

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

MINUTES

BUSINESS MEETING
Tuesday, December 6, 2016
4:30 pm

The monthly business meeting for the month of December 6, 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 4:30 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 (via phone), Samuel Floyd, and Sally Gillespie.

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:**

2015-16 Audit Presentation was given by Scott Clelland of Wiss & Company LLC.

I would like to thank Tanya Dawson, Dr. Schneider and Deborah Donnelly for their assistance. There is documentation that needs to be collected and they provide all the required documents in a timely organized manner. Financial records provided are detailed and very good. This was a clean good audit. It is a pleasure to work with them. It is not a one week process but in fact it takes a few weeks to gather and review the financial records. The most important part of the audit is the opinion which is unmodified and the highest opinion we can give. We tested internal control, no material weakness or findings were noted. We would like to note this is the second (2nd) consecutive year with no recommendations and the fourth (4th) year in receiving the Certificate of Excellence in Financial Reporting. MCSSSD is one of only 30 schools to receive this award. This is something to be proud of since there are over 600 Districts in New Jersey. The District is in good financial position and no

balances in any enterprise funds are in the negative. Again the District is in a very good financial position overall and there are no findings. Are there any questions?

Mr. Floyd said, accolades to our Business Administrator and to the Business Office Staff.

Ms. Rainiero said yes, thank you and your staff for all your hard work.

4. Approval of the November 1, 2016 Board Meeting Regular Minutes:

A Motion by Samuel Floyd 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 - Absent | Ms. Hernandez-Manno - Yes |
| | Ms. Lewis - Absent | Ms. Rainiero - Yes |
| | Ms. Gillespie - Yes | |

5. Bills To Be Approved totaling \$4,006,197.03 and authorization of transfers within program areas as approved by the Superintendent

A Motion by Samuel Floyd and seconded by Sally Gillespie to approve the aforementioned was carried by roll call vote.

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

6. Treasurer’s Report for October 2016

A Motion by Sally Gillespie and seconded by Samuel Floyd to approve the aforementioned was carried by roll call vote.

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

7. Correspondence & Communications

Dr. Schneider noted that Lucie Reside’s class received a response from The White House regarding “Flat Stanley”.

Mr. Floyd asked if Ms. Reside was present.

Dr. Schneider said no, but I will ask her to report to the Board regarding “Stanley’s” travels.

8. Committee Reports – None

9. Superintendent’s Report - None

New/Special Projects: None

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 2016 – 2017 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 & Addendum (Attachment 9-A).

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

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

MCSSSSA (Support Staff) revised salaries for 2016-2017. (*Attachment 9-A-1*)

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

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

MISCELLANEOUS:

Recommend Board approve the following:

Approve to Submit Application for Grant - **Young Audiences Creatively STEAM Scholarship**. STEAM is an educational approach to learning that uses Science, Technology, Engineering, Arts and Mathematics as access points for guiding student inquiry, dialogue and critical thinking. Winning schools will experience yearlong arts education programming rooted in STEAM. Six schools in Mercer County will be awarded scholarships. Maximum award is \$8,000.00. Schools receiving the

awards would be required to contribute a maximum of \$1,500.00. If awarded to Mercer Elementary School any contribution required would be available from account #11-212-100-610-80-MD.

A Motion by Sally Gillespie 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 - Absent Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

REPORTS:

Fire and Security Drills for month of November 2016 (*Attachment 9-B*)

A Motion by Sally Gillespie 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 - Absent Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

Harassment, Intimidation & Bullying Report for November 2016

| 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 | 0 |
| TOTAL | 0 | 0 | 0 | 0 |

A Motion by Sally Gillespie 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 - Absent Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

Enrollment Data as of November 30, 2016:

| YEAR | JULY | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
|-----------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 2015-2016 | 521 | 519 | 654 | 659 | 665 | 661 | 666 | 661 | 657 | 660 | 657 | 652 |
| 2016-2017 | 511 | 508 | 586 | 598 | 601 | | | | | | | |

| | <u>10/31/16</u> | <u>11/30/16</u> |
|--------------------------|-----------------|-----------------|
| Mercer High School | 295 | 297 |
| Mercer Elementary School | 206 | 205 |
| Regional Day | 9 | 9 |
| J. F. Cappello School | <u>88</u> | <u>90</u> |
| <i>TOTAL:</i> | <i>598</i> | <i>601</i> |

A Motion by Sally Gillespie 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 - Absent Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

11. **NEW BUSINESS**

- a. Approve the Group Disability coverage with Standard Life Insurance Company beginning January 1, 2017 to December 31, 2018 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 (Attachment 11-a).

A Motion by Sally Gillespie 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 - Absent Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

- b. Comprehensive Annual Financial Report, Summary of Fiscal Year 2016 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, 2016 (Handout of draft to Board Members only).

A Motion by Sally Gillespie 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 - Absent Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

- c. Approve to accept the Workforce Innovation and Opportunity Act (WIOA) In-School youth cost reimbursement contract between Mercer County One-Stop Career Center and Mercer County Special Services School District Grant for PY2016/2017 in the amount of \$74,500 beginning November 1, 2016 through September 30, 2017 – Revised date through September 30, 2018.

A Motion by Sally Gillespie 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 - Absent Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

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

A Motion by Sally Gillespie 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 - Absent Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

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

A Motion by Sally Gillespie 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 - Absent Ms. Hernandez-Manno - Abstain
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

- f. Approve Staff and Student Travel (Attachment 11-f).

A Motion by Sally Gillespie 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 - Absent Ms. Hernandez-Manno - Yes
 Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Yes

- g. Approve Miscellaneous Equipment for Disposal (Attachment 11-g).

A Motion by Sally Gillespie and seconded by Samuel Floyd to approve the aforementioned was carried by roll call vote.

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

13 ADJOURNMENT

A Motion by Samuel Floyd and Seconded by Sally Gillespie to adjourn the meeting passed by unanimous voice vote, (4) aye's (0) nay's. Meeting was adjourned at 4:45 pm.

Respectfully submitted by:

Tanya Dawson
Business Administrator/Board Secretary