

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

MINUTES

BUSINESS MEETING
Tuesday, October 2, 2018
4:30 pm

The monthly business meeting for the month of October 2, 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, Lisa Vena, Yasmin Hernandez-Manno, Samuel Floyd and Jan Lewis

Also Present: Dr. Kimberly Schneider, Superintendent, Deborah Donnelly, Business Administrator/Board Secretary, Dana Hice-DePugh, Assistant Superintendent and Walter Bliss, Board Attorney.

2. **PLEDGE OF ALLEGIANCE:** Ms. Rainiero led the assembly in the Pledge of Allegiance.
3. **PUBLIC SESSION:** None
- 4a. **Approval of the September 4, 2018 Board Meeting Executive Minutes:**

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. Vena - Yes Ms. Hernandez-Manno - Yes
Ms. Lewis - Abstain Ms. Rainiero - Yes

4b. Approval of the September 4, 2018 Board Meeting Executive Minutes:

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 - Abstain Ms. Rainiero - Yes

5. Bills To Be Approved totaling \$4,136,405.34 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
 Ms. Vena - Yes Ms. Hernandez-Manno - Abstain
 Ms. Lewis - Yes Ms. Rainiero - Yes

6. Treasurer’s Report for August 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. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Yes Ms. Rainiero - Yes

7. Correspondence & Communications –

Dr. Schneider asked Rick Hillman for a security update on the locks:
 Mr. Hillman stated the vendor will be on site next week to start the installation of the locks, when completed all doors will lock from the inside.

8. Committee Reports – None

9. 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 Jan Lewis and Seconded by Lisa Vena was made to approve the aforementioned was carried by roll call vote.

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

MISCELLANEOUS:

Presentation of Assessment Results – Katherine Blades, Supervisor - POSTPONED

Week of Respect, October 1-5, 2018 and School Violence Awareness Week, October 15-19, 2018

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. Vena -	Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

MCSSSD Emergency Management Plan- Annual Update
(Available for review in Administrative Offices)

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. Vena -	Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

Extended School Year Calendar - Summer 2019 (Attachment 9-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. Vena -	Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

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

Revision(s)/New Policies/Regulations/ByLaws – **Second Reading**
(No changes from First Reading)

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)

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. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Yes Ms. Rainiero - Yes

REPORTS:

Fire and Security Drills for month of September 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. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Yes Ms. Rainiero - Yes

Harassment, Intimidation & Bullying Report for September, 2018

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

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. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Yes Ms. Rainiero - Yes

Enrollment Data as of September 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	549									

	<u>08/17/18</u>	<u>09/30/18</u>
Mercer High School	208	267
Mercer Elementary School	164	194
Regional Day	6	0
J. F. Cappello School	<u>76</u>	<u>88</u>
<i>TOTAL:</i>	<i>454</i>	<i>549</i>

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

Ms. Vena questioned the enrollment.

Ms. Hice-DePugh said there are significant amounts of students that are returning to district or graduated.

There are many applications for BD, we are opening another classroom. Other applications are moving along.

Two employees are focused on recruitment by way of Open Houses, giveaways, parent visits and Child Study Team Meetings.

Ms. Vena asked how parents find information other than Child Study Teams?

Ms. Hice-DePugh said there are Community Outreach events, Local Advocate Networking. We are looking for other events.

Mr. Floyd asked is Regional Day School open?

Ms. Hice-DePugh answered: there is limited enrollment.

The Video Production Program is getting started.

RDS changed from a BD Program to a Transition Program.

STEM/Robotics being started and explored further.

We have a Teacher, Jennifer Duda that went to training and is now doing coding with students.

Sensory Room is being developed so students can gain sensory input.

Business Skills Program continues with the Card Store.

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

11. **NEW BUSINESS**

- a. Approve Minding your Mind (MYM) assembly to be held on Monday, October 29, 2018 for the students of Mercer High School. There will be two (2) presentations. MYM primary objective is to provide mental health education to adolescents, teens and young adults, their parents, teachers and school administrators to reduce the stigma and destructive behaviors often associated with mental health issues. MYM Programs move away from crisis based response to prevention through education.

MYM speakers are dynamic young adults who have struggled with mental health issues. Speakers visit schools and community organizations to share their stories and recovery. Issues addressed include: mood disorders, suicide ideation, eating disorders, addictive behavior, self-harm, and bullying. The cost of the presentation is \$300.

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. Vena -	Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

- b. Approve Facilities Annual Maintenance Budget amount worksheet M-1 per N.J.A.C.6A:26A to be submitted to the Department of Education County Office and the Mercer County Special Services School District Comprehensive Maintenance Plan Report for and 2018/2019 school year (Attachment 11-b).

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. Vena -	Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

- c. Approve Realtime Information Technology, Inc., to provide Professional Development training to the staff at Joseph F. Cappello School on October 8, 2018. The training will provide the staff with tools to utilize the Realtime program to its fullest potential as part of the school's district wide goal for 2018/2019. The training will be two hours, the cost of the training not to exceed \$600.

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. Vena -	Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

- d. Approve Ruben Casillas from Mercer County Technical Schools as a bus driver on an as needed basis for the period September 26, 2018 through June 30, 2019 at an hourly rate of \$19.50 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. 40:8A-1 et sq. (Act).

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. Vena -	Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

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

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. Vena -	Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

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

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. Vena -	Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

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

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. Vena -	Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

h. Approve Nicholas Sakowski as a consultant for Public Relation Services for Mercer County Special Services School District on an as needed basis at \$40 per hour not to exceed \$3,000.

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

Ms. Vena asked what this item was for?

Ms. Hice-DePugh explained it is a replacement position for Lori Perlow, previous Public Relations Consultant.

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

i. Approve Patricia West-Low, PT, MA, DPT, PCS to provide consultation services to MCSSSD staff and students in various programs throughout Joseph Cappello School, Mercer Elementary School and Mercer High School. The purpose of the consultation services is to provide suggestions, recommendations and feedback regarding therapeutic strategies and positioning as a result of the professional developmental training by Massery Physical Therapy on September 5, 2018. Consultation services to be paid at a rate of \$150 per hour, not to exceed twenty (20) hours.

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. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Yes Ms. Rainiero - Yes

12. ADJOURNMENT

A Motion by Jan Lewis and Seconded by Lisa Vena to adjourn the meeting passed by unanimous voice vote, (5) aye's (0) nay's. Meeting was adjourned at 4:43 pm.

Respectfully submitted by:

Deborah Donnelly
Business Administrator/Board Secretary