

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

AGENDA

REGULAR BUSINESS MEETING

Tuesday, July 9, 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
4. Approval of June 4, 2019 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
11. New Business

SUPERINTENDENT’S AGENDA

NEW/SPECIAL PROJECTS:

Recommend Board approve the following:

- Amended Inter-local Services Agreement, July 1, 2017 to June 30, 2022, between Mercer County Technical School District (MCTS) and Mercer County Special Services School District (MCSSSD) (Attachment 9-A)

PERSONNEL:

Recommend Board approve the following:

- Appointments, Resignations, Leaves, Retirements, etc.
- 2019 Extended School Year, Hourly Staff (Attachment 9B-1)
- 2019 Extended School Year, Contracted Staff (Attachment 9B-2)
- 2019-2020 Substitute Renewal (Attachment 9-C)
- 2019-2020 Home Component Program – Staff Renewals (Attachment 9-D)
- 2019-2020 Community Resource Program – Staff Renewals (Attachment 9-E)

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- Shared Payroll and Benefits Manager Employment Agreement between MCTS and MCSSSD for Kimberlie Gartner, as part of the current Inter-local Services Agreement, effective July 1, 2019 through June 30, 2020 (Attachment 9-F)
- Approve Michele Coleman from Mercer County Technical Schools as a bus driver on an as needed basis for the period July 1, 2019 through June 30, 2020 at an hourly rate of \$17.50 not to exceed \$3,000. Mercer County Special Services School District will pay 100% as per the Inter-local Services Act, N.J.S.A. 40A:65-1 et sq. (Act)
- Approve Ruben Casillas from Mercer County Technical Schools as a bus driver on an as needed basis for the period July 1, 2019 through June 30, 2020 at an hourly rate of \$18.86 not to exceed \$3,000. Mercer County Special Services School District will pay 100% as per the Inter-local Services Act, N.J.S.A. 40A:65-1 et sq. (Act)
- Continuation of Charlotte Danielson Group Model for Teacher, Therapist, Child Study Team and support staff evaluation per code N.J.A.C. 6A.10., effective: 07/01/2019 to 06/30/2020
- Continuation of Stronge Leader Evaluation Model for Principals and Supervisors per code N.J.A.C. 6A.10., effective: 07/01/2019 to 06/30/2020

MISCELLANEOUS:

Recommend Board approve the following:

- Three Year Comprehensive Equity Plan, School Years 2019-2020 through 2021-2022 (Attachment 9-G)
- Clara Bigos as the Affirmative Action Officer for the District, at no cost to the District, effective July 1, 2019 - June 30, 2020
- Affirmative Action Team Members for the District, to conduct the needs assessment and develop a Comprehensive Equity Plan, at no cost to the District, effective July 1, 2019 – June 30, 2020
 - a. Clara Bigos, Affirmative Action Officer
 - b. Carline Mirthil and Susan Danch, Team Members
- Curriculum, Financial Literacy – Grades 6-8 (available for review in the Assistant Superintendent's office)
- 2018-2019 School Security Drill Statement of Assurance (Attachment 9-H)
- 2018-2019 Lead Testing Program Statement of Assurance (Attachment 9-I)
- 2018-2019 New Jersey High School Voter Registration Law Annual Statement of Assurance (Attachment 9-J)
- Organizational Chart, effective July 1, 2019 (Attachment 9-K)

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

BYLAWS - None
 POLICIES - None
 REGULATIONS – None

- Revised and/or New Policies, Regulations, or By-Laws- Second Reading (*changes made from first reading)

BYLAWS - None
 POLICIES - None
 REGULATIONS - None

REPORTS:

Recommend Board approve the following:

- Fire and Security Drill(s) for month of June 2019 (Attachment 9-L)
- Enrollment Data as of June 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	588

	<u>05/31/19</u>	<u>06/30/19</u>
Mercer High School	248	248
Mercer Elementary School	224	224
Regional Day	9	9
J. F. Cappello School	<u>106</u>	<u>107</u>
TOTAL:	587	588

