

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

MINUTES

BUSINESS MEETING

Monday, July 2, 2018

4:30 pm

The monthly business meeting for the month of July 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 4:42 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, Samuel Floyd, and Jan Lewis.

Also Present: Dr. Kimberly Schneider, Superintendent, Dana Hice-DePugh, Assistant Superintendent, Christine MacDonald, Human Resource Manager and Walter Bliss, Board Attorney.

2. PLEDGE OF ALLEGIANCE: Dispense

- 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 Lisa Vena and Seconded by Jan Lewis the Board unanimously voted to go into Executive Session at 4:40 PM.

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

On a Motion by Jan Lewis and Seconded by Lisa Vena the Board unanimously voted to return to the open meeting at 4:42 PM.

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

3b. PUBLIC SESSION: None

4. Approval of the June 5, 2018 Board Meeting Regular Minutes:

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 - Absent  
                      Ms. Lewis -    Yes                      Ms. Rainiero - Yes

5. Bills To Be Approved totaling \$3,853,693.54 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 - Absent  
                      Ms. Lewis -    Yes                      Ms. Rainiero - Yes

6. Treasurer’s Report for May 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 - Absent  
                      Ms. Lewis -    Yes                      Ms. Rainiero - Yes

- 7. Correspondence & Communications – None
- 8. Committee Reports – None
- 9. 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 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.

**PERSONNEL:**

Appointments, Resignations, Non-Renewals, Leaves, Retirements, etc., and addendum (*Attachment A*)

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

Mr. Floyd asked are classroom assistants certified when they become teachers?  
Ms. MacDonald responded yes.

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

2018-2019 Substitute Renewals (*Attachment A-1*)

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 - Absent
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

Agreement between Udaya Batchu, Assistant Business Administrator and MCSSSD for the 2018-2019 School Year. (*Attachment A-2*)

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 - Absent  
                   Ms. Lewis -    Yes                    Ms. Rainiero - Yes

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: 07/01/2018 to 06/30/2019.

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 - Absent  
                   Ms. Lewis -    Yes                    Ms. Rainiero - Yes

Continuation of Stronge Leader Evaluation Model for Principals and Supervisors per code N.J.A.C. 6A.10., effective : 07/01/2018 to 06/30/2019.

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 - Absent  
                   Ms. Lewis -    Yes                    Ms. Rainiero – Yes

### **MISCELLANEOUS:**

Reaffirming of the 2016-2019 Comprehensive Equity Plan and Statement of Assurance  
*(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 - Absent  
                   Ms. Lewis -    Yes                    Ms. Rainiero - Yes

2018-2019 Affirmative Action Team Members (*Attachment 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 - Absent  
                   Ms. Lewis -    Yes                    Ms. Rainiero - Yes

*2018-2019 SciP Committee Members (Attachment 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 - Absent  
                     Ms. Lewis -    Yes                      Ms. Rainiero - Yes

*Schools Codes of Conduct (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 - Absent  
                     Ms. Lewis -    Yes                      Ms. Rainiero - Yes

## 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 (*Attachment D*)  
*(\*changes made from first reading)*

***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)

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 - Absent  
 Ms. Lewis - Yes Ms. Rainiero - Yes

**REPORTS:**

Fire and Security Drill(s) for month of June 2018 (*Attachment E*)

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 - Absent  
 Ms. Lewis - Yes Ms. Rainiero - Yes

Enrollment Data as of June 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	593

	<u>05/31/18</u>	<u>06/28/18</u>
Mercer High School	286	287
Mercer Elementary School	197	198
Regional Day	6	6
J. F. Cappello School	<u>103</u>	<u>102</u>
<i>TOTAL:</i>	592	593

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 - Absent  
 Ms. Lewis - Yes Ms. Rainiero - Yes

Harassment, Intimidation & Bullying as of June 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
June	0	0	0	0
TOTAL	3	0	2	2

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 - Absent  
 Ms. Lewis - Yes Ms. Rainiero - Yes

11. **NEW BUSINESS**

- a. Approve IMX Medical Management Services Fit for Duty Exams for the 2018/19 school year up to \$700.00/per evaluation and up to \$2,000.00/per evaluation for specialty doctors.

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 - Absent  
 Ms. Lewis - Yes Ms. Rainiero - Yes

- b. Approve agreement with Paul’s Commodity Hauling, Inc. to provide delivery of State Food Commodities to be managed and invoiced through Sodexo for the 2018/2019 school year per agreement (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 - Absent  
 Ms. Lewis - Yes Ms. Rainiero - Yes

- c. Approve the following student affiliation agreements between Mercer County Special Services School and: (Attachment 11-c).

Steinert High School VIP Program  
University of Montana

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 - Absent
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

- d. Approve to accept a donation of one Ipad and case to be used for a student at Mercer Elementary School from an anonymous donor.

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 - Absent
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

- e. 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, 2018 through July 31, 2019 renewal amount not to exceed \$4,322.69 Gaap Account # 11-000-262-420-05-XXXX.

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 - Absent
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

- f. Approval of Transportation Contract(s) Addenda, Bids (Attachment 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 - Absent
	Ms. Lewis -	Yes	Ms. Rainiero - Yes



## g. Staff and Student Travel (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 - Absent
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

## h. Miscellaneous Equipment for Disposal (Attachment 11-h).

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 - Absent
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

## i. Approve Addendum to Lease Agreement between Mercer County Special Services School District and Allies, Inc. for the 2018-2019 school year (Attachment 11-i).

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 - Absent
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

## j. Approve Addendum to Lease Agreement between Mercer County Special Services School District and The ARC of Mercer County for the 2018-2019 school year (Attachment 11-j).

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 - Absent
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

## k. Approve Addendum Lease Agreement between Mercer County Special Services School District and Camelot Educational Resources, LLC for the 2018-2019 school year (Attachment 11-k).

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 - Absent
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

- l. Approve to close PNC Money Market Account #8090041108 and transfer any remaining funds to the PNC General Account # 8090048628.

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 - Absent
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

- m. Mercer Elementary School assembly on July 23, 2018 provided by Elmwood Park Zoo-on-Wheels. Program will reinforce the ESY theme of rainforest animals with live animals and interesting artifacts designed to bring science curriculum learning to life. Assembly is paid by Student Activity Account, no purchase order necessary.

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 - Absent
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

- n. Outreach Program from the Philadelphia Zoo visit to Joseph Cappello School on July 27, 2018. Program paid for through the NJPTA.

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 - Absent
	Ms. Lewis -	Yes	Ms. Rainiero - Yes

12. PUBLIC SESSION: None

13. ADJOURNMENT

A Motion by Jan Lewis and Seconded by Lisa Vena to adjourn the meeting passed by unanimous voice vote, (4) aye's (0) nay's. Meeting was adjourned at 4:49 PM.

Respectfully submitted by:

Kimberly Schneider, Ed D.  
Superintendent