

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

MINUTES

BUSINESS MEETING
Tuesday, September 12, 2017
4:30 pm

The monthly business meeting for the month of September 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 4:35 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, Yasmin Hernandez-Manno, Samuel Floyd, Lisa Vena.

Also Present: Dr. Kimberly Schneider, Superintendent, Tanya Dawson, Business Administrator/Board Secretary, Dana Hice DePugh, Assistant Superintendent, Deborah Donnelly, Assistant Business Administrator, 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:**

Julie Ryan, Teacher Mercer High School – asked that the proposed ESY Calendar be tabled to allow input from staff.

Karen Burke, Nurse Mercer High School – Regarding the Superintendent's Council, staff would like to form one for this school year as we have done in the past to share thoughts and ideas. It is a great forum and will be beneficial to staff to meet with superintendent.

Dr. Schneider said sure, I think that is a great idea to continue with the Superintendent's Council. I will have Kitty Hensley set it up.

Angie Cacciaubauda, Teacher and Special Olympics Coach at Joseph Cappello School – Ms. Cacciaubauda brought a Strider Bike with her to show the Board. Special Olympics is donating these bikes to us (agenda item 11-c). These bikes allow us to teach not only older students, but young

students as well. There is a new event this fall, 150 meter bike event at the Special Olympics. We would like to have someone from our District to enter.

Ms. Rainiero thanked Ms. Cacciaubauda.

4. 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 Lisa Vena the Board unanimously voted to go into Executive Session at 4:41 PM.

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

On a Motion by Lisa Vena and Seconded by Samuel Floyd the Board unanimously voted to return to the open meeting at 5:02 PM.

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

4. Approval of the August 22, 2017 Board Meeting Regular and Executive Minutes:

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

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

5. Bills To Be Approved totaling \$1,925,957.17 and authorization of transfers within program areas as approved by the Superintendent

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

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

6. Treasurer's Report for July 2017

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

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

7. Correspondence & Communications –

Carline Mirthil, Supervisor Mercer High School gave a presentation on Anti-Bullying (see handout). Ms. Rainiero thanked her for the presentation.

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 A) and addendum.

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

Ms. Vena asked about the resignation of the new principal, did she even start?
Ms. Dawson responded, yes it is the new principal and no she did not start.

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

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

MISCELLANEOUS:

Recommend Board approve the following:

Presentation of Harassment, Intimidation, or Bullying (HIB) Semi-Annual Report for the period: 01/01/2017-06/30/2017 – Carline Mirthil, Supervisor

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

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

Presentation of Violence & Vandalism Semi-Annual Report for the period: 01/01/2017-06/30/2017 – Brian Kozakowski, Principal, Mercer High School

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

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

Extended School Year Calendar - Summer 2018 (*Attachment 9-B*)

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

Dr. Schneider said we did look at the ESY calendar and the reason why we scheduled the way we did is to allow for cleaning in between sessions. We have a vendor who can manage our students for when we are in between sessions. This seems to be the best options.

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

Organizational Chart, effective July, 2017 (*Attachment 9-C*)

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

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

Self-Assessment findings regarding the “Commissioner’s Program and Guidance for Determining Grades under the Anti-Bullying Bill of Rights Act” (P.L.2010, c.122), for the Regional Day School for the 2016-2017 School Year. (Inadvertently omitted in attachment on August 22, 2017 Agenda).
(Attachment 9-D)

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

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

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

<i>US History I</i>	
<i>US History II</i>	
<i>World History</i>	
<i>Environmental Science</i>	<i>Grade 9</i>
<i>Biology</i>	<i>Grade 10</i>
<i>Chemistry</i>	<i>Grade 12</i>

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

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

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

POLICIES

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

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

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

REGULATIONS - None

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

POLICIES

- 2461 Special Education/Receiving Schools (M)
- 7424 Bed Bugs
- 7461 District Sustainability Policy

