

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

MINUTES

REORGANIZATION MEETING

Monday July 2, 2018

4:30 pm

The monthly business meeting for the month of July 2, 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:

I. CALL TO ORDER: Board of Education Superintendent Dr. Kimberly Schneider

OPEN PUBLIC MEETING 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: Camille Rainiero
Samuel Floyd
Lisa Vena
Jan Lewis
Yasmin Hernandez-Manno - Absent

II. PLEDGE OF ALLEGIANCE - Dispense

III. ELECTION OF PRESIDENT

Lisa Vena nominated Camille Rainiero for the position of President of the Board of Education for school year 2018-2019 and Jan Lewis seconded the nomination.

There being no other nominations, the secretary recorded a unanimous vote for Camille Rainiero

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

IV. BOARD PRESIDENT ASSUMES THE CHAIR

V. ELECTION OF VICE PRESIDENT

Jan Lewis nominated Lisa Vena for the position of Vice President of the Board of Education for school year 2018-2019 and Samuel Floyd seconded the nomination.

There being no other nominations, the secretary recorded a unanimous vote for Lisa Vena.

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

VI. APPOINT DELEGATE FOR NEW JERSEY SCHOOL BOARDS ASSOCIATION

Name: Lisa Vena

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

VII. APPOINT REPRESENTATIVES FOR BOARD OF SCHOOL ESTIMATE

Names: Lisa Vena and Camille Rainiero

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

VIII. RULES FOR GOVERNANCE

Resolved; the Board of Education adopt all policies and regulations in effect on June 30, 2018 in compliance with N.J.S.A.18A:11-1

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

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

IX. CURRICULA AND TEXTBOOKS (ATTACHMENT IX).

Resolved, the Board of Education adopt all curricula and textbooks of record on June 30, 2018 in compliance with N.J.S.A. 18A:33-1 and 34-1.

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

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

X. MEETING SCHEDULE AND NOTICE

Resolved, the Board of Education establishes the following meeting calendar for the next year:

August 7, 2018 - 4:30 p.m.	Regular Business Meeting
September 4, 2018 - 4:30 p.m.	Regular Business Meeting
October 2, 2018 - 4:30 p.m.	Regular Business Meeting
November 5, 2018 - 4:30 p.m. <small>Monday due to Election Day</small>	Regular Business Meeting
December 4, 2018 - 4:30 p.m.	Regular Business Meeting
January 8, 2019 - 4:30 p.m.	Regular Business Meeting
February 5, 2019 - 4:30 p.m.	Regular Business Meeting
March 5, 2019 - 4:30 p.m.	Regular Business Meeting
April 2, 2019 - 4:30 p.m.	Regular Business Meeting
May 7, 2019 - 4:30 p.m.	Regular Business Meeting
June 4, 2019 - 4:30 p.m.	Regular Business Meeting
July 9, 2019 - 4:30 p.m.	Reorganization & Regular Business Meeting

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

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

FURTHER RESOLVED, the secretary is directed to post this schedule in the Board Office, all district schools, and in the Mercer County Clerk’s Office and to mail it to the Trenton Times.

XI. OFFICIAL NEWSPAPER

Resolved the Board of Education designates the Trenton Times as official newspaper for legal notices and other obligations.

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

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

XII. APPOINTMENTS

Resolved, the Board of Education approves the following appointments, which are in effect until the next reorganization meeting or until changed by resolution and carry the compensation indicated:

Treasurer	David Miller	\$3,875.00
Board Secretary	Deborah Donnelly	NA
District Purchasing Agent for 2018/2019 (Attachment-XII)	Deborah Donnelly	NA
Agent of Record – Property & Casualty Insurance	Burlington County Joint Insurance Fund	Commission Basis
Agent of Record –Prescription & Dental Insurance	Conner Strong & Buckelew	\$17,400
Attorney	Walter R. Bliss, Jr., Esquire	\$50,938
Auditor	Wiss & Company LLC	\$63,000
Medical Inspector	David Sharlin, M.D.	\$53,008
Architect(s)	Design Ideas Group	Fee Basis
Plan Administrator for 403(b) & 457(b) Tax Shelters	PenServ Plan Services	NA
Public Agency Compliance Officer	Deborah Donnelly	NA
Open Public Records Act Officer (OPRA)	Deborah Donnelly	NA
Affirmative Action Officer	Clara Bigos	NA
ADA/504 Compliance Officer	Clara Bigos	NA
AED Coordinator	Karen Burke	NA
Substance Awareness Coordinator	Heidi Musick	NA
Title IX Coordinator	Dana Hice-DePugh	NA
School Safety Specialist	Maryann Moller	NA
Wellness Coordinator	Dana Hice-DePugh	NA
Anti-Bullying Compliance Coordinator (HIB)	Carline Mirthil	NA
Homeless Student Liaison	Clara Bigos	NA
Data Manager	Clara Bigos	NA
District Testing Coordinator	TBD	NA
Emergency Management Coordinator	Frederick Hillman	NA
Indoor Air Quality Designed Person	Frederick Hillman	NA
District Integrated Pest Management Coordinator	Frederick Hillman	NA
Right to Know Officer	Frederick Hillman	NA
Chemical Hygiene Officer	Frederick Hillman	NA
AHERA Coordinator	Frederick Hillman	NA
Toxic Hazard Preparedness Officer	Frederick Hillman	NA
Certified Renovator USEPA	Frederick Hillman	NA

