

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

MINUTES

BUSINESS MEETING
Tuesday, September 4, 2018
4:30 pm

The monthly business meeting for the month of September 4, 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 4:30 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, Samuel Floyd and Lisa Vena.

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.

- 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 discuss 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 Lisa Vena and Seconded by Samuel Floyd the Board unanimously voted to go into Executive Session at 4:31 PM.

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

On a Motion by Lisa Vena and Seconded by Samuel Floyd the Board unanimously voted to return to the open meeting at 4:37 PM.

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

3. PUBLIC SESSION:

Ayala Rahimi, CST and Mercer High School Safety Committee Member reported over 20 offices do not lock or lock from the outside only. Nurses office during a drill, it took 38 seconds for the nurse to try to lock and take the key out.

Easy pull magnets are being used in other districts, it is inexpensive.

High School staff without door lock are frightened. Students and staff are not being protected.

Dr. Schneider will discuss with Rick Hillman to double check the status of the lock order.

Tina Jablonski – noted the same issues for Joseph F Cappello School Classrooms.

Keith Whitaker-co-chairperson of the MCSSETA Negotiations Team made a statement (attached) noting that MCSSETA members have returned to school today working without a contract and noting that there are no board members serving at the negotiation table.

4. Approval of the August 7, 2018 Board Meeting Regular Minutes:

On a Motion by Lisa Vena and Seconded by Samuel Floyd the Board unanimously voted to return to the open meeting at 4:37 PM.

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

5. Bills To Be Approved totaling \$3,028,776.91 and authorization of transfers within program areas as approved by the Superintendent

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

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

6. Treasurer’s Report for July 2018

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

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

7. Correspondence & Communications –

Dr. Schneider noted at the County Freeholder Meeting (8) eight security officials were approved for use in our schools. We are waiting to see how it will work here.

Freeholders have gifted that to us at no cost to MCSSSD.

Not eliminating the Hamilton contract for the police officer.

District will ensure security officers are trained, they understand our student population and will work with our staff.

The County has to employ retired police to fulfill this.

8. Committee Reports – None9. Superintendent’s Report - None

New/Special Projects: None

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 2018 – 2019 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 Samuel Floyd to approve the aforementioned was carried by roll call vote.

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

Presentation of Harassment, Intimidation, or Bullying (HIB) Semi-Annual Report for the period: 01/01/2018-06/30/2018 – Carline Mirthil, Supervisor.

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

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

Presentation of Violence & Vandalism Semi-Annual Report for the period: 01/01/2018-06/30/2018 – Brian Kozakowski, Principal, Mercer High School

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

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

Self-Assessment findings regarding the “Commissioner’s Program and Guidance for Determining Grades under the Anti-Bullying Bill of Rights Act” (P.L.2010,c.122), for each of the schools within MCSSSD for the 2017-2018 School Year. (*Attachment 9-B*)

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

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

Organizational Chart, effective July 2018 (*Attachment 9-C*)

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

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

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

POLICIES

- 2560 Live Animals in School
- 5337 Service Animals
- 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
- 8561 Procurement Procedures for School Nutrition (M)

REGULATIONS

- 2560 Live Animals in School
- 5561 Use of Physical Restraint and Seclusion Techniques for Students with Disabilities

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

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

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

POLICIES

- 1613 Disclosure and Review of Applicant’s Employment History (M)
- 5512 Harassment, Intimidation, and Bullying (M)

REGULATIONS

- 1613 Disclosure and Review of Applicant’s Employment History (M)

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

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

REPORTS:

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

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

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

Harassment, Intimidation & Bullying Report for August, 2018

Month	Investigations	HIB	Non-HIB	Pending
July	0	0	0	0
August	0	0	0	0
TOTAL	0	0	0	0

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

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

Enrollment Data as of August 2018:

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*										

	<u>07/31/18</u>	<u>08/17/18</u>
Mercer High School	208	208
Mercer Elementary School	164	164
Regional Day	6	6
J. F. Cappello School	<u>76</u>	<u>76</u>
TOTAL:	454	454

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

*Total enrollment amount reported in August as 549 and should have been 454. This has been corrected in the August 7, 2018 Minutes.

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

11. **NEW BUSINESS**

- a. Approve the Affiliation Agreement between Mercer County Special Services School District Project Child Clinic Program and The CYO - Yardville Branch School beginning September 1, 2018 through June 30, 2019 (Attachment 11-a).

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

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

- b. Approve Comegno Law Group July 1, 2018 through June 30, 2019 for an amount increase not to exceed \$25,000 Gaap account #11-000-230-331-01-LEG.

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

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

- c. Approve the Roxey Ballet Assembly Program for the students of Mercer Elementary School at no cost to the District. Program dates: Mondays 1/7, 1/14, 1/28, 2/4 - Tuesdays 1/8, 1/15, 1/22, 1/29, 2/5 - Wednesdays 1/9, 1/16, 1/23, 1/30, 2/6 - Thursday 1/24 (to make-up for no class Monday 1/21) January 7, 2019 through February 6, 2019, 10am-12noon, Assembly Program: Friday March 8, 2019 at 1pm.

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

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

- d. Approve to award the School Related Activity Student Transportation Services Bid# 19-101 to Rick Bus Company and George Dapper, Inc., on an as needed basis as per attached (Attachment 11-d).

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

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

- e. Approve to accept Infosys Foundation USA Grant for Mercer Elementary School in the amount of \$399. The grant provides Tynker software to implement a Computer Science program for the students. Tynker is a complete learning system that enables students to code with intuitive, interest-based activities. The program is self-paced allowing students to progress at their educational levels. The Computer Science program will be used by the Autism and MD programs.

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

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

- f. Approval of Transportation Contract(s), Bids, Renewals and Addendum (Attachment 11-f).

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

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

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

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

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

h. Miscellaneous Equipment Disposal List (Attachment 11-h).

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

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

i. Use of Building & Grounds (Attachment 11-i).

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

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

12. PUBLIC SESSION #2

Carline Mirthil, Supervisor at Mercer High School and HIB Coordinator gave a presentation on the 2017/2018 HIB report for each of the (3) three schools (attached) and will submit to the State.

We received (2) HIB reports for the District which were non-confirmed.

MCSSSD is in compliance with NJDOE requirements.

Ms. Mirthil thanked the Board Members, Mr. Kozakowski and the Mercer High School Staff for having Stonebridge Middle School Students to come out and work with the High School.

Mr. Kozakowski, Principal of Mercer High School presented the Violence and Vandalism Report (attached). This year the EVVRS (Electronic Violence and Vandalism Reporting System) now became the SSDS (School Safety Data System)

13 ADJOURNMENT

A Motion by Lisa Vena and Seconded by Samuel Floyd to adjourn the meeting passed by unanimous voice vote, (4) aye's (0) nay's. Meeting was adjourned at 5:04 pm.

Respectfully submitted by:

Deborah Donnelly
Business Administrator/Board Secretary