

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

MINUTES

BUSINESS MEETING

Friday, March 9, 2018

12:00 PM

The monthly business meeting for the month of March 9, 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 12:05 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 (via phone), Samuel Floyd and Lisa Vena,

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.

3. **PUBLIC SESSION:**

Barbara Brunelli, Teacher at Joseph Cappello School read a statement in support of Jason Ward, Principal at JFC (attached).

Ayala Rahimi, School social Worker at Mercer High School rad a statement regarding safety concerns (attached).

Leah Durastanti, Teacher at Mercer High School and MCSSETA President commented on lack of training on a new program, lack of funds for school supplies and had an issue with an employee receiving a \$40,000 increase in salary.

Joan Alito, teacher and Mercer Elementary School made a comment regarding building in snow days in the school calendar. She also had a concern regarding the intake process for the BD Program and the screening of students.

Lisa Pusillo, teacher at Joseph F. Cappello school also raised safety concern at JFC and made a statement in support of JFC principal.

Dr. Schneider stated she will get a report from Rick Hillman, Facilities Manager.

Tanya Dawson said we understand all of your concern regarding safety and know we are looking into how to better secure our campus. The Department of Education has a new security specialist position and training for that individual is scheduled for June. We have agreements with local police and emergency responders. We also have a district emergency plan. Regarding the comment about an employee receiving a \$40,000 salary increase, please note that person applied for a position in which the current salary is paying that amount. There is no increase to the budget for that position.

Camille Rainiero thanked all for their comments.

4. Approval of the February 6, 2018 Board Meeting Regular 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	Mr. White - Absent
	Ms. Vena - Abstain	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes

5. Bills To Be Approved totaling \$ 4,059,452.49 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	Mr. White - Absent
	Ms. Vena - Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes

6. Treasurer's Report for January 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	Mr. White - Absent
	Ms. Vena - Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes

7. Correspondence & Communications

Budget Presentation – Tanya Dawson presented the tentative 2018/19 Budget. District enrollment was presented for the 2018/19 school year showing a decrease for the following school year. We continue to see a decrease in enrollment as there continues to be a push from DOE for sending district to limit out of district placements. District funding source was presented making a special note that the

majority of our funding comes in way of tuition from sending districts and tax levy support. History of the county tax levy support was presented showing an increase of 2% for the 2018/19 school year. Total operating budget was presented followed by appropriations by categories that shows where the money has been appropriated in the budget. Important issues supporting the budget were presented along with concerns from sending districts. Special Education update was presented which focused on Warren County Special Services closing its special services educational programs. Cape May Special Services to be shared with Cape May Vocational/Technical School beginning 2018/19. NJDOE is acquiring policies to support inclusion, set target to improve least restrictive environments with emphasis on reducing out of district placements and NJQSAC further requires evidence of districts reducing out of district percentage of students.

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.

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	Mr. White -	Absent
	Ms. Vena -	Yes	Ms. Hernandez-Manno –	Abstain
	Ms. Lewis -	Absent	Ms. Rainiero –	Yes

Agreement between the Board of Education and Deborah Donnelly, Business Administrator/Board Secretary, for the period May 1, 2018 through June 30, 2018 shared with Mercer County Technical School District, pursuant to the approval by the Executive County Superintendent on March 5, 2018. (*Attachment 9A-1*)

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	Mr. White - Absent
	Ms. Vena - Yes	Ms. Hernandez-Manno – Abstain
	Ms. Lewis - Absent	Ms. Rainiero – Yes

MISCELLANEOUS:

Recommend Board approve the following:

Submission of a request to the Mercer County Office of Education, for the elimination of a Behavioral Disabilities (BD) class at Joseph Cappello School. (Attachment 9-B)

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	Mr. White - Absent
	Ms. Vena - Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes

Submission of a request to the Mercer County Office of Education, for the establishment of a Behavioral Disabilities (BD) class at Mercer Elementary School. (Attachment 9-C)

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	Mr. White - Absent
	Ms. Vena - Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes

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

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

BYLAWS

0169.02 Board Member Use of Social Networks (New)

POLICIES

3437 Military Leave
 4437 Military Leave
 5516.01 Student Tracking Devices (New)
 7425 Lead Testing of Water in Schools (New)
 7440 School District Security (M)
 7441 Electronic Surveillance in School Buildings and on School Grounds
 8507 Breakfast Offer Versus Serve (OVS) (M)
 8630 Bus Driver/Bus Aide Responsibility (M)
 9242 Use of Electronic Signatures (New)

REGULATIONS

- R5460.1 High School Transcripts (M)
- R7101 Educational Adequacy of Capital Projects
- R7440 School District Security (M)
- R7441 Electronic Surveillance in School Buildings and on School Grounds
- R8630 Emergency School Bus Procedures (M)

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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

Resolution Gun Control and Mental Health Services to Protect Our Youth
(Attachment 9-E)

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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

REPORTS:

Fire and Security Drills for month of February, 2018 *(Attachment 9-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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

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

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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

Enrollment Data as of February, 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	593				

	<u>01/31/18</u>	<u>02/28/18</u>
Mercer High School	286	287
Mercer Elementary School	184	192
Regional Day	8	7
J. F. Cappello School	<u>105</u>	<u>107</u>
<i>TOTAL:</i>	583	593

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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

11. **NEW BUSINESS**

Recommend Board approve the following:

- a. Approve to accept a donation from the Hamilton Township Knights of Columbus Council #6213 in the amount of \$673.41 to the students of the Mercer Elementary School.

