

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

MINUTES

BUSINESS MEETING
Tuesday, December 2, 2014
4:30 pm

The monthly business meeting for the month of December 2, 2014 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 Vice President Russell White called the meeting to order at 4:37 pm.

OPEN PUBLIC MEETING STATEMENT: Mr. White 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: Russell White, Dr. Laura Morana, Samuel Floyd and Lisa Vena

Also Present: Dr. Kimberly Schneider, Superintendent, Tanya Dawson Business Administrator/Board Secretary, Dana Hice DePugh, Assistant Superintendent, Deborah Donnelly, Assistant Business Administrator, Christine MacDonald, Human Resource Manager and Walter Bliss, Board Attorney.

2. PLEDGE OF ALLEGIANCE: Mr. White led the assembly in the Pledge of Allegiance.

- 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 Dr. Morana the Board unanimously voted to go into Executive Session at 4:46 PM.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Dr. Morana - Yes
 Ms. Lewis - Absent Ms. Rainiero - Absent
 Ms. Gillespie - Absent

On a Motion by Lisa Vena and Seconded by Dr. Morana the Board unanimously voted to return to the open meeting at 5:13 PM.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Dr. Morana - Yes
 Ms. Lewis - Absent Ms. Rainiero - Absent
 Ms. Gillespie - Absent

3b. PUBLIC SESSION:

Ms. Hice DePugh presented to the Board a video of Mercer County Special Services School District that will be uploaded to our website and shared with Child Study teams from sending districts.

4a. Approval of the November 3, 2014 Regular Minutes:

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

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Abstain Dr. Morana - Yes
 Ms. Lewis - Absent Ms. Rainiero - Absent
 Ms. Gillespie - Absent

4b. Approval of the November 3, 2014 Executive Minutes:

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

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Abstain Dr. Morana - Yes
 Ms. Lewis - Absent Ms. Rainiero - Absent
 Ms. Gillespie – Absent

5. Bills To Be Approved totaling \$3,947,768.46 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 - Yes
	Ms. Vena - Yes	Dr. Morana - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

6. Treasurer's Report for October 2014

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

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Dr. Morana - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

7. Correspondence & Communications

Dr. Schneider presented a letter from the New Jersey Joint Council. We are a regionalized service provider as a separate public school. We had several individuals from the District who testified.

Ms. Sodano, Principal of Mercer Elementary gave an explanation of the Young Audience Award. Mercer Elementary was recognized as the school of the month. We apply every year for the grant and not awarded however because they like us so much they send people to work with us anyway and they do it every year with us. We currently have three (3) or four (4) people working with us doing different projects helping our staff to Infuse Arts in our curriculum. The teachers who have worked with this, run with it.

Mr. White stated that his wife serves on the Board of Young Audience and asked who is driving this?

Ms. Sodano said she would find out.

Mr. White said if you can get me a name, I will pass it on. They deserve a pat on this back for this.

Ms. Dawson said she will pass on the names to Mr. White when Ms. Sodano is able to get the information.

Michael Andriola of Wiss and Company presented the Comprehensive Annual Financial Report for June 30, 2014.

Mr. Andriola summarized the results of the audit and was pleased to report the District has received clean and unmodified opinions which is the best you can receive. There were no significant deficiencies or material weaknesses to report and the District is in a very healthy financial position. Mr. Andriola also announced the District received the Certificate in Excellence in Financial Reporting Award. This is the second year in a row the District received this award and is something the District should be proud of since not many districts can receive this award.

The prior year findings were corrected and not repeated. This year's findings involved the Food Service account. In reviewing the food service account, I notice a month where the outstanding checks exceeded the bank balance. It was not for a big amount however I would recommend the account be reviewed and monitor the activity to ensure funds are not overdrawn.

I would like to thank Tanya Dawson, Deborah Donnelly and the rest of the staff for their cooperation through this process. Do you have any questions?

The Board members thanked the staff for their hard work.

Mr. White asked Ms. Dawson to report on the 2014/15 budget.

Ms. Dawson referred to the budget presentation handout. She explained as we move into budget preparation for the 2015/16 budget, now is a good time to review the current year's budget. We start by looking at the budget for line items that make up our budget. Looking between 2013/14 to 2014/15 there are no major increases between the two other than benefits and the increase is due to increases in health benefits and other related expenses. Next slide shows the enrollment we projected and what our actual enrolment is as of October 2014. We are happy to report that our enrollment is up by 42 students. The next slide shows the reconciliation between NJDOE budget and our actual budget. The next slide shows a point in time (October 2014 Board Secretary Report) of expenditure paid and those encumbered. The next slide shows where we are now in terms of revenue should things stay constant. Moving forward again it is a point in time (October 2014) since our numbers can change monthly. So looking at our revenues and expenditures we have a balance of 3.4 million. Now most of our expenses are accounted for however there are a few large obligations that have yet to be encumbered but we are still in a good financial position as we move forward. The next slide shows what the District's funding sources are. Take special note most of our revenues are from sending districts. The last slide shows a history of our tax levy over the years.

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 2014 – 2015 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 and Addendum etc.

(Attachment A) and Resolution.

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	Mr. White - Yes
	Ms. Vena - Yes	Dr. Morana - Abstain*
	Ms. Lewis - Absent	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

*Note: Dr. Morana abstains from Emergent hire.

