

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

MINUTES

BUSINESS MEETING
Tuesday, February 2, 2016
4:30 pm

The monthly business meeting for the month of February 2, 2016 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 4:33 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, Dr. Laura Morana, Samuel Floyd, Lisa Vena, and Sally Gillespie.

Also Present: 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.
- 3a. EXECUTIVE SESSION: None
- 3b. PUBLIC SESSION: None
- 4a. Approval of the January 12, 2016 Board Meeting Regular Minutes:

A Motion by Samuel Floyd and seconded by Dr. Laura Morana to approve the aforementioned was carried by roll call vote.

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

4b. Approval of the January 12, 2016 Board Meeting Executive Minutes:

A Motion by Samuel Floyd and seconded by Dr. Laura Morana to approve the aforementioned was carried by roll call vote.

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

5. Bills To Be Approved totaling \$ 3,307,810.44 and authorization of transfers within program areas as approved by the Superintendent

A Motion by Dr. Laura Morana and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

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

6. Treasurer’s Report for December 2015

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

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

7. Correspondence & Communications:

Ms. Dawson gave a Presentation on Budget Concerns for 2016-17.

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 2015 – 2016 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 Dr. Laura Morana was made to approve the aforementioned was carried by roll call vote.

Ms. Vena asked who pays the Special Olympic Coaches.

Ms. Dawson said, we do, we have a Special Olympic budget.

Ms. Vena asked are the coaches trained.

Ms. Dawson said yes.

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

*Note: Dr. Morana abstains from Emergent hire.

MISCELLANEOUS:

Recommend Board approve the following:

Approve Submission of NJEA Frederick L. Hipp Foundation for Excellence in Education Grant in the Amount of \$9,603.00, Grant Dates: 09/15/2016 - 06/01/2017.

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

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

Revision(s)/New Policies/Regulations – **Second Reading** (*No changes from First Reading*)

- P1240 Evaluation of Superintendent (M)
- R1240 Evaluation of Superintendent (M)
- P3221 Evaluation of Teachers (M)
- R3221 Evaluation of Teachers (M)
- P3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
- R3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
- P3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
- R3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
- P3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M)
- R3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M)
- P3431.1 Family Leave (M)
- P4431.1 Family Leave (M)
- P5337 Service Animals

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

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

REPORTS:

Ms. Rainiero called for approval for a motion to approve the following:

Fire & Security Drills for January 2016 (Attachment B)

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

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

Enrollment Data as of January 2016

YEAR	JULY	AUG	SE P	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2014-2015	555	554	684	693	690	687	688	694	696	698	709	707
2015-2016	521	519	654	659	665	661	666					

	<u>12/31/15</u>	<u>1/29/16</u>
Mercer High School	308	311
Mercer Elementary School	222	222
Regional Day School	11	11
J. F. Cappello School	<u>120</u>	<u>122</u>
<i>TOTAL:</i>	<i>661</i>	<i>666</i>

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

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

Harassment, Intimidation & Bullying as of January 2016:

Month	Investigations	HIB	Non-HIB	Pending
July	0	0	0	N/A
August	0	0	0	N/A
September	0	0	0	N/A
October	0	0	0	N/A
November	1	1	0	0
December	1	0	1	0
January	0	0	0	0
TOTAL	2	1	1	0

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

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

10. Old Business: – None

11. New Business:

Ms. Rainiero called for approval for a motion to approve the following:

- a. Approve Realtime, Inc., to provide Professional Development training for the district's supervisors. The training is designed to maximize the current special education module currently in place as well as to explore programming enhancements relative to our school settings and the student population at MCSSSD. Training will be held on February 25, 2016 from 2:00 pm - 4:00 pm. The cost of the training will not exceed \$500.00. The GAAP account 11-000-223-390-02-DOCI.

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

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

- b. Approve Standard Solutions, LLC to provide Professional Development training for the district's test coordinators. The training is designed to assist administration in analyzing PARCC test results and how to effectively use the data. Training will be held on February 8, 2016 from 9:00 a.m. - 11:00 a.m. at no cost to the district.

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

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

- c. Approve CHOP - Pediatric Orthopedic Surgery Group to provide Professional Development training for the District's related services staff. Dr. Keith Baldwin and Dr. Jennifer Winell will present. The training is designed to discuss the treatment and orthopedic aspects of Cerebral Palsy. The training will be held on May 16, 2016 from 8:30 a.m. until 10:30 a.m. at no cost to the district.

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

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

- d. Approve to continue to the use the services of Benefit Express Services, LLC for COBRA Retiree Administrative Services to be paid by Conner Strong & Buckelew on behalf of Mercer County Special Services School District year three (3) of five (5) for the period February 28, 2014 to February 28, 2017 originally Board approved February 11, 2014.

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

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

- e. Approve continuation to participate in a cooperative pricing agreement with Middlesex Regional Educational Services Commission of year four (4) of five (5) effective February 2013.

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

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

- f. Approve the following Affiliation Agreement(s) between Mercer County Special Services School District and (Attachment 11-f)
 Philadelphia University
 The College of New Jersey

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

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

- g. Approve to accept \$1,000 from Burlington County Insurance Pool Joint Insurance Fund for Financial Excellence Safety Incentive Program.

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

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

- h. Approve the Budget Planning Schedule for 2016/2017 (Attachment 11-h).

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

Ms. Dawson made a correction to the Governor's budget date; changed to February 16, 2016.

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

- i. Approve the Certified Tuition Adjustments for 2014/2015 school year (Attachment 11-i).

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

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

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

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

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

- k. Approve Transportation Contract (s), Bids, Renewals & Addendums (Attachment 11-k).

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

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

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

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

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

- m. Use of Buildings and Grounds (Attachment 11-m).

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

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

- n. Approve Workshop to be provided by The Center for Learning at the Garden State Discovery Museum for an Outreach Assembly Program called “Sensation” at Mercer Elementary School on March 17, 2016 in the amount of \$368 Gaap Account # 11-000-216-610-80-PT.

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

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

12. PUBLIC SESSION: None

13. ADJOURNMENT

A Motion by Dr. Laura Morana and Seconded by Lisa Vena to adjourn the meeting passed by unanimous voice vote, (5) aye’s (0) nay’s. Meeting was adjourned at 5:00 pm.

Respectfully submitted by:

Tanya Dawson
Business Administrator/Board Secretary