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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

- b. Approve The City of Angels NJ., Inc. to provide Professional Development training to the staff at Mercer High School. The training conducted by Kevin Meara will provide staff with a better understanding of the current drug epidemic. The training will be held on March 15, 2018 from 8:00

a.m. - 10:00 a.m. at no cost to the District. City of Angels will be co-presenting with Council of Southeast Pennsylvania, Inc. previously Board approved January 9, 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	Mr. White -	Absent
	Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
	Ms. Lewis -	Absent	Ms. Rainiero -	Yes

- c. Approve to rescind the Resolution originally approved November 6, 2017 approving Tanya Dawson on behalf of Mercer County Special Services School District to participate in Middlesex Regional Educational Services Commission of New Jersey Lease Purchase Financing for a 2018 pickup truck in the amount of \$41,783 used for snow removal to replace the 2008 pickup truck (Attachment 11-c).

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	Mr. White -	Absent
	Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
	Ms. Lewis -	Absent	Ms. Rainiero -	Yes

- d. Approve the Resolution for Tanya Dawson, Business Administrator on behalf of Mercer County Special Services School District to enter into a three (3) year Lease Purchase Financing Agreement with PNC Bank to purchase a 2018 pickup truck in the amount of \$32,783 (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	Mr. White -	Absent
	Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
	Ms. Lewis -	Absent	Ms. Rainiero -	Yes

- e. Approve Resolution authorizing the execution and delivery of a Master Equipment Lease Purchase Agreement with PNC Equipment Finance, LLC (Attachment 11-e).

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	Mr. White -	Absent
	Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
	Ms. Lewis -	Absent	Ms. Rainiero -	Yes

- f. Approve Wiss & Company, LLP, Engagement Letter for Mercer County Special Services School District Financial Audit for year ending June 2018 in the amount not to exceed \$63,000 Gaap Account # 11-000-230-339-01-AUD (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	Mr. White - Absent
	Ms. Vena - Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes

- g. Approve the Affiliation Agreement between Mercer County Special Services School District Project Child Clinic Program and The Learning Center beginning July 1, 2018 through June 30, 2019 (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	Mr. White - Absent
	Ms. Vena - Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes

- h. Approve the Affiliation Agreement between Mercer County Special Services School District Project Child Clinic Program and The Goddard School beginning March 7, 2018 through June 30, 2018 (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	Mr. White - Absent
	Ms. Vena - Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes

- i. Approve the annual out of state field trip to Disney World, Florida, Tuesday May 1, 2018; Sponsored by the Sunshine Foundation. Approximately 22 Students and 7 staff members will be attending at no cost to the District.

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	Mr. White - Absent
	Ms. Vena - Yes	Ms. Hernandez-Manno - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes

- j. Approve to add Lisa Scaringelli, Principal to the Petty Cash Funds Account at the Mercer Elementary School.

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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

- k. Approve Resolution to submit tentative 2018/19 Mercer County Special Services School District Budget to the Executive County Superintendent (Handout).

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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

- l. Approval of Transportation Contract (s), Bids, Renewals & Addendums (Attachment 11-l).

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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

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

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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

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

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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

- o. Approve Affiliation Agreement between Mercer County Special Services School District and MCPHS (Massachusetts College of Pharmacy and Health Sciences) at no cost to the District (Attachment 11-o).

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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

- o. Approve 36 month Lease to Own Agreement under NJ State contract G-2075 commencing on 4/1/2018 for a Canon image ADVANCE 8585ig Copier to be located at MES @ \$568.89 per month to include 20,000 copies Gaap #11-000-240-440-80-COP.

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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

- q. Approve 36 month Lease to Own Agreement under NJ State contract G-2075 commencing on 4/1/2018 for a Canon image ADVANCE 8585ig Copier to be located at HS @ \$533.27 per month to include 20,000 copies Gaap #11-000-240-440-30-COP.

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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

- r. Approve Revised Budget Planning Schedule (Attachment 11-r).

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 Mr. White - Absent
 Ms. Vena - Yes Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes

12. 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 12:50 pm.

Respectfully submitted by:

Tanya Dawson
 Business Administrator/Board Secretary