

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

MINUTES

BUSINESS MEETING  
Tuesday, January 13, 2015  
4:30 pm

The monthly business meeting for the month of January 13, 2015 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, Dr. Laura Morana (arrived at 4:33 PM), Samuel Floyd, Jan Lewis and Sally Gillespie.

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:** Ms. Rainiero led the assembly in the Pledge of Allegiance.
- 3a. **EXECUTIVE SESSION:** At end
- 3b. **PUBLIC SESSION:** At end
- 4a. **Approval of the December 2, 2014 Board Meeting Regular Minutes:**

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

Mr. Bliss mentioned the missing vote to the resolution for the item added to the agenda.  
Ms. Dawson noted the change.

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

4b. Approval of the December 2, 2014 Board Meeting Executive Minutes:

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

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

5. Bills To Be Approved totaling \$ 4,492,780.20 and authorization of transfers within program areas as approved by the Superintendent

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

Mr. Floyd asked about the vehicle payment, is it a lease payment?

Ms. Dawson said it is called a lease purchase but we are financing it. Annual payment 1 of 5 and this is first of five

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

6. Treasurer’s Report for December 2014

A Motion by Jan Lewis 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 - Absent Dr. Morana - Yes  
 Ms. Lewis - Yes Ms. Rainiero - Yes  
 Ms. Gillespie - Yes

7. Correspondence & Communications – None

8. Committee Reports – None

9. Superintendent’s Report –

Budget Presentation by Tanya Dawson

New/Special Projects:

Recommend Board approve the following:

Eagle Scout Service Project Proposal to assist MCSSSD Buildings and Grounds Department in the construction of a school garden at Mercer Elementary School. (No cost to district; scouts will be approved as volunteers at a later date) (*Attachment A*).

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

Mr. Floyd asked if we are covered by liability insurance.  
 Dr. Schneider will work with Business Office on the proper paperwork.

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

**PERSONNEL:**

Appointments, Resignations, Leaves, Retirements, Addendum etc. (*Attachment B*)

A Motion by Jan Lewis 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	Dr. Morana - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

**MISCELLANEOUS:**

MCSSSD Emergency Management Plan (*Plan is available for review in Administrative Offices*)

A Motion by Jan Lewis 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	Dr. Morana - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

2015 NJ Governor’s Educators of the Year Participation and Recipients (*Attachment C*)

A Motion by Jan Lewis 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                 Dr. Morana -    Yes  
                   Ms. Lewis -     Yes                    Ms. Rainiero -  Yes  
                   Ms. Gillespie - Yes

Revision(s)/New Policies/Regulations – **Second Reading & Adoption** (*No Attachments*)

*Policies:*

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

*Regulations:*

R5530            Substance Abuse (M)

A Motion by Jan Lewis 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                 Dr. Morana -    Yes  
                   Ms. Lewis -     Yes                    Ms. Rainiero -  Yes  
                   Ms. Gillespie - Yes

**REPORTS:**

Fire and Security Drill(s) for month of December 2014 (*Attachment D*)

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

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

Enrollment Data as of December 2014:

YEAR	JULY	AU G	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	687						

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

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

Harassment, Intimidation & Bullying Report for December 2014 and addendum.

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
December	0	1	0	0

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

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

11. New Business

Recommend Board approve the following:

- a. Approval to accept the following donations to Mercer County Special Services School District:  
 Evan Gleason  
 Kiefer Landscapes, Inc  
 Knights of Columbus Council 6213  
 Knights of Columbus Council 7000  
 Morrisville United Methodist Church  
 Mr. & Mrs. Ernst

A Motion by Jan Lewis 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 Dr. Morana - Abstain  
 Ms. Lewis - Yes Ms. Rainiero - Yes  
 Ms. Gillespie - Yes

- b. Approval of IMX Medical Management Services Fit for Duty Exams for the 2014/15 school year up to \$2,000.00/per evaluation for specialty doctors.

A Motion by Jan Lewis 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	Dr. Morana - Abstain
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- c. Approve the Special Child Health Services Staff Meeting Dates (Attachment 11-c).

A Motion by Jan Lewis 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	Dr. Morana - Abstain
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- d. Approval to contract with Avon Occupational Therapy, Inc. to provide professional development support/training to the district's occupational therapists. Trainings to be held between January 2015 - June 2015 GAAP Account #11-000-223-390-02-DOCI, Professional development time not to exceed 12 hours at a rate of \$150.00 per hour (\$1,800.00). (Attachment 11-d).

A Motion by Jan Lewis 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	Dr. Morana - Abstain
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- e. Approve the services of Lori Perlow to support a marketing plan for Mercer County Special Services School District for the Period of October 2014 to June 30, 2015 at \$40 per hour not to exceed \$2,000 Gaap account 11-000-251-340-00-BUS.

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

Dr. Morana asked can you explain more about this?

Ms. Hice DePugh responded: Ms. Perlow helps with the video you saw last month and helps us communicate with sending districts.

