

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

AGENDA

REGULAR BUSINESS MEETING

Tuesday, June 5, 2018

4:30 p.m.

1. Meeting called to Order – Sunshine Law Opening Statement – Roll Call
2. Pledge of Allegiance
3. Executive Session/Public Session
4. Approval of May 1, 2018 Board Minutes
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

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*)

2018 Extended School Year, Contracted Staff (*Attachment 9A-1*)

2018 Extended School Year, Hourly Staff (*Attachment 9A-2*)

2018-2019 Home Component Staff Renewal (*Attachment 9A-3*)

2018-2019 Community Resource Staff Renewal (*Attachment 9A-4*)

Job Description: Teacher-Behaviorist (*Attachment 9A-5*)

MISCELLANEOUS:

Recommend Board approve the following:

2018 Governor's Educators of the Year Participation and Recipients (*Attachment 9B*)

2018 Para-Professionals of the Year Recipients (*Attachment 9C*)

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

BYLAWS - None

POLICIES

- 1550 Equal Employment/Anti-Discrimination Practices (M)
- 2431 Athletic Competition (M)
- 2431.8 Varsity Letters for Interscholastic Extracurricular Activities (M)
- 3351 Healthy Workplace Environment
- 4351 Healthy Workplace Environment
- 5350 Student Suicide Prevention (M)
- 5533 Student Smoking (M)
- 8462 Reporting Potentially Missing or Abused Children (M)

REGULATIONS

- 1550 Equal employment/Anti-Discrimination Practices (M)
- 2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M)
- 5350 Student Suicide Prevention (M)

Revision(s)/New Policies/Regulations/By-Laws – ***Second Reading & Adoption***
(*no changes from First Reading*)

BYLAWS - None

POLICIES

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

REGULATIONS

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

REPORTS:

Fire and Security Drills for month of May 2018 (*Attachment 9E*)

Harassment, Intimidation & Bullying Report for May 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
May	0	0	0	0
TOTAL	3	0	2	2

Enrollment Data as of May 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	592	

	<u>04/30/18</u>	<u>05/31/18</u>
Mercer High School	284	286
Mercer Elementary School	193	197
Regional Day	7	6
J. F. Cappello School	103	103
TOTAL:	587	592

11. New Business

Recommend Board approve the following:

- a. Approve to contract with Attorney Walter R. Bliss, Jr. for legal services as Board Attorney for the period beginning July 1, 2018 through June 30, 2019 in the amount of \$50,938 Gaap account #11-000-230-331-01-LEG (Attachment 11-a).
- b. Approve Comegno Law Group as Special Counsel specializing in Special Education beginning July 1, 2018 through June 30, 2019 on an as needed basis at the rate of \$185 an hour for an amount not to exceed \$5,500 Gaap account #11-000-230-331-01-LEG (Attachment 11-b).

