

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

MINUTES

BUSINESS MEETING
Tuesday, September 1, 2015
4:30 pm

The monthly business meeting for the month of September 1, 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, Russell White, Dr. Laura Morana, Samuel Floyd, 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: NONE
- 3b. PUBLIC SESSION: NONE
- 4a. Approval of the August 4, 2015 Board Meeting Regular and Executive Minutes:

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

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

5. Bills To Be Approved totaling \$ 3,598,436.56 and authorization of transfers within program areas as approved by the Superintendent

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

6. Treasurer’s Report for July 2015

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

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

7. Correspondence & Communications – None

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

Dr. Morana asked do we have any information on Mr. Bittings?

Dr. Schneider said we will send the information to the Board members in the next Friday memo.

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

*Note: Dr. Morana abstains from Emergent hire.

MISCELLANEOUS:

Presentation of Harassment, Intimidation, or Bullying (HIB) Semi-Annual Report for the period: 01/01/2015-06/30/2015 – Steve DiMatteo, Supervisor

Steve DiMatteo, Supervisor of Joseph Cappello School and HIB Coordinator (replaced Gail Roberts) presented the January through June 30th report which included 2 HIB situations. It was determined that the first incident was not t be HIB. He is not sure why it was reported during this reporting period as this incident happened in November and should have been included on the first report which covers period of July through December. The second case from January 6, 2015 was a harassment where Mr. Whitaker witnessed two (2) students, both received counseling and a homeroom change. The scoring is as follows:

<u>School</u>	<u>Last Year</u>	<u>Current Score</u>
JFC	52	72
MES	62	67
MHS	67	76

The maximum score is a 78, so MCSSSD is doing very well.

Presentation of Violence & Vandalism Semi-Annual Report for the period:
01/01/2015-06/30/2015 – Brian Kozakowski, Principal, Mercer High School

Brian Kozakowski, Principal of Mercer High School presented on Electronic Violence and Vandalism Reporting System (EVVRS) (handout attached).

Mr. Floyd asked what is occupational therapy for three (3) to five (5) years?

Ms. Hice DePugh said fine motor skills. Self-regulation is most critical for children in this age range and most importantly to develop fine and gross motor skills.

Mr. Floyd thanked Ms. Hice DePugh.

Recommend Board approve the following:

Maryann Moller, District Affirmative Action Officer; Americans with Disabilities Act (ADA) Officer and 504 Compliance Coordinator, effective 09/01/2015

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

New Jersey Biology Competency Test (NJBCT) Spring 2015 Results (*Attachment B*)

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

2015-2016 Professional Development Plan(s) for: Mercer High, Mercer Elementary, Joseph Cappello Schools and the MCSSSD Plan (*Attachment C*)

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

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

- P3322 Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices
- P4322 Staff Member’s Use of Personal Cellular Telephones/Other Communication Devices
- P5330 Administration of Medication (M)
- R5330 Administration of Medication (M)

Revision(s)/New Policies/Regulations – **Second Reading** - *None*

Policies/Regulations – **Abolished**

- R8540 Free and Reduced Rate Meals

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

REPORTS:

Fire and Security Drills for month of August 2015 (*Attachment E*)

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

Harassment, Intimidation & Bullying Report for August 2015

Month	Investigations	HIB	Non-HIB	Pending
July	0	0	0	N/A
August	0	0	0	N/A
TOTAL	0	0	0	N/A

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

Enrollment Data as of August 2015:

YEAR	JULY	AUG	SEP	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										

	<u>07/31/15</u>	<u>08/14/15</u>
Mercer High School	243	241
Mercer Elementary School	179	179
J. F. Cappello School	<u>99</u>	<u>99</u>
TOTAL:	521	519

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

Mr. White asked can someone explain why the enrollment started low?

Ms. Dawson said that enrollment represents our summer enrollment which is always less than the regular school year.

Roll Call:	Mr. Floyd -	Yes	Mr. White -	Yes
	Ms. Vena -	Absent	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 the Affiliation Agreement between Mercer County Special Services School District Project Child Clinic Program and The Learning Center beginning October 1, 2015 through June 30, 2016 (Attachment 11-a).

