

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

MINUTES

BUSINESS MEETING

Tuesday, May 1, 2018

4:30 pm

The monthly business meeting for the month of May 1, 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 4:45 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, Samuel Floyd, Lisa Vena and Jan Lewis

Also Present: Dr. Kimberly Schneider, Superintendent, Deborah Donnelly, 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: None
4. Approval of the April 16, 2018 Board Meeting Regular and Executive Minutes:

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

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

5. Bills To Be Approved totaling \$3,914,345.97 and authorization of transfers within program areas as approved by the Superintendent

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		

6. Treasurer’s Report for March 2018

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		

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 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

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

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

2018-2019 Reappointment of Principals/Supervisors Staff (*Attachment 9A-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

2018-2019 Reappointment of Certified Staff (*Attachment 9A-2*)

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

2018-2019 Reappointment of Assistants (*Attachment 9A-3*)

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

2018-2019 Reappointment of Crisis Interventionists (*Attachment 9A-4*)

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

2018-2019 Reappointment of Support Staff (*Attachment 9A-5*)

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

2018-2019 Reappointment of Unaffiliated Staff (*Attachment 9A-6*)

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

Agreement between the Board of Education and Deborah Donnelly, Business Administrator/Board Secretary, for the period July 1, 2018 through June 30, 2021 shared with Mercer County Technical School District, pursuant to the approval by the Executive County Superintendent on April 18, 2018. (*Attachment 9A-7*)

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

Agreement(s) for the 2018-2019 School Year between MCSSSD and:

Frederick Hillman, Manager, Technology and Buildings & Grounds (*Attachment 9A-8*)

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

Christine MacDonald, Human Resources Manager (*Attachment 9A-9*)

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		

Superintendent's recommendation to implement a reduction in force by reducing the following positions, effective July 1, 2018, for reasons of economy, reduction in the number of students, change in administrative organization and /or other good cause: (8) Special Education Teachers; (1) CST; (2) Speech Therapists; (8) Classroom Assistants; (6) One on One Assistants and (1) Secretary.

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		

## **MISCELLANEOUS:**

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

### ***BYLAWS - None***

### ***POLICIES***

5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

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		

### ***REGULATIONS***

R5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

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		

Revision(s)/New Policies/Regulations/ByLaws – **Second Reading - None**

**REPORTS:**

Fire and Security Drills for month of April, 2018 (*Attachment 9-C*)

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

Harassment, Intimidation & Bullying Report for April, 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	1	0
November	1	0	0	1
December	2	0	1	1
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
<b>TOTAL</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>2</b>

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

Enrollment Data as of April, 2018:

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	587	583	585	587	587		

	<u>03/31/18</u>	<u>04/30/18</u>
Mercer High School	285	284
Mercer Elementary School	193	193
Regional Day	8	7
J. F. Cappello School	<u>101</u>	<u>103</u>
<i>TOTAL:</i>	587	587

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

11.    **NEW BUSINESS**

Recommend Board approve the following:

- a. Contract with Eastern Armored Services, Inc. to transport District deposits from Mercer High School to PNC Bank per scheduled dates for the period July 1, 2018 thru June 30, 2019 at \$30.29 per diem not to exceed \$2,800 Gaap Account # 11-000-251-590-00-ARM-6071 (Attachment 11-a).

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

- b. Approve the following student affiliation agreement between Mercer County Special Services School and Stockton University (Attachment 11-b).

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

- c. Approve the closeout of Falasca Mechanical Incorporated for District HVAC Improvements Rod Grant Project #'s 3103-055-14-1002-G04, 3103-050-14-1001-G04, 3103-05501401002-G04 (attachment 11-c).

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

- d. Approve to accept Grant(s): Sponsored by the MCSSSD Educational Foundation, not to exceed \$750.00 per grant, one per school. Grant Awards: Mercer High School – Garden Improvements; Mercer Elementary School – Sensory Room and Joseph Cappello School – Recess Equipment.