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- c. Approve the professional services agreement of David N. Sharlin, P.O., F.A.A.P. as the School Medical Director for the 2018/2019 school year in the amount of \$53,008 Gaap Account # 11-000-213-340-00-HLTH (Attachment 11-c).
- d. Agreement to contract with Dr. William P Hayes of Alexander Road Associates in Psychiatry, Psychology & Counseling, Princeton, NJ, for assessment services in the 2018/2019 school year at a rate of \$595 per evaluation Gaap account # 11-000-216-320-XX -CONT (Attachment 11-d).
- e. Approve the Amended Shared Inter-local Agreement between Mercer County Special Services School District and Mercer County Technical School for a five (5) year period beginning July 1, 2017 thru June 30, 2022 (Attachment 11-e).
- f. Approve the agreement between Mercer County Special Services School District and Elizabeth Garcia of Parker McCay, P.A. as Attorney for Negotiation Services effective July 1, 2018 through June 30, 2019 not to exceed \$26,000 Gaap account #11-000-230-331-00-NEG (Attachment 11-f).
- g. Approve Agreement for Local Education Agencies (LEA-Mercer County Special Services School District) Consolidating School Meal Programs with Mercer County Technical Schools MCTS) in order to support the MCTS full-time academies and Rubino Academy students for the 2018/19 school year (Attachment 11-g).
- h. 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, 2018 through June 30, 2019 in the amount of \$17,777.40 Gaap account #'s 11-000-221-590-07-DRSS, 11-0000-251-590-00-ARM and 11-000-262-600-XX-XXXX (Attachment 11-h).
- i. Approve to continue the services of Med-Flex Incorporated, year 3 of 3 as medical waste disposal and transport company for the District for 2018/19 school year in the amount of \$150 Gaap Account # 11-000-213-610-XX-HLT.
- j. Approve the annual maintenance and support of the District's Policy and Regulation Manuals and annual subscription to New Jersey School Digest for the 2018/19 school year to Strauss Esmay Associates, LLP for \$4,140 Gaap account # 11-000-230-340-00-CON (Attachment 11-j).
- k. Approve renewal of System 3000 software for payroll, personnel, accounting and employee portal for the 2018/19 school year for a total of \$24,026 billed semiannually Gaap Account # 11-000-251-340-00-BUS (Attachment 11-k).
- l. Approval to continue contract with Frontline Technologies effective July 1, 2018 through June 30, 2019 in the total amount of \$20,411.16 for: subscription software (AESOP) to maintain staff attendance and required documentation of substitutes at a cost of \$10,081.09 Gaap account #11-000-251-340-00-BUS, OASYS for Teacher Evaluation Software (Danielson) in the amount of \$7,330.07 Gaap Account #11-000-221-590-07-DRSS, and Time and Attendance for internal employees(Veritime) in the amount of \$3,000 Gaap Account #'s 11-000-262-420-05-HS/JFC/MES/REED (Attachment 11-l).

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- m. Approve NJSchoolJobs.com for posting position vacancies for the period July 1, 2018 through June 30, 2019 at a cost of \$1,600 Gaap Account #11-000-230-590-01-ADV.
- n. Approve Prior Nami Business Systems to cover maintenance on the following Sharp Machines: Gaap accounts; #05002485/\$825 per year/11-000-240-440-30-COP, #8506123X/\$137.50 per year/20-293-219-530-19-SCHS, #8506093/\$137.50 per year/11-000-251-440-00-COP, #15005649/\$1650 per year/11-000-251-440-80-COP for the period 7/1/2018 through 6/30/2019 (Attachment 11-n).
- o. Approve Heritage Business Systems to cover maintenance on Canon #LTA00508 for \$77.04 per month with the GAAP account 11-000-240-440-40-COP for the period of 7/1/2018 to 6/30/2019 (attachment 11-o).
- p. Approve Stewart Business Systems to cover maintenance on the following Machines Gaap accounts; #FMA015782/11-000-240-440-80-COP, #FMA015795 & #VDR570068/11-000-251-440-00-COP, #WTM766578 & #SVC00270/11-000-240-440-40-COP, #AYX991138/65-990-270-440-06-COP, #VDR556579/11-000-221-440-02-COP, #FLB026965/64-990-320-440-00-CMRS, #FLA017182/20-295-210-610-19-SUPP, #XKP068909/61-000-240-440-50-COP @ \$2775.00/quarter for the period of 7/1/18 to 6/30/2019 (attachment 11-p).
- q. Approve months 4 through 15 of a 36 month Lease to Own Agreement for the period of 7/1/2018 to 6/30/2019 for Canon #XWZ00501 located at MES @ \$568.89 per month, GAAP 11-000-240-440-80-COP.
- r. Approve months 4 through 15 of a 36 month Lease to Own Agreement for the period of 7/1/2018 to 6/30/2019 for Canon #XWZ00500 located at HS @ \$533.27 per month, GAAP 11-000-240-440-30-COP.
- s. Approve Pitney Bowes Lease Agreement for DM475 Mailing Machine for final quarter of a 48 month lease to cover 7/1/18 to 9/30/2018 at a cost of \$756 with GAAP Account #11-000-230-530-00-POS.
- t. Approve Sharp Lease for months 32 through 43 of a 48 month Lease to Own Agreement for the period of 7/1/2018 to 6/30/2019 for Sharp #55010258 located in the Mercer High School Career Center @ \$414.88 per month, GAP 11-000-240-440-30-COP, for the period 7/1/2018 through 6/30/2019.
- u. Approve Neopost Rental for months 9 through 20 of 36 month Rental for IS-350 Mailing Machine located at JFC at a cost of \$1914.85 per quarter GAAP Account #11-000-230-530-40-POS.
- v. Approve Neopost Rental for months 9 through 20 of 36 month Rental for IN-360 Mailing Machine located at High School at a cost of \$109.59 per month GAAP Account #11-000-230-530-30-POS.
- w. Approval to renew the Benecard Prescription Plan for staff for the 2018/19 school year per attached renewal summary prepared by Conner Strong & Buckelew (Attachment 11-w).

