

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

AGENDA

REGULAR BUSINESS MEETING

Tuesday, June 4, 2019

4:30 p.m.

1. Meeting called to Order – Sunshine Law Opening Statement – Roll Call
2. Pledge of Allegiance
3. Executive Session/Public Session
- 4a. Approval of May 7, 2019 Board Minutes
- 4b. Approval of the Executive Minutes of May 7, 2019 for content, not for release.
Release to be determined when the need for confidentiality no longer exists, unless such otherwise prohibited by law.
5. Bills to be Approved and Transfer Report
6. Board Secretary/Treasurer’s Report
7. Correspondence & Communications – None
8. Committee Reports - None
9. Superintendent’s Agenda
11. New Business

SUPERINTENDENT’S AGENDA

NEW/SPECIAL PROJECTS:

Recommend Board approve the following: *None*

PERSONNEL:

Recommend Board approve the following:

Appointments, Resignations, Leaves, Retirements, etc. (*Attachment 9A*)

2019 Extended School Year, Hourly Staff (*Attachment 9A-1*)

2019 Extended School Year, Contracted Staff (*Attachment 9A-2*)

Revised Job Description: Case Manager, Special Child Health Services (*Attachment 9A-3*)

MISCELLANEOUS:

Recommend Board approve the following:

2019 Governor’s Educators of the Year Participation and Recipients (*Attachment 9B*)

2019 Para-Professionals of the Year Recipients (*Attachment 9C*)

Revised and/or New Policies, Regulations, or By-Laws

First Reading -- Revised and/or New Policies, Regulations, or By-Laws - (*None*)

Second Reading & Adoption -- Revised and/or New Policies, Regulations, or By-Laws
(*no changes from First Reading*)

BYLAWS - *None*

POLICIES

P1642 Earned Sick Leave Law (M)

REGULATIONS

R1642 Earned Sick Leave Law (M)

REPORTS:

Fire and Security Drills for month of May 2019 (*Attachment 9-C*)

Harassment, Intimidation & Bullying Report for May 2019

Month	Investigations	HIB	Non-HIB
July	0	0	0
August	0	0	0
September	0	0	0
October	0	0	0
November	0	0	0
December	0	0	0
January	0	0	0
February	1	0	0
March	2	0	0
April	0	0	0
May	0	1	0
TOTAL	3	1	0

Enrollment Data as of May 2019:

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	575	579	580	581	586	587	

	<u>04/30/19</u>	<u>05/31/19</u>
Mercer High School	248	248
Mercer Elementary School	223	224
Regional Day	9	9
J. F. Cappello School	<u>106</u>	<u>106</u>
<i>TOTAL:</i>	586	587

11. **NEW BUSINESS**

Recommend Board approve the following:

- a. Approve Sodexo as the Food Service Management Company for the District for the 2019/2020 school year with the option to renew up to four (4) additional years.
- b. Approve to contract with Attorney Walter R. Bliss, Jr. for legal services as Board Attorney for the period beginning July 1, 2019 through June 30, 2020 in the amount of \$51,957 Gaap account #11-000-230-331-01-LEG (Attachment 11-b).
- c. Approve the lease agreement between Mercer County Special Services School District and the Special Parent Advocacy Group for After School Enrichment Classes (SPAG) for the 2019 Extended School Year (ESY) Program and the 2019/2020 school year being held at the Mercer Elementary School (Attachment 11-c).
- d. Approve the lease agreement between Mercer County Special Services School District and the Special Parent Advocacy Group for After School Enrichment Classes (SPAG) for the 2019 Extended School Year (ESY) Program and the 2019/2020 school year being held at the Mercer High School (Attachment 11-d).
- e. Agreement to contract with Dr. William P Hayes of Alexander Road Associates in Psychiatry, Psychology & Counseling, Princeton, NJ, for assessment services in the 2019/2020 school year at a rate of \$595 per assessment hour (Attachment 11-e).
- f. Approve to contract with Bayada Home Healthcare Incorporated and Mercer County Special Services School District to provide a Registered Nurse to the District on a substitute basis as needed for the 2019/2020 school year at a rate of \$55 per hour (Attachment 11-f).

