

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

MINUTES

BUSINESS MEETING
Monday, April 16, 2018
4:30 pm

The monthly business meeting for the month of April 16, 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 4:38 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, and Jan Lewis. Lisa Vena joined in via telephone at 4:45 pm. Sam Floyd arrived at 4:45 pm and Lisa Vena was disconnected at 4:45 pm.

Also Present: Dr. Kimberly Schneider, Superintendent, Tanya Dawson, 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.

PUBLIC SESSION:

Tina Jablonski, Teacher at Joseph Cappello School and Vice President of MCSSETA wanted to share a positive message. There are special activities honoring Autism Awareness Month at JFC.

- 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 and negotiations update

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 Yasmin Hernandez the Board unanimously voted to go into Executive Session at 4:41 PM.

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

On a Motion by Jan Lewis and Seconded by Yasmin Hernandez the Board unanimously voted to return to the open meeting at 5:18 PM.

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

4. Approval of the March 9, 2018 Board Meeting Regular Minutes:

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

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

5. Bills To Be Approved totaling \$5,210,347.25 + 11,216.90 grand total of \$\$5,221,564.15 and authorization of transfers within program areas as approved by the Superintendent

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

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

6. Treasurer's Report for February 2018

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

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

7. Correspondence & Communications –

Dana Hice-DePugh reported that we are making a lot of efforts in marketing and showed the board some of the marketing materials being used.

Dr. Schneider presented and read a Resolution for Tanya Dawson (see attached)

Tanya Dawson presented RDS Budget for the 2018-2019 school year.

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 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.

A Motion to introduce increment withholding resolution to section 9-A-4 of the Superintendent’s Agenda.

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

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

Appointments, Re-Appointments, Resignations, Leaves, Retirements, etc., (Attachment A) and addendum.

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

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

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

**Note: Item 9A, Termination #1 (MH) pulled from Agenda

Agreement between the Board of Education and Dana Hice-DePugh, Assistant Superintendent for Curriculum & Instruction, for the period July 1, 2017 through June 30, 2022 shared with Mercer County Technical School District, pursuant to the approval by the Executive County Superintendent on February 27, 2018. (*Attachment 9A-1*)

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

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

Revised Job Description(s)

Assistant School Business Administrator/Board Secretary (*Attachment A-2*)

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

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

Comptroller (*Attachment A-3*)

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

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

Increment Withholding Resolution (*Attachment A-4*)

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

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

Deborah Donnelly as the District Public Agency Compliance Officer, effective May 1, 2018 through June 30, 2018.

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

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

Deborah Donnelly as the District Open Public Records Act Officer, effective May 1, 2018 through June 30, 2018.

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

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

MISCELLANEOUS:

Recommend Board approve the following:

2017-2018 *Revised* MCSSSD School Calendar (to reflect makeup days) - (*Attachment B*)

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

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

Submission of Grant(s): Sponsored by the MCSSSD Educational Foundation, not to exceed \$750.00 per grant. (One grant per school will be awarded.)

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

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

REPORTS:

Fire and Security Drills for month of March, 2018 (*Attachment 9-C*)

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

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

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

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

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

Enrollment Data as of March, 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			

	<u>02/28/18</u>	<u>03/31/18</u>
Mercer High School	286	285
Mercer Elementary School	192	193
Regional Day	8	8
J. F. Cappello School	<u>99</u>	<u>101</u>
<i>TOTAL:</i>	585	587

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

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

11. **NEW BUSINESS**

Recommend Board approve the following:

- a. Resolution to adopt the 2018/19 Mercer County Special Services School District Budget (Attachment 11-a).

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

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

- b. Approval to submit the Regional Day School Budget for the 2018/19 school year to the New Jersey Department of Education (Attachment 11-b).

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

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

- c. Approve Resolution to appoint Deborah Donnelly as the District Purchasing Agent effective May 1, 2018 through June 30, 2018 (Attachment 11-c).

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

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

- d. Approve to close out Air Control Technology, Incorporated for the Mercer Elementary School Unit Ventilator Replacement HVAC Upgrades Project per AIA Document G701-2001 in the amount of \$9,302.

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

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

- e. Approve the resolution binding The Mercer County Special Services School District to purchase Electric Generation Services through the Alliance For Competitive Energy Services (“Aces”) Bid Cooperative Pricing System ID#E8801-Acescps (Attachment 11-e).