- Harassment, Intimidation & Bullying as of June 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
June	0	0	0
TOTAL	3	1	0

11. **NEW BUSINESS**

Recommend Board approve the following:

- Approve to award Proposal #CC 20-04 Architect of Record to DI Group Architecture for the School Years 2019–2020, 2020-2021 and 2021-2022.
- Approve the following student affiliation agreements: (Attachment 11-b).
 Stockton University
 Rutgers University
- Approve a donation in the amount of \$200 from Mr. & Mrs. Jay Patel to the Mercer High School.
- 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-d).
- Approval for Garden State AAC Specialists, LLC to provide professional development training to JFC staff on September 4, 2019. The three hour training will be presented to all JFC's speech therapists as well as a teacher and assistant working with students who are currently using AAC devices. The cost of the training is not to exceed \$500.00.

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- f. Approve renewal of software agreement with School Dude.com Incorporated for State mandated automated work order system, as required by N.J.A.C. 6A:23A-6.9 for the period August 1, 2019 through July 31, 2020 renewal amount not to exceed \$4,68.66.
- g. Approve the revised lease agreement between Mercer County Special Services School District and Allies, Incorporated for the 2019/2020 school year (Attachment 11-g).
- h. Approve contract between Mercer County Special Services School District and Bernie Environmental for the Mercer High School Annual Field Trip to Camp Bernie, Port Murray, NJ; dates: May 6, 2020 thru May 8, 2020; at a cost of \$174 per person for an approximate total of \$6,090 (Attachment 11-h).
- i. Approve IMX Medical Management Services Fit for Duty Exams for the 2019/20 school year up to \$700.00/per evaluation and up to \$2,000.00/per evaluation for specialty doctors.
- j. Approve to accept shared services agreement application for the following grants: Clinical Services, Extensive Case Management and Transition Services to the County of Mercer for the Department of Human Services Aging and Disability Resource Connection (formerly Office for the Disabled). The grant award period begins July 1, 2019 and runs through June 30, 2021 with an optional year of July 1, 2021 through June 30, 2022, in the amounts of: Clinical Services - \$19,329.00 per year; Extensive Case Management (SCHS) - \$104,345.00 per year; and Transitioning Services (Project ADULTS) - \$100,000.00 per year.
- k. Staff and Student Travel (Attachment 11-k).
- l. Approval of Transportation Contract(s), Bids, Renewals and Addendum (11-l).
- m. Miscellaneous Equipment Disposal List (Attachment 11-m).
- n. Approve the adoption of the revised 403(b) Plan effective August 16, 2019 as per the attached Basic Plan Document #08 Adoption Agreement (Available for review in the Board Office) (Attachment 11-n).
- o. Approve the adoption of the revised 457(b) Plan effective August 16, 2019 as per the Plan Adoption Agreement #004 attached. The Governmental 457(b) Plan; Basic Plan Document is available for review in the Board Office). (Attachment 11-o).
- p. Approve the services of Nick Sakowski to support a marketing plan for Mercer County Special Services School District effective July 1, 2019 through June 30, 2020 at the rate of \$40. per hour not to exceed \$2,000.
- q. Approve renewal of contract with Software Advantage, Inc., for the microTRIPS software transportation service for 2019/2020 school year for \$ 4,000 (Attachment 11-q).
- r. Approve to award the Generator Technician Bid #103-MCSSSDCPS-20-02 to Atlantic Switch and Generator in the amount of \$11,580 for each FY 19/20, 20/21 & 20/22.

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- s. Approve to award the Kitchen Technician Bid # 103-MCSSSDCPS-20-03 to Butensky Services Co., Inc. in the amount of \$105/hour regular time, \$157.50/hour Emergency time and 25% markup on P&M for FY 19/20, 20/21 & 20/22.

12. Public Session
13. Executive Session
14. Adjournment