Resolved, that the recommendation of the Superintendent that MM submit to individual physical and psychiatric examinations for report as to continued fitness for duty, with costs of the examinations to be paid by the Board, is hereby approved.

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	Mr. White - Yes
	Ms. Vena - Yes	Dr. Morana - Abstain*
	Ms. Lewis - Absent	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

MISCELLANEOUS:

Recommend Board approve the following:

Revision(s)/New Policies/Regulations – **First Reading** (*Attachment B*)

Policies:

P5530	Substance Abuse (M)
P8505	Wellness Policy/Nutrient Standards for Meals and Other Foods (M)

Regulations:

R5530	Substance Abuse (M)
-------	---------------------

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	Mr. White - Yes
	Ms. Vena - Yes	Dr. Morana - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

Revision(s)/New Policies/Regulations – **Second Reading** (*no attachments*)

Policies:

- P5305 Health Services Personnel
- P5308 Student Health Records (M)
- P5310 Health Services (M)
- P5339 Screening for Dyslexia (M)
- P5600 Student Discipline – Code of Conduct (M)
- P5756 Transgender Students

Regulations:

- R5308 Student Health Records (M)
- R5310 Health Services (M)
- R5600 Student Discipline – Code of Conduct (M)

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 Mr. White - Yes
 Ms. Vena - Yes Dr. Morana - Yes
 Ms. Lewis - Absent Ms. Rainiero - Absent
 Ms. Gillespie - Absent

REPORTS:

Fire and Security Drill(s) for month of November 2014 (Attachment C)

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 Mr. White - Yes
 Ms. Vena - Yes Dr. Morana - Yes
 Ms. Lewis - Absent Ms. Rainiero - Absent
 Ms. Gillespie - Absent

Enrollment Data as of November 2014:

YEAR	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2013-2014	559	543	656	663	672	676	694	694	701	713	708	708
2014-2015	555	554	684	693	690							

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 Mr. White - Yes
 Ms. Vena - Yes Dr. Morana - Yes
 Ms. Lewis - Absent Ms. Rainiero - Absent
 Ms. Gillespie - Absent

Harassment, Intimidation & Bullying Report for November 2014

Month	Investigations	HIB	Non-HIB	Pending
July	0	0	0	0
August	0	0	0	0
September	0	0	0	0
October	0	0	0	0
November	0	0	0	1

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 Mr. White - Yes
 Ms. Vena - Yes Dr. Morana - Yes
 Ms. Lewis - Absent Ms. Rainiero - Absent
 Ms. Gillespie - Absent

11. New Business

Recommend Board approve the following:

- a. Approve the Group Disability coverage with Standard Life Insurance Company beginning January 1, 2015 to December 31, 2015 with a rate guarantee of \$25.15 per employee per month estimated cost per year \$134,603 from account # 11-000-291-290-50-OTH.

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 Mr. White - Yes
 Ms. Vena - Yes Dr. Morana - Yes
 Ms. Lewis - Absent Ms. Rainiero - Absent
 Ms. Gillespie - Absent

- b. Approve the Affiliation Agreement between Statewide Parent Advocacy Network (SPAN) and Mercer County Special Services School District (Attachment 11-b).

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

Ms. Vena asked if this was new in District.

Ms. Dawson said no it is part of a current grant.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Dr. Morana - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

- c. Stewart Business Systems to provide maintenance for copiers at .0132 per copy for the time period 1/1/2014 through 6/30/2015.

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	Mr. White - Yes
	Ms. Vena - Yes	Dr. Morana - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

- d. Approval of the Comprehensive Annual Financial Report, Summary of Fiscal Year 2014 Audit Report as required under NJSA 18A:23-4 the Synopsis of Audit and Single Audit Report from Wiss & Company LLC for the fiscal year ended June 30, 2014 and Corrective Action Plan based on the Auditors Management and Administrative Findings Report (Distributed to Board Members only).

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	Mr. White - Yes
	Ms. Vena - Yes	Dr. Morana - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

- e. Approval of Budget Planning Schedule for 2015-2016 (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	Mr. White - Yes
	Ms. Vena - Yes	Dr. Morana - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

- f. Approve the proposed tuition rates for the 2015/16 school year (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	Mr. White - Yes
	Ms. Vena - Yes	Dr. Morana - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

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

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	Mr. White - Yes
	Ms. Vena - Yes	Dr. Morana - Abstain
	Ms. Lewis - Absent	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

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

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	Mr. White - Yes
	Ms. Vena - Yes	Dr. Morana - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

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

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	Mr. White - Yes
	Ms. Vena - Yes	Dr. Morana - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

j. Use of Building and Grounds (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	Mr. White -	Yes
	Ms. Vena -	Yes	Dr. Morana -	Yes
	Ms. Lewis -	Absent	Ms. Rainiero -	Absent
	Ms. Gillespie -	Absent		

Ms. Vena read an article that was in the newspaper regarding a parent of a Joseph F. Cappello student. A copy of that article is going to each member of the Board in the Friday memo.

12 ADJOURNMENT

A Motion by Lisa Vena and Seconded by Samuel Floyd to adjourn the meeting passed by unanimous voice vote, (4) aye's (0) nay's. Meeting was adjourned at 5:53 pm.

Respectfully submitted by:

Tanya Dawson
Business Administrator/Board Secretary