

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

MINUTES

BUSINESS MEETING  
Monday, March 9, 2015  
4:30 pm

The monthly business meeting for the month of February 3, 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 Vice President Russell White called the meeting to order at 4:32 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, Lisa Vena and Jan Lewis.

Also Present: 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:** None
- 3b. **PUBLIC SESSION:** None
- 4a. **Approval of the February 3, 2015 Board Meeting Regular Minutes:**

A Motion by Jan Lewis 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 -	Abstain
	Ms. Lewis -	Abstain	Ms. Rainiero -	Absent
	Ms. Gillespie -	Absent		

4b. Approval of the February 3, 2015 Board Meeting Executive 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 - Yes	Dr. Morana - Abstain
	Ms. Lewis - Abstain	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

5. Bills To Be Approved totaling \$ 4,164,490.20 and authorization of transfers within program areas as approved by the Superintendent.

A Motion by Lisa Vena and seconded by Jan Lewis 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 - Yes	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

6. Treasurer's Report for January 2015

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

7. Correspondence & Communications – Presentation of MCSSSD District Tentative Budget 2015/2016  
by Tanya Dawson and Deborah Donnelly.

The following information was presented in the budget presentation for the 2015/16 school year. Enrollment trend shows the District enrollment holding steady. District funding sources for the last six years was discussed. History of the county tax levy support was presented. The total operating budget was analyzed along with projected revenues. The District will use fund balance for any projected shortfall to balance the budget. Next, a comparison of expenditures and appropriate by budget category was discussed. Some important issues to take into consideration for the 2015/16 school year is the constant monitoring of enrollment and expenditures as well as budget cap of 3%. Lastly, most districts in Mercer County State Aid was flat funded and pension liability remains to be an unknown.

Mr. White questioned the proposed budget for 2015/16 along with the appropriations for 2014/15 against the actual expenditures in 2013/14 in the budget presentation.

Ms. Dawson explained how the budget was created and how there are a lot of unknowns factors to take into consideration however we only spend according to enrollment and the budget is closely monitored throughout the year.

Mr. White asked can we get a cost analysis for the following: facilities, benefits and capital outlay.

Ms. Dawson said I will provide the information to all in a Friday memo.

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, etc., (Attachment A) and addendum.

A Motion by Lisa Vena and Seconded by Jan Lewis 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 -	Yes	Ms. Rainiero -	Absent
	Ms. Gillespie -	Absent		

\*Note: Dr. Morana abstains from Emergent hire.

MISCELLANEOUS:

Recommend Board approve the following:

2015-2016 MCSSSD School Calendar - (*Attachment B*)

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes Ms. Rainiero - Absent  
 Ms. Gillespie - Absent

**Revised** - MCSSSD Emergency Management Plan  
 (*Available for review in Administrative Offices*)

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes Ms. Rainiero - Absent  
 Ms. Gillespie - Absent

**REPORTS:**

Fire and Security Drill(s) for month of February 2015 (*Attachment C*)

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes Ms. Rainiero - Absent  
 Ms. Gillespie - Absent

Harassment, Intimidation & Bullying Report for February 2015

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	0	1	0
January	0	1	0	0
February	0	0	0	0

A Motion by Lisa Vena and Seconded by Jan Lewis 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 -    Yes                    Ms. Rainiero - Absent  
                   Ms. Gillespie - Absent

Enrollment Data as of February 2015:

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	687	688	694				

A Motion by Lisa Vena and Seconded by Jan Lewis 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 -    Yes                    Ms. Rainiero - Absent  
                   Ms. Gillespie - Absent

10.    Old Business: – None

11.    New Business:

Mr. White 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 Lakeview Child Care Center beginning July 1, 2015 through June 30, 2016 (Attachment 11-a).

This item was tabled to the April agenda.

- b.     Approve the out of state field trip to Disney World, Florida, Tuesday May 5, 2015, Sponsored by Sunshine Foundation for approximately 30 staff and students. No cost to the District.

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

- c. Approve to accept the donation from Joan Cappello in the amount of \$50.00 to the Joseph F. Cappello School.

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

- d. Approve the services of Shoop SBA, LLC in the amount of \$792.78 for consultant services and one day staff training on Public School Purchasing GAAP account # 11-000-251-890-00-SBA (Attachment 11-d).

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

- e. Approve the Agreement between Promedia and Mercer County Special Services School District for on-site PreTecht support effective March 4, 2015 thru June 30, 2015 at a rate of \$170 per hour for 30 hours not to exceed \$ 5,100 GAAP account # 11-000-252-330-03-IT (Attachment 11-e).

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

- f. Approval for Mr. Cy Masterpole to provide CPR Certification training for the District's six (6) school nurses and two (2) substitute nurses. Training to be held March 18, 2015 after school hours to provide the nurses with proper certification required for CPR training. Cost for certification is \$50.00 per nurse not to exceed \$400.00 GAAP account #'s 11-000-223-590-30-MHS, 11-000-223-590-40-JFC and 11-000-223-590-80-MES.

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

Mr. Floyd asked what is the need?

Ms. Hice DePugh said re-certification is required every year for staff.

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

- g. Approval for Dr. Susan Burger to provide professional development training to non-certified staff at Mercer High School entitled "Maintaining Balance in an Uneven World". Training to be held March 26th, 2015 GAAP account #11-000-223-390-02-DOCI.

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

- h. Approve the resolution for the Board of Education to approve to change the authorize user on the Cash Management Account #'s 117-139629-171, 117-70459-171 & 117-70467-171 from David Miller to Tanya Dawson (Attachment 11-h).

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

- i. Approve Resolution to submit tentative 2015/16 Mercer County Special Services School District Budget to the Executive County Superintendent (Attachment 11-i).

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

- j. Resolved: The Board of Education to approve the Maximum General Fund Appropriations for the 2015/16 school year for Legal Services of \$76,000 and Architectural Services of \$27,000.

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

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

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

- l. Approval of Transportation Contracts(s) and Addendum (Attachment 11-l).

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

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

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes	Ms. Rainiero - Absent
	Ms. Gillespie - Absent	

- n. Approval to write off remaining receivable from Monroe Township School District for 13/14 school year - invoice #14-00704 for \$619.92 due to an erroneous double billing.

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes Ms. Rainiero - Absent  
 Ms. Gillespie - Absent

- o. Approval for Christopher Bye, of MeMoves to provide professional development training for District Occupational Therapists, Physical Therapists and PE teachers to be held April 1st, 2015 from 2:00 pm - 2:30 pm. at a cost of \$1,000.00 GAAP account # 11-000-223-390-02-DOCI.

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes Ms. Rainiero - Absent  
 Ms. Gillespie - Absent

- p. Approval to waive 30% of the balance due from sending districts upon state certifications of the 2013/14 tuition rates (Attachment 11-p).

A Motion by Lisa Vena and Seconded by Jan Lewis 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 - Yes Ms. Rainiero - Absent  
 Ms. Gillespie - Absent

12. PUBLIC SESSION #2: None

13. ADJOURNMENT

A Motion by Jan Lewis and Seconded by Lisa Vena to adjourn the meeting passed by unanimous voice vote, (5) aye’s (0) nay’s. Meeting was adjourned at 5:16 pm.

Respectfully submitted by:

Tanya Dawson  
 Business Administrator/Board Secretary