

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

MINUTES

BUSINESS MEETING
Tuesday, August 7, 2018
4:30 pm

The monthly business meeting for the month of August 7, 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, Lisa Vena and Samuel Floyd.

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.

3. **PUBLIC SESSION:**

Tina Jablonski, Teacher at the Joseph F Cappello School reported they are having a great summer. They have had special staff lunches on Fridays and weekly treats for the children. The children have enjoyed water play on Tuesdays and Thursdays. Zoo on Wheels has come to the school and they will finish next week with a Day of Camping. They are happy to have the new interim principal, Ron Cancelliere.

4. **Approval of the July 2, 2018 Board Meeting Regular, Reorganization and 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 - Absent Ms. Rainiero - Yes

5. Bills To Be Approved totaling \$ 5,207,326.00 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 June 2018

A Motion by Lisa Vena and seconded by Yasmin Hernandez-Manno 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 – 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.

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

A Motion by Samuel Floyd 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 -	Absent	Ms. Rainiero - Yes

MISCELLANEOUS:

Continuation of Policy 5512 Harassment, Intimidation and Bullying last approved on November 12, 2013 for the 2018-2019 school year.

A Motion by Samuel Floyd 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 - Yes
	Ms. Lewis -	Absent	Ms. Rainiero - Yes

Reaffirming the District Mentoring Plan for 2018-2019 - (For review in the Superintendent's Office)

A Motion by Samuel Floyd 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 - Yes
	Ms. Lewis -	Absent	Ms. Rainiero - Yes

2018-2019 Professional Development Plan(s) for: Mercer High, Mercer Elementary, Joseph Cappello Schools and the MCSSSD Plan (*Attachment 9-B*)

A Motion by Samuel Floyd 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 - Yes
	Ms. Lewis -	Absent	Ms. Rainiero - Yes

2018-2019 Nursing Services Plan (*Attachment 9-C*)

A Motion by Samuel Floyd 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 - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

Submission of Infosys Foundation USA Grant Application for Mercer Elementary School. If awarded, the grant would provide Tynker software to implement a Computer Science program for the students. Tynker is a complete learning system that enables the students to code with intuitive, interest-based activities. The program is self-paced allowing the students to progress at their educational levels. The Computer Science program will be used by the Autism and MD programs. (No cost to the district)

A Motion by Samuel Floyd 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 - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

First Reading -- Revised and/or New Policies, Regulations, or By-Laws

BYLAWS - None

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 was made 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

Second Reading -- Revised and/or New Policies, Regulations, or By-Laws

BYLAWS -None

POLICIES - None

REGULATIONS – None

Abolished -- Policies, Regulations, or By-Laws

R5512 Harassment, Intimidation, and Bullying Investigation Procedure (M)

A Motion by Samuel Floyd 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 - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

REPORTS:

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

A Motion by Samuel Floyd 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 - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

Harassment, Intimidation & Bullying Report for July, 2018

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

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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 July 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	549*											

*This number was reported incorrectly and was noted in Public of the correction at the 9/4/18 meeting: it should read 454.

	<u>06/30/18</u>	<u>07/31/18</u>
Mercer High School	287	272
Mercer Elementary School	198	188
Regional Day	6	6
J. F. Cappello School	<u>102</u>	<u>83</u>
TOTAL:	593	549

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

Ms. Vena commented on the positive enrollment.

Ms. Hice-DePugh commented on marketing, supervisor and principal's efforts.

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

11. NEW BUSINESS

- a. Approve Handle with Care for the 2018/2019 school year. The contract between Handle with Care Behavioral Management System, Inc., and MCSSSD is for the purpose of providing recertification training for the District staff members who will turnkey train staff in proper restraint handling of the students as per the State of New Jersey guidelines. The training is scheduled for Thursday, October 4, 2018, GAAP account #11-000-223-390-02-DOCI not to exceed \$3,200 which includes \$2,400 for the first 12 participants, \$250 each for an additional 2 participants (if necessary) and \$300.00 for additional expenses (mileage, tolls, etc.)

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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 Starr Global Learning Network to provide professional development training on September 4, 2018 for MCSSSD staff. The training "Trauma Informed Schools" will be presented to the certified and non-certified staff at MCSSSD. In addition, teaching staff from preschools in Mercer County Special Services School District will be invited to attend the presentation. The training will be six hours in length. The cost of the training not to exceed \$23,500. This cost includes the PD training, training materials and presenter travel expenses. GAAP Account #'s 66-215-213-590-04-PURS and 64-990-320-590-00-CMRS.

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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 contract between Mercer County Special Services School District and Bernie Environmental for the Mercer High School Annual Field Trip to Camp Bernie, Port Murray, NJ; dates: May 8, 2019 thru May 10, 2019; at a cost of \$169 per person for an approximate total of \$6,860 Gaap Account # 11-403-100-610-30-XTRA (Attachment 11-c). *

*Subject to review of indemnification clause.

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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 the following student affiliation agreements between Mercer County Special Services School and (Attachment 11-d).

 Mercer County Community College
 Rider University
 Rowan University*
 Rutgers University

*Subject to review of indemnification clause.

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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 the agreement between Mercer Oaks Catering and Mercer County Special Service School District in the amount of \$2,655 for the Mercer High School Prom to be held on May 31, 2019 at the Mercer Oaks Golf Course, Princeton, NJ Gaap Account #11-403-100-610-30-XTRA (Attachment 11-e).