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- x. Approve the Community Resource Team Fee, Community Resource Assessment Service Fee Schedule - 2018/19 school year, Project Child Clinic Grant Services Fee Schedule - 2018/19 school year (Attachment 11-x).
- y. Approve the following Student Worksites for ESY and the 2018/2019 school year:
 - Hamilton Marketplace – Route 130, Hamilton
 - ShopRite – Route 33, Hamilton
 - Walgreen’s – Route 33, Hamilton
 - Mercer County Community College, Kelsey Theatre
 - Mercer County Community College, The Conference Center
- z. Approve to increase the amount not to exceed from \$15,000 to \$30,000 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.
- aa. Approve the Affiliation Agreement between Mercer County Special Services School District Project Child Clinic Program and The Goddard School beginning July 1, 2018 through June 30, 2019 (Attachment 11-aa).
- bb. Approve to award Todd Devin Food Equipment Incorporated for Provision and Installation of Kitchen Equipment Bid # 103-MCSSSDCPS-19-01 in the amount of \$57,914 (Attachment 11-bb).
- cc. 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 2018/2019 school year at a rate of \$55 per hour Gaap Account # 11-000-213-590-00-CONT (Attachment 11-cc).
- dd. Approve the Agreement of the Sodexo School Services for 2018/2019 as per attached (Attachment 11-dd).

2018/2019 Breakfast, Lunch & Milk Prices with Sodexo School Services:

<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

2018/2019 Reduced Price Breakfast for all schools will be \$.30

<u>Lunch</u>	<u>Student</u>	<u>Adult</u>
Mercer High	\$2.95	\$4.25
Joseph F. Cappello	\$2.80	\$4.25
Mercer Elementary	\$2.80	\$4.25
Mercer County Vo-Tech	\$2.95	\$4.25
Rubino Academy	\$2.95	\$4.25

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

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- ee. Approve the resolution to transfer up to \$800,000 into the Capital Reserve Account for future needed Capital repairs and or projects (Attachment 11-ee).
 - ff. Approve to award Diamond Construction for District Site Work, Curbs, Gates, Sidewalks, Pavement and Drainage Systems Bid # 103-MCSSSDCPS-18-09 in the amount of \$146,500 (Attachment 11-ff).
 - gg. Approve the Bloodborne Pathogens Exposure Control Plan in accordance with the OSHA Bloodborne Pathogens Standard (Attachment 11-gg).
 - hh. Approve the Compressed Gas Safety Program in accordance with OSHA 29 CFR 1910.101 Standards (Attachment 11-hh).
 - ii. Approve to renew Cooperative Purchasing Agreement with Hunterdon Educational Services Commission, Education Services Commission of NJ and Mercer County.
 - jj. Approval of Transportation Bus Evacuation Drills for the 2017/18 School Year (Attachment 11-jj).
 - kk. Miscellaneous Equipment for Disposal (Attachment 11-kk).
 - ll. Staff and Revised Student Travel (Attachment 11-ll).
 - mm. 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 2018 Extended School Year (ESY) Program and the 2018/2019 school year being held at the Mercer High School (Attachment 11-mm).
 - nn. 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 2018 Extended School Year (ESY) Program and the 2018/2019 school year being held at the Mercer Elementary School (Attachment 11-nn).
 - oo. Approve Resolution authorizing contracts with certain approved State contract vendors for Boards of Education pursuant to N.J.S.A. 18A:18A-10a for the 2017/18 school year (Attachment 11-oo).
- 12. Public Session
 - 13. Executive Session
 - 14. Adjournment