

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

MINUTES

BUSINESS MEETING
Tuesday, February 6, 2018
4:30 pm

The monthly business meeting for the month of January 9, 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 4:32 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, Yasmin Hernandez-Manno (via phone), Samuel Floyd and Jan Lewis.

Also Present: Dr. Kimberly Schneider, Superintendent, Dana Hice-DePugh, Assistant Superintendent, Tanya Dawson, Business Administrator/Board Secretary, Deborah Donnelly, Assistant Business Administrator/ Assistant Board Secretary, Christine MacDonald, Human Resource Manager and Walter Bliss, Board Attorney.

2. PLEDGE OF ALLEGIANCE: Ms. Rainiero led the assembly in the Pledge of Allegiance.

- 3a. EXECUTIVE SESSION:

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discussion certain matters, now therefore

BE IT RESOLVED, that the Mercer County Special Services Board of Education shall recess to executive session for the purpose of discussing:

Personnel

BE IT FURTHER RESOLVED, that the discussion of such subject matter in closed session will be disclosed to the public when the need for confidentiality no longer exists, unless such is otherwise prohibited by law.

On a Motion by Jan Lewis and Seconded by Samuel Floyd the Board unanimously voted to go into Executive Session at 4:33 PM.

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

On a Motion by Samuel Floyd and Seconded by Jan Lewis the Board unanimously voted to return to the open meeting at 5:11 PM.

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

3b. PUBLIC SESSION: None

4. Approval of the January 9, 2018 Board Meeting Regular 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	Mr. White - Absent
	Ms. Vena - Absent	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes

5. Bills To Be Approved totaling \$ 4,125,546.24 and authorization of transfers within program areas as approved by the Superintendent

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

6. Treasurer's Report for December 2017.

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

7. Correspondence & Communications –

Dr. Schneider announced that “Read Across America” will be held February 27, 2018 through March 2, 2018. There is an invitation to the Board. Please contact Kitty if you want to attend and she will arrange it.

8. Committee Reports – None9. 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 Jan Lewis and Seconded by Samuel Floyd was made to approve the aforementioned was carried by roll call vote.

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

*Note: Ms. Hernandez-Manno abstains from Emergent hire.

MISCELLANEOUS:

Recommend Board approve the following:

Mercer Elementary School to apply for the McCarthy Dressman Education Foundation grant in the amount of \$30,000 for the 2018-2019 school year. If awarded, the funding would provide an arts integration program through Young Audiences New Jersey Eastern Pennsylvania. School based programs could potentially include assembly performances, hands-ons workshops for students and professional learning for staff.

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

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

2018-2019 MCSSSD School Year Calendar (*Attachment 9-B*)

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

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

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

BYLAWS

0169.02 Board Member Use of Social Networks (New)

POLICIES

- 3437 Military Leave
- 4437 Military Leave
- 5516.01 Student Tracking Devices (New)
- 7425 Lead Testing of Water in Schools (New)
- 7440 School District Security (M)
- 7441 Electronic Surveillance in School Buildings and on School Grounds
- 8507 Breakfast Offer Versus Serve (OVS) (M)
- 8630 Bus Driver/Bus Aide Responsibility (M)
- 9242 Use of Electronic Signatures (New)

REGULATIONS

- R5460.1 High School Transcripts (M)
- R7101 Educational Adequacy of Capital Projects
- R7440 School District Security (M)
- R7441 Electronic Surveillance in School Buildings and on School Grounds
- R8630 Emergency School Bus Procedures (M)

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

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

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

REPORTS:

Fire and Security Drills for month of January, 2018 (*Attachment 9-D*)

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

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

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

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

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

Enrollment Data as of January, 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					

	<u>12/30/17</u>	<u>01/31/18</u>
Mercer High School	288	286
Mercer Elementary School	185	184
Regional Day	9	8
J. F. Cappello School	<u>105</u>	<u>105</u>
TOTAL:	587	583

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

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

11. NEW BUSINESS

Recommend Board approve the following:

- a. Approve Revised Budget Planning Schedule (Attachment 11-a).

