

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

MINUTES

BUSINESS MEETING
Tuesday, December 5, 2017
4:30 pm

The monthly business meeting for the month of December 5, 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 4:30 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, Yasmin Hernandez-Manno, Samuel Floyd and
Lisa Vena.

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:** Ms. Rainiero led the assembly in the Pledge of Allegiance.
3. **PUBLIC SESSION:**

2016-17 Audit Presentation was given by Scott Clelland of Wiss & Company LLC.

Thank you Tanya Dawson, Dr. Schneider and Deborah Donnelly for their work.

I am pleased to report the District has received:

An unmodified opinion (highest opinion you can receive)

No deficiencies or material weaknesses in internal control

No reportable instances of non-compliance with respect to any of your major federal or state programs

The District received the Certificate of Excellence in Financial Reporting again for its 2016 CAFR – for five consecutive years!

The District's budgetary fund balance of \$9,826,876 as of June 30, 2017, of which,

\$3.6 million is in a Capital Reserve to be used for current and future capital projects

\$1.9 million is prior year surplus that is being used in the 2017-18 budget.

\$122 in open purchase orders.

The District has the full 10% of unrestricted/unassigned fund balance. This is a very healthy financial position for the District to be in.

There are no findings and no corrective action plans needed.

I would like to mention that we received full cooperation from all of the District staff. They were very professional and responded timely to all of our requests for information. Tanya, Debbie and their staff do an excellent job with maintaining the books and records of the District and managing their staff.

This management is what allows the audit to run smoothly and contributes to the accuracy of your books and records and they should be commended for a job well done.

4a. Approval of the November 6, 2017 Board Meeting Regular Minutes:

A Motion by Lisa Vena 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 -	Abstain	Ms. Hernandez-Manno -	Yes
	Ms. Lewis -	Absent	Ms. Rainiero -	Abstain

4b. Approval of the November 6, 2017 Board Meeting Executive Minutes:

A Motion by Russell White 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 -	Abstain	Ms. Hernandez-Manno -	Yes
	Ms. Lewis -	Absent	Ms. Rainiero -	Abstain

5. Bills To Be Approved totaling \$ 4,107,129.95 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 -	Yes
	Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
	Ms. Lewis -	Absent	Ms. Rainiero -	Yes

6. Treasurer’s Report for October 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 -	Yes
	Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
	Ms. Lewis -	Absent	Ms. Rainiero -	Yes

- 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 A) and addendum.

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

Ms. Vena asked if an employee is on paid sick leave, then unpaid sick leave, how long can they be out? Ms. MacDonald responded typically not beyond the school year.

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

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

Maryann Moller, District Safety Specialist for School Year 2017-2018

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

MISCELLANEOUS:

Recommend Board approve the following:

Uniform State Memorandum of Agreement between MCSSSD and the Hamilton Township Police Department for the School Year 2017-2018. (*Attachment 9-B*)

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

REPORTS:

Ms. Rainiero called for approval for a motion to approve the following:

Fire and Security Drills for month of November, 2017 (*Attachment 9-C*)

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

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

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

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

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

Enrollment Data as of November 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	583							

	<u>10/31/17</u>	<u>11/30/17</u>
Mercer High School	291	289
Mercer Elementary School	185	184
Regional Day	9	9
J. F. Cappello School	<u>101</u>	<u>101</u>
<i>TOTAL:</i>	586	583

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

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

10. Old Business: – None

11. New Business:

Ms. Rainiero called for approval for a motion to approve the following:

- a. Approve to continue the Group Disability coverage with Standard Life Insurance Company beginning January 1, 2017 to December 31, 2018 with a rate guarantee of \$25.15 per employee per month estimated cost per year \$134,603 from account # 11-000-291-290-50-OTH

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 - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

- b. Approve the Comprehensive Annual Financial Report, Summary of Fiscal Year 2017 Audit Report as required under NJSA 18A:23-4 the Synopsis of Audit and Single Audit Report from Wiss & Company LLC for the fiscal year ended June 30, 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 - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

- c. Approve the Affiliation Agreement between Statewide Parent Advocacy Network (SPAN) and Mercer County Special Services School District subject to attorney review (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 - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

- d. Approve the Revised MCSSSD Budget Planning Schedule for 2018/2019 (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 - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

- e. Approve the Student Placement Agreement between the Stone Bridge Middle School and Mercer County Special Services School District (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 - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

- f. Approval of Transportation Contract(s) Addenda, Bids, Renewals and Evacuation Drills per N.J.A.C. 6A:27-11.2 (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 - Yes
 Ms. Vena - Yes Ms. Hernandez-Manno - Abstain
 Ms. Lewis - Absent Ms. Rainiero - Yes

g. Approve Staff and Student Travel (Attachment 11-g).

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 -	Yes
	Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
	Ms. Lewis -	Absent	Ms. Rainiero -	Yes

h. Approve Miscellaneous Equipment for Disposal (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 -	Yes
	Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
	Ms. Lewis -	Absent	Ms. Rainiero -	Yes

i. Approve PenServ Plan Services as a third party administrator to provide Retirement Plan Administrative Services for the District’s 403b plan and 457b plan at no cost to the District (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 -	Yes
	Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
	Ms. Lewis -	Absent	Ms. Rainiero -	Yes

12. ADJOURNMENT

A Motion by Russell White and Seconded by Samuel Floyd to adjourn the meeting passed by unanimous voice vote, (5) aye’s (0) nay’s. Meeting was adjourned at 4:54 pm.

Respectfully submitted by:

Tanya Dawson
Business Administrator/Board Secretary