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- g. Approve Well YOUNiversity to provide Professional Development training for all MCSSSD District staff on September 3, 2019. The "Stress Management Workshop" will be provided by Carol L. Rickard, LCSW in two 2-hour trainings. The cost not to exceed \$1,250.00.
- h. Approve the agreement between Mercer County Special Services School District and Parker McCay, P.A. as Attorney for Negotiation Services effective July 1, 2019 through June 30, 2020 not to exceed \$26,000 (Attachment 11-h).
- i. Approve the professional services agreement of David N. Sharlin, P.O., F.A.A.P. as the School Medical Director for the 2019/2020 school year in the amount of \$54,068 (Attachment 11-i).
- j. Approve Heather Pyle to perform Human Resource systems technical support as needed for the period June 5, 2019 through June 30, 2019 at a cost not to exceed \$800.
- k. Approve Heather Pyle to perform Human Resource systems technical support as needed for the period July 1, 2019 to June 30, 2020 at \$40 per hour at a cost not to exceed \$10,000.
- l. Approve Gina Buzgo to be responsible for the update of district policies and regulations for Mercer County Technical Schools at her professional hourly rate of \$52.13.
- m. Approve to adopt the Regional Day School Budget for the 2019/2020 school year in the amount of \$656,608 (Attachment 11-m).
- n. Approve the Community Resource Team Fee, Community Resource Assessment Service Fee Schedule - 2019/20 school year, Project Child Clinic Grant Services Fee Schedule - 2019/20 school year (Attachment 11-n).
- o. Approve renewal of System 3000 software and license support fee of \$24,987 for payroll, personnel, accounting and employee portal fee of \$5,826 for the 2019/20 school year for a total of \$30,813.
- p. Approval to continue contract with Frontline Technologies effective July 1, 2019 through June 30, 2020 in the total amount of \$20,124.49 for: subscription software (AESOP) to maintain staff attendance and required documentation of substitutes at a cost of \$10,081.09; for Teacher Evaluation Software (Danielson) in the amount of \$7,330.07; and Time and Attendance for internal employees in the amount of \$2,713.33.
- q. Approve the annual maintenance and support of the District's Policy and Regulation Manuals and annual subscription to New Jersey School Digest for the 2019/20 school year to Strauss Esmay Associates, LLP for \$4,190.
- r. Approve Realtime to provide Professional Development training for all MCSSSD district nurses. Realtime representative will provide training on the Medical Module. The two (2) two-hour trainings will be scheduled during the month of June 2019. The cost not to exceed \$1,500.

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- s. Approve to continue to contract with Realtime Information Technology, Incorporated for the Student Database Management System, Cafeteria Point of Sale system and Emergency Notification System for the period July 1, 2019 through June 30, 2020 in the amount of \$18,112.40.
- t. Approval to accept SFY 2020 Special Child Health Services, Early Hearing Detection and Intervention, Grant Application, in the amount of \$37,829.00, for the period 04/01/2019-03/31/2020.
- u. Approve agreement with Paul’s Commodity Hauling, Inc. to provide delivery of State Food Commodities to be managed and invoiced through Sodexo for the 2019/2020 school year per agreement (Attachment 11-u).
- v. Approve the Agreement of the lunch prices for 2019/2020

2019/2020 Breakfast, Lunch & Milk Prices:

<u>Breakfast</u>	<u>Student</u>
Mercer High	\$1.65
Joseph F. Cappello	\$1.65
Mercer Elementary	\$1.65
Mercer County Vo-Tech	\$1.65
Rubino Academy	\$1.65

2019/2020 Reduced Price Breakfast for all schools will be \$.30

<u>Lunch</u>	<u>Student</u>	<u>Adult</u>
Mercer High	\$3.00	\$4.25
Joseph F. Cappello	\$2.85	\$4.25
Mercer Elementary	\$2.85	\$4.25
Mercer County Vo-Tech	\$3.00	\$4.25
Rubino Academy	\$3.00	\$4.25

Reduced Price Lunch for all schools will be \$.40
Milk Prices (flavored and un-flavored) will be \$.50

- w. Staff and Student Travel (Attachment 11-w).
- x. Approve Transportation Contract(s), Bids, Renewals and Addendum (11-x).
- y. Approve Transportation Bus Evacuation Drills for the 2018/19 School Year (Attachment 11-y).
- z. Miscellaneous Equipment Disposal List (Attachment 11-z).
- aa. Approve the resolution to transfer up to \$800,000 into the Capital Reserve Account for future needed Capital repairs and or projects (Attachment 11-aa).

