph F. Cappello was lower than Mercer High School so they did not need as large of a machine.

Mr. White asked why we could not email and why are we sending so much mail.

Dr. Schneider noted that even if we sent something via email we sometimes need to send an original especially regarding legal matters.

Ms. Rainiero noted that not every parent has access to a computer and information needs to be sent directly home.

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

- d. Approve Neopost 36 month Lease Agreement commencing October 2018 for IN-360 Mailing Machine to be located at the Mercer High School at a cost of \$79.95 per month Gaap Account #11-000-230-530-30-POS (Attachment 11-d).

A Motion by Jan Lewis and Seconded by Russell White was made 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 -	Yes	Ms. Rainiero -	Yes

- e. Approve Soren Bennick Productions Incorporated to perform an anti-bullying presentation titled “*The Power of One*” for the students of Mercer Elementary School to be held on November 7, 2017. This presentation teaches children how to deal with and report bullying. There will be (2) two presentation times, 12:50 pm and 1:40 pm. The total cost of the presentations are \$850 to be paid by the MES student activity account (Attachment 11-e).

A Motion by Jan Lewis and Seconded by Russell White was made 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 -	Yes	Ms. Rainiero -	Yes

- f. Approve to award the School Related Activity Student Transportation Services Bid# 18-101 to Rick Bus Company on an as needed basis as per attached bid sheet (Attachment 11-f).

A Motion by Jan Lewis and Seconded by Russell White was made 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 -	Yes	Ms. Rainiero -	Yes

- g. Approve Dan Occhiograsso, A Vision in Motion, to provide an Assembly Presentation to the students of Mercer High School titled: "Crate the Crossover" to be held during Respect Week on Wednesday, October 18, 2017 from 9:00 am - 10:00 am. The cost not to exceed \$800 Gaap account #11-212-100-610-30-MD.

A Motion by Jan Lewis and Seconded by Russell White was made 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 -	Yes	Ms. Rainiero -	Yes

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

A Motion by Jan Lewis and Seconded by Russell White was made to approve the aforementioned was carried by roll call vote.

Ms. Lewis asked what the field trips were with regard to the Soccer team on the student travel schedule.

Mr. Kozakowski noted it is the Mercer High School Soccer Team.

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

- i. Approval of Transportation Contract(s), Bids, Renewals and Addendum (11-i).

A Motion by Jan Lewis and Seconded by Russell White was made 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 -	Yes	Ms. Rainiero -	Yes

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

A Motion by Jan Lewis and Seconded by Russell White was made 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 -	Yes	Ms. Rainiero -	Yes

k. Approve to accept a donation of (20) twenty bicycle helmets to the students of Mercer High School from the Robbinsville Police Benevolent Association.

A Motion by Jan Lewis and Seconded by Russell White was made 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 -	Yes	Ms. Rainiero -	Yes

l. Approve Summit Professional Education to provide Professional Development training to the District's BD Teachers and Occupational Therapists on October 9, 2017. The full-day training entitled "Differentiating Sensory from Behavior: Linking Sensory Integration and a Strength-Based Approach to Assess and Address Challenging Behaviors in Children" will provide the BD program and therapists with support/training needed. The training is also being offered to the local preschools to provide them with additional training in conjunction with the support provided to them through the Integrated Preschool Community Outreach Program. The training will be from 8:30 am - 3:30 pm and the cost not to exceed \$5,000 Gaap account # 66-215-213-590-04-PURS (Attachment 11-l).

A Motion by Jan Lewis and Seconded by Russell White was made 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 -	Yes	Ms. Rainiero -	Yes

m. Approve the Use of Building and Grounds (Attachment 11-m).

A Motion by Jan Lewis and Seconded by Russell White was made 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 -	Yes	Ms. Rainiero -	Yes

12 ADJOURNMENT

A Motion by Jan Lewis and Seconded by Lisa Vena to adjourn the meeting passed by unanimous voice vote, (5) aye's (0) nay's. Meeting was adjourned at 4:50 pm.

Respectfully submitted by:

Deborah Donnelly
Assistant Business Administrator/
Assistant Board Secretary