

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

MINUTES

BUSINESS MEETING
Tuesday, December 4, 2018
4:30 pm

The monthly business meeting for the month of December 4, 2018 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, Yasmin Hernandez-Manno, Samuel Floyd and Jan Lewis.

Also Present: Dr. Kimberly Schneider, Superintendent, Deborah Donnelly, Business Administrator/Board Secretary, Dana Hice-DePugh, Assistant Superintendent, Caterina Cimilluca, Human Resource Manager and Walter Bliss, Board Attorney.

2. PLEDGE OF ALLEGIANCE: Ms. Rainiero led the assembly in the Pledge of Allegiance.

3a. PUBLIC:

Jennifer Duda, Teacher at Mercer Elementary School gave a video presentation to the Board. Ms. Duda has been going to other districts to look at regular education technical programs and adapting to our school special education needs and then bringing it back to regular districts to implement with their self-contained classroom. Ms. Duda shared a video of various technologies uses in our classroom.

Tina Jablonski- Union Representative read a statement to the Board (statement attached).

Presentation of Comprehensive Annual Financial Report for June 30, 2018 by Scott Clelland, CPA, Wiss & Co., LLC.

Mr. Clelland gave an audit presentation of the preliminary results. He is awaiting State information regarding health benefits foot note. The Synopsis presented will not change. The Audsum deadline moved to December 21, 2018. The audit submission may be moved to January. The results are consistent with the past. Mr. Clelland thanked Dr. Schneider, Deborah Donnelly and staff. We have received the Certificate of Excellence Award 6 years, reflection of audit submission. The District will receive an unmodified opinion. We are in a good financial position. There are no findings due to the Administration standards for Internal Controls.

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:

Negotiations Update and 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 Jan Lewis and Seconded by Samuel Floyd the Board unanimously voted to go into Executive Session at 4:43 PM.

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

On a Motion by Jan Lewis and Seconded by Samuel Floyds the Board unanimously voted to return to the open meeting at 5:36 PM.

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

4. Approval of the November 5, 2018 Board Meeting Regular and Executive Minutes:

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

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

5. Bills To Be Approved totaling \$4,012,213.56 and authorization of transfers within program areas as approved by the Superintendent

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

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

6. Treasurer’s Report for October 2018

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

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

7. Correspondence & Communications:

Dr. Schneider noted we are submitting the District’s QSAC DPR’s. We expect the County to visit in January or February to review our self-evaluation.

8. Committee Reports – None

9. Superintendent’s Report - None

New/Special Projects: None

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 2018 – 2019 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 Jan Lewis and Seconded by Samuel Floyd was made to approve the aforementioned was carried by roll call vote.

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

Agreement between Caterina Cimilluca, Human Resources Manager and MCSSSD effective November 26, 2018 through June 30, 2019. (*Attachment 9A-1*)

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

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

MISCELLANEOUS:

Submission of Grant Application: State of New Jersey, Department of Labor & Workforce Development for Summer Paid Internships 2019. This grant allows for pre-employment transition services through the Workforce Innovation Opportunity Act (WIOA).

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

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

Submission of QSAC Self-Assessment for School Year 2018-19 to the New Jersey Department of Education.

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

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

NJQSAC Committee Members, 2018-2019 School Year (*Attachment 9-C*)

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

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

NJQSAC Declaration Page (*Attachment 9-D*)

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

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

NJQSAC District Performance Review (DPR’s) for the following Indicators:
 (Attachment 9-E)

- Instruction & Program
- Goverance
- Fiscal Management
- Operations
- Personnel

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

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

REPORTS:

Fire and Security Drills for month of November, 2018 (Attachment 9-B)

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

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

Harassment, Intimidation & Bullying Report for November, 2018

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
TOTAL	0	0	0	0

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

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

Enrollment Data as of November, 2018:

YEAR	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2017-2018	505	502	579	586	583	587	583	585	587	587	592	593
2018-2019	454	454	547	567	571							

	<u>10/31/18</u>	<u>11/30/18</u>
Mercer High School	259	260
Mercer Elementary School	205	209
Regional Day	11	10
J. F. Cappello School	<u>92</u>	<u>92</u>
<i>TOTAL:</i>	567	571

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

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

11. **NEW BUSINESS**

Recommend Board approve the following:

- a. Review, accept and approve the June 30, 2018 preliminary Comprehensive Annual Financial Report, Management Report on Administrative Findings – Financial, Compliance and Performance and Synopsis (Summary of Fiscal year 2017/2018 Audit Report) as required by N.J.S.A. 18A:23-4.

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

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

- b. Approve to continue the Group Disability coverage with Standard Life Insurance Company beginning January 1, 2019 to December 31, 2020 with a rate guarantee of \$25.15 per employee per month.

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

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

- c. Approve Debbie Concenza, RN, to attend Camp Bernie with Mercer High School students and staff on May 8, 2019 through May 10, 2019 at a rate of \$1,000.

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

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

- d. Approve the Revised MCSSSD Budget Planning Schedule for 2019/2020 (Attachment 11-d).

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

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

- e. Approval of Transportation Contract(s) Addenda, Bids, Renewals and Evacuation Drills per N.J.A.C. 6A:27-11.2 (Attachment 11-e).

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

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

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

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

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

- g. Approve Miscellaneous Equipment for Disposal (Attachment 11-g).

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

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

- h Approve Tools Of The Mind to provide Professional Development Services contract, professional development training and program curricula for one supervisor, certified staff members (one Pre-K teacher and one MD teacher) and non-certified staff members (two classroom assistants) at Joseph F. Cappello School. Training is scheduled for December 12th, 2018, March 19th, 2019, September 18th, 2019, November 20th, 2019 and March 18th, 2020. Staff will be trained on Tools of the Mind curriculum. In addition the workshop series is supplemented by live or virtual technical assistance and support through an innovative app based learning system, iScaffold and online teacher resource eTools. The cost of the training is not to exceed \$9,500.00 and the cost of the required curriculum is not to exceed \$2,200.00.

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

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

- i. Approve Reading Horizons to provide professional development training for Mercer Elementary School certified staff who will be implementing the Reading Horizon Elevate and Discovery Curriculums in their classrooms. The dates of the training will be scheduled once board approved. The cost of the training is not to exceed \$4,000.00.

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

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

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 5:43 pm.

Respectfully submitted by:

Deborah Donnelly
 Business Administrator/Board Secretary