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- bb. Approve to close out MJF Electrical Contracting Incorporated for work completed for the Fire Alarm & Intercom System Replacement at Joseph F. Cappello School and Clock System Replacement at Mercer High School per AIA Document G707-1994, G706-1994 & G706A-1994 (Attachment 11-bb).
- cc. Approve Prior Nami Business Systems to cover maintenance on the following Sharp Machines #05002485/\$825 per year located in High School Career Center, #8506123X at \$137.50 per year located in Special Child Health Services, #8506093 at \$137.50 per year located in Administration, #15005649at \$1650 per year located in Mercer Elementary School, for the period 7/1/2019 through 6/30/2020 (attachment 11-cc).
- dd. Approve Heritage Business Systems to cover maintenance on Canon #LTA00508 located at the JFC School at \$56.50 per month for the period of 7/1/201 to 6/30/2020 (attachment 11-dd).
- ee. Approve months 21 through 32 of a 36 month with Canon USA for Lease to Own Agreement 7/1/2019 to 6/30/2020 for Canon #SMD00562 located at JFC at \$346.24 per month.
- ff. Approve months 16 through 27 of a 36 month with Canon USA for Lease to Own Agreement 7/1/2019 to 6/30/2020 for Canon #XWZ00501 located at MES at \$568.89 per month.
- gg. Approve months 16 through 27 of a 36 month with Canon USA for Lease to Own Agreement 7/1/2019 to 6/30/2020 for Canon #XWZ00500 located at HS at \$533.27 per month.
- hh. Approve Pitney Bowes Postage Meter Rental for DM475 Mailing Machine to cover 7/1/19 to 6/30/2020 at \$171/quarter and \$571.50/year for Service agreement.
- ii. Approve Lease for months 44 through 48 of a 48 month Lease to Own Agreement for the period of 7/1/2019 to 11/30/2019 at \$414.88 per month for Sharp #55010258 located in Mercer High School Career Center. Effective 12/1/19 the contract is maintenance only at a rate TBD.
- jj. Approve Neopost Rental for months 21 through 32 of 36 month Rental for IS-350 Mailing Machine located at JFC at \$191.85/quarter.
- kk. Approve Neopost Rental for months 21 through 32 of 36 month Rental for IN-360 Mailing Machine located at High School at \$79.95/month.
- ll. Approve the following Request for Proposal, 20-01, 02, & 03 for Therapy Service vendors on an as needed basis for the 2019/20 school year:

RFP 20-01 SPEECH THERAPY	AWARDED VENDOR	SERVICE AT SCHOOL	SERVICE AT HOME	AAC EVALUATION
	Therapy Source	✓	✓	---
	Jump Ahead	✓	✓	✓
	ARDOR	✓	✓	---
	Kaleidoscope	✓	✓	✓

RFP 20-02 OCCUPATIONAL THERAPY 20-02	AWARDED VENDOR	SERVICE AT SCHOOL	SERVICE AT HOME	AAC EVALUATION
	Therapy Source	✓	✓	---
	Jump Ahead	✓	✓	✓
	ARDOR	✓	✓	---

RFP 20-03 PHYSICAL THERAPY	AWARDED VENDOR	SERVICE AT SCHOOL	SERVICE AT HOME	AAC EVALUATION
	Therapy Source	✓	✓	---
	Kaleidoscope	✓	✓	✓
	Jump Ahead	✓	✓	✓

mm. Approve to award the Waste and Recycling Disposal Bid #103-MCSSSDCPS-20-01 to the following: (Attachment 11-mm).

Waste Management, Inc. for collection of waste and recycling at all district buildings for the in the total amount of \$ 39,228.00 for the 2019-2020 School Year, \$ 40,404.00 for the 2020-2021 School Year and \$ 41,592.00 for the 2021-22 School Year, for a total of \$ 121,224.00 subject to the terms and conditions of the bid document, as reviewed by Board counsel, and

Central Jersey Waste & Recycling for collection of Roll Off and Bulk Waste removal at all district buildings for the in the total amount of \$ 4,380.00 for the 2019-2020 School Year, \$ 4,500.00 for the 2020-2021 School Year and \$ 4,620.00 for the 2021-22 School Year, for a total of \$ 13,500.00 subject to the terms and conditions of the bid document, as reviewed by Board counsel.

nn. Approve to continue the services of Med-Flex Incorporated, year 1 of 3 as medical waste disposal and transport company for the District for 2019/20 school year in the amount of \$150 (Attachment 11-nn).

oo. Approve the resolution to accept a \$127,482 surplus distribution from the BCIPJIF to be applied towards 2019/2020 premium (Attachment 11-oo).

pp. Approve to renew Cooperative Purchasing Agreements in 2019/2010 with the following: Hunterdon Educational Services Commission, Education Services Commission of New Jersey (formerly MRESC) and Mercer County Cooperative Purchasing System.

qq. Approve the Bloodborne Pathogens Exposure Control Plan in accordance with the OSHA Bloodborne Pathogens Standard (Attachment 11-qq).

rr. Approve the Compressed Gas Safety Program in accordance with OSHA 29 CFR 1910.101 Standards (Attachment 11-rr).

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ss. Approve resolution that the Mercer County Special Services School District Board of Education, in fulfilling its responsibility to provide effective governance and financial oversight to our community's public schools, opposes Assembly Bill 3664 and Senate Bill 2089 (Attachment 11-ss).

12. Public Session
13. Executive Session
14. Adjournment