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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. Approve to increase the amount not to exceed from \$22,500 to \$33,000 for Comegno Law Group, P.C. as Special Counsel for the period July 1, 2017 through June 30, 2018 Gaap Account #11-00-230-331-01-LEG.

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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. Approve the corrected breakfast pricing from the Sodexo agreement from the amount of \$1.60 to \$1.65 originally approved on the June 5, 2018 agenda.

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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. Approve Rutgers University to provide professional development training on August 27, 2018 for the custodial and maintenance staff of MCSSSD. The training "Respectful Workplace Communications" will help staff to identify the differences between respectful and disrespectful communication which will in turn help to increase the understanding of the impact disrespectful communication has on the individual and the workplace. The training will be two hours in length. The cost of the training is not to exceed \$950 which includes the training as well as the trainer's travel expenses, Gaap Account #11-000-223-390-02-DOCI.

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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. Approve a donation of 32 LCD talking calculators from ETS Center for Advocacy and Philanthropy for the students of Mercer County Special Services School District.

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

- j. Approve to contract with Delta-T Group under CO-OP #ESCNJ 18/19-11 for nurses on an as needed basis for the 2018/2019 school year Gaap account # 11-000-213-330-00-CONT for an amount not to exceed \$5,000 (Attachment 11-j).

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

- k. Approve the Shared Service Agreement between the Participating Boards of Education and the Central Jersey Program for Recruitment of Diverse Educators (CJ Pride) including the annual membership fee in the amount of \$100 for the 2018/19 school year Gaap account #11-00-230-890-01-MISC (Attachment 11-k).

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

- l. Approve the following student worksites for the 2018/2019 school year:

Walgreen’s, 2021 Nottingham Way, & 1702 Kuser Road, Hamilton, NJ
 Advanced Auto, 3150 S. Broad St., 750 N. Olden Ave. & 2129 Nottingham Way, Hamilton, NJ
 Mercer ARC, 180 Ewingville Road, Ewing, NJ
 Hamilton Market Place, Hamilton NJ
 Quakerbridge Mall, Lawrenceville, NJ

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

- m. Approve the Outreach Program from the Zoological Society of Philadelphia to visit the Joseph Cappello School on February 27, 2019. Program paid through the NJPTA.

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

- n. Approve to accept a donation of 3 patio umbrellas and bases to be used by the students of Mercer Elementary School in the outside garden area. The umbrellas can be moved when activities outdoor need to provide shade for medically fragile students. The PTA also purchased some perennials to be placed below the school sign in the front flower bed. Students will plant and care for these plants as a part of their summer program.

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

- o. Approval for Reading Horizons to provide professional development training on September 25, 2018 and October 1, 2018 for Mercer Elementary certified staff currently working with the Reading Horizon Elevate and Discovery Curriculums. The cost of the training is not to exceed \$4,000 Gaap Account #64-990-320-590-00-CMRS (Attachment 11-o).

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

- p. Approve revised maintenance agreement for Stewart Business Systems from \$2,227.50/quarter to \$2,862.50/quarter, increase due to color copy allowance (Attachment 11-p).

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

- q. Approve agreement between Dynamic Security and Mercer County Special Services School District to provide, install and configure three additional Aiphone IX Master stations in the amount of \$3,970.80 Gaap account # 11-000-230-530-00-POS (Attachment 11-q).

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

- r. Approve the contract between DJ Nebbs Entertainment and Mercer County Special Services School District for entertainment services for the Mercer High School Prom being held at Mercer Oaks Golf Course on May 31, 2019 from 6-9PM, in the amount of \$600 Gaap account #11-403-100-610-30-XTRA (Attachment 11-r).(Pending certificate of insurance).

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

- s. Approve the assembly provided by Mr. Bubble of Currier’s Magical Mania to the students of the Joseph F. Cappello School to be held on October 19, 2018 and February 27, 2019 at no cost to the District, paid for by the NJPTA.

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

- t. Approve the confirmation to The Conference Center at Mercer for the Mercer High School Scholarship Awards Reception to be held on June 13, 2019 from 5:30pm to 7:30 pm in the amount of \$1,555.20 Gaap Accounts #11-403-100-610-30-XTRA.

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

- u. Approve the confirmation to The Conference Center at Mercer for the Mercer High School Senior Breakfast to be held on June 11, 2019 from 9:00 am to noon in the amount of \$972 Gaap Account #11-403-100-610-30-XTR.

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

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

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

- w. Miscellaneous Equipment Disposal List (Attachment 11-v).

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

x. Approval of Transportation Contract(s), Bids, Renewals and Addendum (handout)

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

y. Approve the assembly demonstration by the Mercer County Sherriff’s K-9 Department for the students of the Mercer High School being held on August 8, 2018.

A Motion by Lisa Vena and Seconded by Samuel Floyd was made 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

Dr. Schneider noted the Human Resource Manager is moving on and will be missed.

13. ADJOURNMENT

A Motion by Samuel Floyd and Seconded by Lisa Vena to adjourn the meeting passed by unanimous voice vote, (4) aye’s (0) nay’s. Meeting was adjourned at 4:39 pm.

Respectfully submitted by:

Deborah Donnelly
 Business Administrator/Board Secretary