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

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

- f. Approve the resolution binding The Mercer County Special Services School District to purchase Natural Gas Services through the Alliance For Competitive Energy Services (“Aces”) Bid Cooperative Pricing System ID#E8801-Acescps (Attachment 11-f).

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

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

- g. Approval to the revised contract with Monmouth Ocean Educational Services Commission (M-OESC) for the period July 1, 2017 to June 30, 2018 on an as needed nursing basis for nursing services Gaap account #11-000-213-340-00-HLTH (Attachment 11-g).

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

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

- h. Approve the use of the Hamilton Police for the safety and security of students and staff at Mercer High School and Mercer Elementary School during 2018/19 school year as needed by the Principal at the Township extra duty hourly pay rate Gaap account # 11-000-266-340-00-PATR.

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

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

- i. Approve the Roxey Ballet Assembly Program for the students of Mercer Elementary School on Friday, April 20, 2018 at 1:30 pm at no cost to the District.

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

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

- j. Approve “Eyes of the Wild Wallaby Tales Traveling Zoo Show” at Mercer Elementary School to be held on June 8, 2018 at a cost of \$320 to be paid from the student activity account (attachment 11-j).

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

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

- k. Approve New Student Worksite: Arcadia Nursing and Rehabilitation, 1501 State Highway 33, Hamilton Square, NJ 08690.

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

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

- l. Approve the Model Written Indoor Air Quality Program complying with the Public Employees Occupational Safety and Health (POESH) Program, Indoor Air Quality (IAQ) Standard (N.J.A.S. 12:100-13) (Attachment 11-l).

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

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

- m. Approval of Mercer Cooperative Transportation System Agreement for the 2018/2019 school year (Attachment 11-m).

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

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

- n. Approval of Consulting Service Fee Agreement with Connor Strong & Buckelew for Consulting Financial Reporting Services for the period July 1, 2018 to June 30, 2019 at a rate of \$1,450 per month not to exceed \$17,400 (same rate as last year) Gaap Account # 11-000-291-270-00-MED (Attachment 11-n).

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

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

- o. Approve the Horizon Blue Cross Blue Shield of New Jersey Dental Plan Renewal for staff of Mercer County Special Services School District for the 2018/19 school year per attached summary prepared by Conner Strong & Buckelew (Attachment 11-o).

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

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

- p. Approve the Horizon Blue Cross Blue Shield of New Jersey Health Plan Renewal for staff of Mercer County Special Services School District for the 2018/19 school year per attached summary prepared by Conner Strong & Buckelew (Attachment 11-p).

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

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

- q. Approval of Transportation Contract (s), Bids, Renewals & Addendum (Attachment 11-q).

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

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

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

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

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

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

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

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

t. Use of Building and Grounds (Attachment 11-t).

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

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

u. Approve the following RFP 19-01, 02, & 03 for Therapy Service vendors competitive contracts on an as needed basis for the 2018/19 school year:

SPEECH THERAPY 19-01	OCCUPATIONAL THERAPY 19-02	PHYSICAL THERAPY 19-03
Advance Education Advisement	Advance Education Advisement	Advance Education Advisement
Cumberland Therapy	ARDOR	Cumberland Therapy
GHR Education	Cumberland Therapy	GHR Education
INVO	GHR Education	Kaleidoscope
Kaleidoscope	INVO	Staffing Plus
Therapy Source	Kaleidoscope	Therapy Source
Staffing Plus	Staffing Plus	
	Therapy Source	

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

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

- v. Approve Massery Physical Therapy to provide Professional Development training to the district's Cognitive Severe Teachers and Physical Therapists on September 5, 2018. The training is designed to help our therapists and CS teachers understand the connection between breathing mechanics and postural control management. The speaker will link breathing mechanics with motor and physiologic behaviors. The emphasis of the course will be on developing practical quick clinical solutions for pediatric and young adult patients in all practice settings. The full day training will be held from 8:30 am - 3:30 pm. The cost of training, including travel expenses, will not exceed \$3,500.00 Gaap account # 11-000-223-390-02-DOCI (Attachment 11-v).

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

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

12. PUBLIC SESSION

13. ADJOURNMENT

A Motion by Yasmin Hernandez and Seconded by Sam Floyd to adjourn the meeting passed by unanimous voice vote, (4) aye’s (0) nay’s. Meeting was adjourned at 5:32 pm.

Respectfully submitted by:

Tanya Dawson
 Business Administrator/Board Secretary