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

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

XIII. BANK ACCOUNT SIGNATURE RESOLUTION

Whereas, Camille Rainiero has been elected president of the Board of Education and Lisa Vena has been elected vice president; and

Whereas, Deborah Donnelly has been appointed Business Administrator/Secretary of the Board of Education and Kimberly Schneider has been appointed Superintendent of Schools, and

Whereas, David Miller has been appointed treasurer of school monies; now, therefore, be it

Resolved, the Board of Education approves the establishment and/or maintenance of the following bank accounts at PNC Bank and authorizes the persons indicated to sign checks, savings withdrawals, drafts, and other instruments and to approve electronic fund transfers according to the bank’s rules and regulations

Account Title	Account Number	Signatures Required	Approved Signatories
Current Account PNC Bank	8090048628	3	President <u>or</u> Vice President <u>and</u> Deborah Donnelly, Secretary <u>or</u> Kimberly Schneider, Superintendent <u>and</u> David Miller, Treasurer of School Monies
Payroll Account PNC Bank	8056174372	1	David Miller, Treasurer of School Monies <u>or</u> Deborah Donnelly, Board Secretary
Payroll Deduction Account PNC Bank	8090048652	3	President <u>or</u> , Vice President <u>and</u> Deborah Donnelly, Secretary <u>or</u> Kimberly Schneider, Superintendent <u>and</u> David Miller, Treasurer of School Monies
Unemployment Account PNC Bank	8090050752	3	President <u>or</u> , Vice President <u>and</u>

			Deborah Donnelly, Secretary <u>or</u> Kimberly Schneider, Superintendent <u>and</u> David Miller, Treasurer of School Monies
Nutrition Account PNC Bank	8090024247	3	President <u>or</u> , Vice President <u>and</u> Deborah Donnelly, Secretary <u>or</u> Kimberly Schneider, Superintendent <u>and</u> David Miller, Treasurer of School Monies
Mercer High School Activity Account PNC Bank	8090025389	2	Brian Kozakowski, Principal <u>and/or</u> Kristofer Gould, Supervisor <u>and/or</u> Denise Fennimore, Secretary to Principal
Mercer Elementary School Activity Account PNC Bank	8052399777	2	Lisa Scaringelli, Principal <u>and/or</u> Maryann Moller, Supervisor <u>and/or</u> Cindy Dyott, Secretary to Principal
Joseph F. Cappello School Activity Account PNC Bank	8090648754	2	Principal (TBD) <u>and/or</u> Diane Caldwell, Supervisor <u>and/or</u> Maria Deamer, Secretary to Principal
Aflac Wameworks	8036868588	3	President <u>or</u> Vice President <u>and</u> Deborah Donnelly, Secretary <u>or</u> Kimberly Schneider, Superintendent <u>and</u> David Miller, Treasurer of School Monies

And be it

Further Resolved, the secretary of the board is authorized to complete, sign, and deliver whatever forms are necessary to carry out the intent of this resolution.

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

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

XIV PETTY CASH FUNDS

RESOLVED, the Board of Education authorizes the school business administrator to establish the following petty cash funds pursuant to Policy 4251:

Location	Responsible Person	Amount
Mercer High School	Brian Kozakowski, Principal	\$500
Mercer High School Chuck’s Place	Brian Kozakowski, Principal	\$300
Mercer Elementary School	Lisa Scaringelli, Principal	\$500
Joseph F. Cappello School	Diane Caldwell, Supervisor and/or Principal (TBD)	\$500
Business Office	Deborah Donnelly, School Business Administrator	\$100
Assistant Superintendent Office	Dana Hice-DePugh, Assistant Superintendent	\$50

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

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

XV. Resolved: the Board of Education to adopt a Maximum Travel Budget for 2018/2019 (Attachment XV).

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

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

XVI. RESOLVED, the Board of Education authorizes Deborah Donnelly, Business Administrator/Board Secretary, to make payments on behalf of the Board of Education during the period between Board meetings, pursuant to N.J.S.A. 18A:19-4.1 (Attachment XVI).

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

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

XVII. Approval of the following Tax Shelter Annuity/Mutual Fund Companies in the adoption of the 403(b) and/or 457(b) plans through the Third Party Administrator PenServ Plan Services, Incorporated:

MetLife
Lincoln
Fidelity
AXA-Equitable
Vanguard

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

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

XVIII. Approval of Chart of Accounts (Attachment XVIII).

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

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

XIX. PUBLIC SESSION: None

XX. ADJOURNMENT OF REORGANIZATION MEETING

A Motion by Samuel Floyd and Seconded by Jan Lewis to adjourn the meeting passed by unanimous voice vote, (4) aye’s (0) nay’s. Meeting was adjourned at 4:36 pm.

Respectfully submitted by:

Kimberly J. Schneider, Ed. D.
 Superintendent