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

- b. Approval for Dr. Audrey Mars to give a parent group presentation on Autism Spectrum Disorders at Joseph Cappello School on November 18, 2015 at a cost of \$150 from donation account # 95-000-210-890-MISC.

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

- c. Approval for Comegno Law Group, PC to provide a Professional Development half-day training for the District’s Child Study Team staff on September 2, 2015 from 12:00 – 2:30 pm at a cost of \$1,500 GAAP account # 11-000-223-390-02-DOCI.

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

Dr. Morana asked they are providing training at the cost of \$1,500?

Ms. Hice DePugh said they specialize in special education. They will in-service on appropriate BIP, IEP and goals and objectives. They specialize in this area.

Dr. Morana said maybe next time you can consider LRC as they can come to you may be free of charge for some trainings as well.

Dr. Schneider said that is good to know and we will keep them in mind for next time.

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

- d. Approve Realtime, Inc., to provide Professional Development Training for the District’s Child Study Team and secretarial/support staff. The purpose of the training is to address IEP design and documentation according to software use and parameters. Training to be held on September 25, 2015 at a cost not to exceed \$500 GAAP account # 11-000-223-390-02-DOCI.

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

- e. Approve the student placement between Mercer County Community College and Mercer County Special Services School District at no cost to the District (Attachment 11-e).

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

- f. Approve the student placement between Kean University and Mercer County Special Services School District at no cost to the District (Attachment 11-f).

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

- g. Approve the student placement between William Paterson University and Mercer County Special Services School District at no cost to the District (Attachment 11-g).

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

- h. Approve the payment to Mercer Oaks Catering in the amount of \$2,325 for the Mercer High School Prom being held on May 6, 2016 Gaap Account #11-403-100-610-30-XTRA (Attachment 11-h).

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

- i. Shared services agreement between Mercer County Special Services School District (MCSSSD) and Mercer County Technical School (MCTS) District for Paulette Bearer, Teacher of the Deaf, on an as needed basis for the period August 19, 2015 through June 30, 2016. MCTS District shall pay up to \$2,500 to MCSSSD for services rendered under this agreement (attachment 11-i).

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

j. Approval of Transportation Contract(s) Addenda (attachment 11-j).

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

k. Staff and Student Travel and addendum (Attachment 11-k).

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

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

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

m. Approval of the updated Mercer County Special Services School District Foodservice Biosecurity Management Plan (Attachment 11-m).

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

n. Approve reimbursement agreement between Mercer County Special Services School District and Clarence A. Walker for Certified Educational Facilities Manager Certification (Attachment 11-n).

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

- o. Approve the following competitive contract responses for Physical Therapy Services (cc 16-01) for the 2015/16 school year:

- All American Healthcare Services, Inc.
- Ardor Heath Solutions
- Invo Healthcare Associates LLC
- School Based Therapy Services, LLC
- Staffing Plus, Inc.
- Therapy Source, Inc.
- Tiny Tots Therapy, Inc.

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

- p. Approve the following competitive contract responses for Speech Therapy Services (cc 16-02) for the 2015/16 school year:

- Advance Education Advisement Corporation
- All American Healthcare Services, Inc.
- Ardor Heath Solutions
- General Healthcare Resources, Inc.
- Invo Healthcare Associates LLC
- School Based Therapy Services, LLC
- Staffing Plus, Inc.
- Therapy Source, Inc.

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

- q. Approve the following competitive contract responses for Occupational Therapy Services (cc 16-03) for the 2015/16 school year:

- All American Healthcare Services, Inc.
- Ardor Heath Solutions
- General Healthcare Resources, Inc.
- Invo Healthcare Associates LLC
- School Based Therapy Services, LLC
- Staffing Plus, Inc.
- Therapy Source, Inc.

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 -	Yes
	Ms. Vena -	Absent	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 Samuel Floyd to adjourn the meeting passed by unanimous voice vote, (5) aye’s (0) nay’s. Meeting was adjourned at 4:49 pm.

Respectfully submitted by:

Tanya Dawson
Business Administrator/Board Secretary