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

- e. Approve Mallory’s Army to provide Professional Development training to the staff at Mercer High School on May 14, 2018. The presentation will provide information on bullying. Mallory’s Army’s mission is to unite together in the fight against bullying, to encourage students to support one another by speaking up and standing up against bullying; and to help ensure that no family should have to endure the pain of losing a child at the hands of bullying. The training will be held from 8:00 am to 10:00 am. There is no cost to the district for the presentation.

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

- f. Approve Regional Crisis Center at Helene Fuld to provide Professional Development training to the district's certified staff members on May 14th, 2018. The presentation will provide the staff information on how the Crisis Center process works, how they can best work with MCSSSD, address staff concerns and provide other resources available. The training will be held from 8:30 am - 10:30 am. There is no cost to the district for the presentation.

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

Ms. Vena asked if this was related to some kind of drug.  
 Ms. Hice-DePugh said it was for multiple resources.

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



- g. Approve Dr. Keith Baldwin, Children’s Hospital of Philadelphia (CHOP) to provide Professional Development training to the district's therapy services staff on May 14th, 2018. The presentation will provide the staff information on Cerebral Palsy - Orthopaedic Manifestations. The training will be held from 9:00 am - 12:00 pm. There is no cost to the district for the presentation.

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		

- h. Approve to increase the amount not to exceed from \$15,000 to \$22,500 for Comegno Law Group, P.C. as Special Counsel for the period July 1, 2017 through June 30, 2018 Gaap Account #11-00-230-331-01-LEG.

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		

- i. Approve to accept funds for the Project Child Clinic Program Grant 2016-250 in the amount of \$19,329 for the period of July 1, 2018 - June 30, 2019 through the exercised option to extend the original grant submission of March 2016 for a third year by the County of Mercer, Department of Human Services, Office on Aging.

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		

- j. Approve to accept funds for the Project ADULTS Grant 2016-249 in the amount of \$100,000 for the period of July 1, 2018 - June 30, 2019 through the exercised option to extend the original grant submission of March 2016 for a third year by the County of Mercer, Department of Human Services, Office on Aging.

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		

- k. Approve to accept funds for the Special Child Health Services Program Grant 2016-251 in the amount of \$104,345 for the period of July 1, 2018 - June 30, 2019 through the exercised option to extend the original grant submission of March 2016 for a third year by the County of Mercer, Department of Human Services, Office on Aging.

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		

- l. Approve Lease Agreement between Mercer County Special Services School District and Allies, Inc. for the 2018-2019 school year (Attachment 11-l).

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		

- m. Approve Lease Agreement between Mercer County Special Services School District and The ARC of Mercer County for the 2018-2019 school year (Attachment 11-m).

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		

- n. Approve Lease Agreement between Mercer County Special Services School District and Camelot Educational Resources, LLC for the 2018-2019 school year (Attachment 11-n).

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		

- o. Approve award of Internet Access under N.J. Educational Services Commission Contract for \$1,550.15 per month for the period of thirty-six (36) months, beginning July 1, 2018. (Attachment 11-o)

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		

- p. Approval of Transportation Contract (s), Bids, Renewals & Addendum (Attachment 11-p).

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		

- q. Approval of Transfer of Transportation Contract from Delaware Valley Bus Company to Sheppard Bus Service (Attachment 11-q).

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		

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

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		

- s. Miscellaneous Equipment for Disposal (Attachment 11-s).

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		

Dr. Schneider added that locks have been ordered for the schools. We will continue to lock from the outside and lock yourself in. Locks have been ordered for inside.

Panic buttons will be forthcoming and strobe lights outside with a message no to come in. We will also do training.

12. ADJOURNMENT

A Motion Jan Lewis and Seconded by Lisa Vena to adjourn the meeting passed by unanimous voice vote, (4) aye's (0) nay's. Meeting was adjourned at 4:52 pm.

Respectfully submitted by:

Deborah Donnelly  
Business Administrator/Board Secretary