Ms. Gillespie asked if this was a conflict with MCTS?

Ms. Hice DePugh said no, she does it off hours from MCTS.

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

- f. Approve the revised proposed tuition rates for the 2015/16 school year (11-f).

A Motion by Jan Lewis 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 Dr. Morana - Abstain  
 Ms. Lewis - Yes Ms. Rainiero - Yes  
 Ms. Gillespie - Yes

- g. Approval to accept the NJDOE Certified Tuition Rates for the school year ending 2013/14 as follows:

Cognitive Severe	\$52,852
Behavioral Disability	\$47,810
Multiple Disability	\$44,395
Autistic Disability	\$56,603
Preschool Disability	\$46,254

A Motion by Jan Lewis 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 Dr. Morana - Abstain  
 Ms. Lewis - Yes Ms. Rainiero - Yes  
 Ms. Gillespie - Yes

- h. Approval of the MCSSSD revised Budget Planning Schedule (Attachment 11-h).

A Motion by Jan Lewis 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 Dr. Morana - Abstain  
 Ms. Lewis - Yes Ms. Rainiero - Yes  
 Ms. Gillespie - Yes

- i. Acceptance of Agreement between Public Consulting Group and Mercer County Special Services School District for the SEMI Compliance Agreement (Attachment 11-i).

A Motion by Jan Lewis 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	Dr. Morana - Abstain
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- j. Approve the Affiliation Agreement between Health Careers Center/Mercer County Technical Schools and MCSSSD to provide clinical observation experiences in a special needs setting to the adult students currently enrolled in the health/nursing programs (Attachment 11-j).

A Motion by Jan Lewis 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	Dr. Morana - Abstain
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- k. Approval for Ms. Tawrye Mason & Ms. Megan Correia to provide professional development training to the Mercer High School's certified staff. Training will be held March 26th, 2015 to provide district staff with information regarding the Common Core State Standards. Cost of PD presentation not to exceed \$400.00. GAAP account #11-000-223-390-02-DOCI.

A Motion by Jan Lewis 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	Dr. Morana - Abstain
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

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

A Motion by Jan Lewis 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	Dr. Morana - Abstain
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	



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

A Motion by Jan Lewis 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	Dr. Morana - Abstain
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

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

A Motion by Jan Lewis 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	Dr. Morana - Abstain
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

o. Approve the Small Ticket Lease Program Resolution with Middlesex Regional Education Service Commission to finance \$34,089 for the purchase of the 2015 Ford 350 Extended Cab 4WD Pickup (Attachment 11-o).

A Motion by Jan Lewis 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	Dr. Morana - Abstain
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

p. Approve the lease purchase agreement with First Hope Bank through the approved Cooperative Pricing System #65MCESCCPS (Attachment 11-p).

A Motion by Jan Lewis 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	Dr. Morana - Abstain
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- q. Approval to award Northeastern Interiors for the Door and Hardware Improvements Bid # 14-366 for Mercer Elementary and Mercer High School in the amount of \$55,400 (Attachment 11-q).

A Motion by Jan Lewis 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                 Dr. Morana -  Abstain  
                   Ms. Lewis -    Yes                    Ms. Rainiero - Yes  
                   Ms. Gillespie - Yes

- r. Approval to adopt 457(b) Eligible Deferred Compensation Plan from Lincoln Investment Planning Incorporated (Attachment 11-r).

A Motion by Jan Lewis 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                 Dr. Morana -  Abstain  
                   Ms. Lewis -    Yes                    Ms. Rainiero - Yes  
                   Ms. Gillespie – Yes

12. Public Session:

Scott Tenant and Craig Wilkie of Burlington County Joint Insurance Fund (BCJIF) introduced themselves to the Board. Craig gave the Board background information about the JIF. Scott presented the Board with the 2013-2014 Safety Basic Award for MCTS and noted that the district would also be the recipient of a safety reimbursement of \$1,000. Scott also presented the district with a Certificate of Excellence in Recognition of Outstanding Performance in Claims Management for maintaining a loss ratio below 50%. This award includes a cash award of \$1,000.

Dr. Schneider stated how we strive in Safety and we have received over \$824,000 returned to us over the years by our JIF.

Ms. Rainiero thanked all the staff for keeping up on safety.

13. 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:

*Student Matters,*

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 Jan Lewis and Seconded by Samuel Floyd the Board unanimously voted to go into Executive Session at 5:04 PM.

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

On a Motion by Jan Lewis and Seconded by Samuel Floyd the Board unanimously voted to return to the open meeting at 5:39 PM.

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

### 13     ADJOURNMENT

A Motion by Jan Lewis and Seconded by Samuel Floyd to adjourn the meeting passed by unanimous voice vote, (5) aye's (0) nay's. Meeting was adjourned at 5:40 pm.

Respectfully submitted by:

Tanya Dawson  
Business Administrator/Board Secretary