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

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

- b. Approve to amend and accept Grant for Special Child Health Services Early Hearing Detection and Intervention (EDHI) program [Early Identification and Monitoring] amount of \$5,000 to be used by 3/31/2018.

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

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

- c. Approve the Change order#1 in the amount of \$9,000 for the JFC Fire Alarm System Replacement and Intercom System Replacement Project. This change order is to provide items demanded to be installed by the Hamilton Township Fire Subcode Official after review (Attachment 11-c).

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

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

- d. Approve to accept the NJDOE Certified Tuition Rates for the school year ending 2016/2017. Based on administration's financial analysis, recommends the Board of Education to approve a waiver of 30% to each sending district (Attachment 11-d).

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

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

- e. Approve to accept \$1,000 from Burlington County Insurance Pool Joint Insurance Fund for Financial Excellence and \$1,000 for the Safety Incentive Program for a total of 2,000.

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

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

- f. Approve to accept a donation from Evann Gleeson, parishioner of St. Ann's, Lawrence, NJ in the amount of \$25 which was then matched by the Robert Wood Johnson Foundation five times for an amount of \$125. Both donations will be used for the Mercer High School Food Pantry.

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

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

- g. Approve the agreement between Mercer County Special Service School District and The Conference Center at Mercer for the Mercer High School Scholarship Awards Reception to be held on June 7, 2018 from 5:30pm to 7:30 pm in the amount of \$1,555.20 Gaap Accounts #11-212-100-890-30-MD, 11-214-100-890-AUT & 11-209-100-890-30-BD (Attachment 11-g).

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

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

- h. Approve the agreement between Mercer County Special Service School District and The Conference Center at Mercer for the Mercer High School Senior Breakfast to be held on June 14, 2018 from 9:00 am to noon in the amount of \$972 Gaap Account #11-403-100-610-30-EXTR (Attachment 11-h).

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

Pending mutually agreed revisions to Indemnification Clause per Board Attorney.
 These revisions have been agreed upon and are attached to the official minutes.

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

- i. Approve Cy Masterpole to provide professional development training for the District's school nurses. The purpose of the training is to provide yearly recertification training of American Red Cross CPR/AED. The training will be held on Thursday, February 22, 2018 and is limited to the District's six (6) school nurses at a cost not to exceed \$300 Gaap account# 11-000-223-590-80-MES.

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

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

- j. Approve Garden State Discovery Museum Farm and Nature Center to provide an assembly to the students of Mercer Elementary School titled “Paws on Wheels Outreach Program Cool Critters” on May 18, 2018 at 10:30 am at a cost of \$368 Gaap account #11-222-100-890-80-CS.

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

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

- k. Approve Rutgers Master Gardeners of Mercer County Children’s Program Volunteers to provide a Garden Story program to the students of Mercer Elementary School at no cost to the District. The program consists of preparing lessons with the classroom teacher to reinforce students’ current skills and provide hands on garden experience to prepare them for working in the school garden during the Spring. The program dates and titles are as follows:

February 13, 2018	“Ten Seeds”
February 27, 2018	“Dig In”
March 13, 2018	“The Very Hungry Caterpillar”
March 20, 2018	“The Carrot Seed”

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

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

l. Approval of Transportation Contract (s), Bids, Renewals & Addendums (Attachment 11-l).

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

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

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

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

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

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

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

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

o. Approve Change Order reduction of \$7500 for unused allowance for Air Control Technology, Incorporated to close out HVAC Upgrade project at Mercer Elementary School (Attachment 11-o).

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

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

12. PUBLIC:

Julie Ryan – Teacher at Mercer High School read a statement regarding the 2018-19 School Calendar (attached).

Karen Burke – Nurse at the Mercer High School supports a change in the 2018-19 School Calendar as it pertains to the reduced session Professional Development days looking to change it from the morning to the end of the day (attached).

Dr. Schneider responded: We have had many meetings on this issue. Although the school calendar has been approved, we will look into why we chose to move them from the end of the day to the beginning.

13 ADJOURNMENT

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 5:26 pm.

Respectfully submitted by:

Tanya Dawson
Business Administrator/Board Secretary