REGULATIONS

- 2461 Special Education/Receiving Schools (M)
- 2461.01 Special Education/Receiving Schools- IEP Implementation (M)
- 2461.02 Special Education/Receiving Schools - Suspension (M)
- 2461.03 Special Education/Receiving Schools - Student Records (M)
- 2461.04 Special Education/Receiving Schools - Special Education and Related Services (M)
- 2461.05 Special Education-Receiving Schools- IEP Compliance (M)
- 2461.06 Special Education-Receiving Schools- Highly Qualified and Appropriately Certified Staff (M)
- 2461.07 Special Education-Receiving Schools- Termination of Placement (M)
- 2461.08 Special Education-Receiving Schools - In-Service Training (M)
- 2461.09 Special Education-Receiving Schools - Statewide and District-wide Assessment Programs (M)
- 2461.10 Special Education-Receiving Schools - Full Educational Opportunity (M)
- 2461.11 Special Education-Receiving Schools - Staff Consultation (M)
- 2461.12 Special Education-Receiving Schools - Length of School Day and Academic Year (M)
- 2461.13 Special Education-Receiving Schools - Observation of Educational Programs (M)
- 2461.14 Special Education-Receiving Schools - Amending Policies, Procedures, the Services Provided, or the Location of Facilities (M)
- 2461.15 Special Education-Receiving Schools - Operation of an Extended Academic Year Program (M)
- 2461.16 Special Education-Receiving Schools - Employment of a Full-Time Non-Teaching Principal (M)
- 2461.17 Special Education-Receiving Schools - Submission of Fiscal Information and Obtaining Certificates (M)
- 2461.18 Special Education-Receiving Schools - Notice to Department of Education Prior to Ceasing Operation or Change of Ownership (M)
- 2461.19 Special Education-Receiving Schools - Behavior Modification Program (M)
- 7424 Bed Bugs

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

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

REPORTS:

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

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

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

Harassment, Intimidation & Bullying Report for August, 2017

Month	Investigations	HIB	Non-HIB	Pending
July	0	0	0	0
August	0	0	0	0
TOTAL	0	0	0	0

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

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

Enrollment Data as of July 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										

	<u>07/31/17</u>	<u>08/18/17</u>
Mercer High School	240	239
Mercer Elementary School	163	161
Regional Day	9	9
J. F. Cappello School	<u>93</u>	<u>93</u>
TOTAL:	505	502

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

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

10. OLD BUSINESS - None

11. NEW BUSINESS

Recommend Board approve the following:

- a. Approve to award Bid #103-MCSSSDCPS-18-05 Inspection & Maintenance of Fire Alarm & Life Safety Systems to the following vendors: Allied Fire & Safety for Fire Alarm & Special Inspection in the amount of \$29,219.75 for 2017/2018 with a renewal option of \$29,219.75 covering period 7/1/2018 -6/30/2019 and \$29,219.75 covering period 7/1/2019-6/30/2020 and to Kistler O’Brien for Hood, Sprinkler & Time and Material in the amount of \$9,020 for the 2017/2018 school year with a renewal option of \$9,020 covering period 7/1/2018-6/30/2019 and \$9,310 covering period 7/1/2019 – 6/30/2020 (Attachment 11-a).

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

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

- b. Approval to accept NGC Grant Application for Youth Pollinator Gardens' award in the amount of \$200.00 for the Mercer Elementary School. The grant award will be used to create a pollinator garden for students with disabilities to enjoy a sensory experience.

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

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

- c. Approve to accept a donation of 38 Strider Balance Bicycles from Special Olympics of New Jersey. Strider Bikes are balance bikes without pedals that help individuals learn steering, balance and coordination and assists in the transition to a two-wheel pedal bike when they are ready. The 38 bicycles will be distributed throughout our schools and the MCSSSD Special Olympics Team (Attachment 11-c).

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

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

- d. Approve the lease agreement between Mercer County Special Services School District and the Special Parent Advocacy Group for After School Enrichment Classes for the 2017/2018 school year being held at the Mercer High School (Attachment 11-d).

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

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

- e. Approve the lease agreement between Mercer County Special Services School District and the Special Parent Advocacy Group for After School Enrichment Classes for the 2017/2018 school year being held at the Mercer Elementary School (Attachment 11-e).

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

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

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

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

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

- g. Approval of Transportation Contract(s), Bids, Renewals and Addendum (Handout).

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

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

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

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

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

i. Use of Building & Grounds (Attachment 11-i).

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

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

13 ADJOURNMENT

A Motion by Samuel Floyd and Seconded by Lisa Vena to adjourn the meeting passed by unanimous voice vote, (4) aye’s (0) nay’s. Meeting was adjourned at 5:22 pm.

Respectfully submitted by:

Tanya Dawson
Business Administrator/Board Secretary