

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

AGENDA

REGULAR BUSINESS MEETING

Wednesday, July 1, 2015

4:30 p.m.

1. Meeting called to Order – Sunshine Law Opening Statement – Roll Call
2. Pledge of Allegiance
3. Executive Session/Public Session
- 4a. Approval of June 3, 2015 Board Meeting Regular Minutes
- 4b. Approval of the Executive Minutes of June 3, 2015 - None
5. Bills to be Approved and Transfer Report - Handout
6. Board Secretary/Treasurer's Report - Handout
7. Correspondence & Communications - None
8. Committee Reports - None
9. Superintendent's Agenda

SUPERINTENDENT'S AGENDA

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NEW/SPECIAL PROJECTS:

Recommend Board approve the following:

PERSONNEL:

Recommend Board approve the following:

Appointments, Resignations, Non-Renewals, Leaves, Retirements and addendum (*Attachment A*)

Substitute Renewals for 2015-2016 (*Attachment A-1*)

Job Description

- Library Media Specialist (*Attachment A-2*)

Continuation of Charlotte Danielson Group Model for Teacher, Therapist, Child Study Team and support staff evaluation per code N.J.A.C. 6A.10., Effective: 07/01/2015 to 06/30/2016.

Continuation of Stronge Leader Evaluation Model for Principals and Supervisors per code N.J.A.C. 6A.10., effective :07/01/2015 to 06/30/2016.

MISCELLANEOUS:

Recommend Board approve the following:

Reaffirming of Affirmative Action Goals (*Attachment B*)

District School Improvement Panel (ScIP) Members through June 30, 2016.
 (*Attachment C*)

2015-2016 Organizational Chart (*Attachment D*)

REPORTS:

Recommend Board approve the following:

Fire and Security Drill(s) for month of June 2015 (*Attachment E*)

Harassment, Intimidation & Bullying Report for June 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
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0

Enrollment Data as of June 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	696	698	709	707

11. New Business

Recommend Board approve the following:

- a. Approval of IMX Medical Management Services Fit for Duty Exams for the 2015/16 school year up to \$700.00/per evaluation and up to \$2,000.00/per evaluation for specialty doctors.
- b. Approval the agreement with Elizabeth Garcia of Parker McCay, PA as Special Labor Counsel for the 2015/16 school year for legal services not to exceed \$26,000 Gaap account #11-000-230-331-00-NEG (Attachment 11-b).
- c. Approve Letter of Agreement between Mercer County Special Services School District and Hamilton YMCA After Care Programming for the 2015/16 school year (Attachment 11-c).
- d. Approve the use of the Hamilton Police for the safety and security of students and staff at Mercer High School during 2015/16 school year as needed by the Principal at the Township extra duty hourly pay rate not to exceed \$55,000 Gaap account # 11-000-262-340-00-PATR.
- e. Approve the services of Shoop SBA, LLC as a procurement consultant on an as needed basis for the 2015-2016 school year at a daily rate of \$792.78 or hourly rate of \$125 not to exceed \$2,500 GAAP account # 11-000-251-890-00-SBA (Attachment 11-e).
- f. Approve renewal of software agreement with School Dude.com Incorporated for State mandated automated work order system, as required by N.J.A.C. 6A:23A-6.9 for the period August 1, 2015 through July 31, 2016 renewal amount not to exceed \$3,141.50 Gaap account # 11-000-262-420-05-XXXX/11-000-261-420-05-XXXX (Attachment 11-f).
- g. Approve the annual maintenance and support of the District's Policy and Regulation Manuals and annual subscription to New Jersey School Digest for the 2015/16 school year to Strauss Esmay Associates, LLP for \$4,040 Gaap account # 11-000-230-340-00-CON.
- h. Approve Lease Agreement between Mercer County Special Services School District and Camelot Educational Resources, LLC for 2015/16 educational programs at the Alfred Reed School (Attachment 11-h).
- i. Approval to continue contract with Frontline Technologies AESOP subscription for school year 2015/16 for software that will maintain required documentation of substitutes at estimated cost per year of \$7,311.50 Gaap account #11-000-230-340-00-CON (Attachment 11-i).
- j. Approve renewal of System 3000 software for human resources, personnel, accounting, invoicing and inventory for the 2015/16 school year for a total of \$21,360.00 billed semiannually Gaap Account # 11-000-251-340-00-BUS (Attachment 11-j).
- k. Agreement with Paul's Commodity Hauling, Inc. to provide delivery of State Food Commodities to be managed and invoiced through Sodexo for the 2015/2016 school year per agreement (Attachment 11-k).

- l. Approve the resolution to accept a \$144,219 surplus distribution from the BCIPJIF to be applied as follows: \$144,219 towards 2015/16 premium (Attachment 11-l).
- m. Approve renewal of contract with Software Advantage, Inc., for the microTRIPS software transportation service for 2015/2016 school year for \$ 4,000 (same rate for 4 years) from Gaap account # 65-990-270-340-06-TECH (Attachment 11-m).
- n. Approve Black Box Network Services for monthly telephone system maintenance & support Gaap Account #11-000-252-600-03-IT (attachment 11-n).
- o. Approve the Federal Non-procurement suspension and debarment listing (Attachment 11-o).
- p. Approve year 3 of 3 year lease of Sharp #15005649 located in MES under NJ State Contract #M-0053 @ \$436.66 per month, #11-000-240-440-80-COP for the period of 7/1/2014 through 6/30/2015.
- q. Approve year 4 of 5 year lease of Xerox #XEH757892 located in High School Career Center under NJ State Contract #64042 with Stewart Business Systems for maintenance @ \$130.00 per month and \$183.03 per month to Municipal Capital for financing Gaap account #11-000-240-440-30-COP for the period of 7/1/2015 through 6/30/2016.
- r. Approve Pitney Bowes Lease Agreement for DM475 Mailing Machine for months 10 thru 21 of 39 month lease at a cost of \$756 a quarter Gaap Account #11-000-230-530-00-POS.
- s. Approve Prior Nami Business Systems to cover maintenance on the following Sharp Machines with the GAAP accounts; #05002485/\$1100 per year/11-000-240-440-30-COP, #8506123X/\$168 per year/20-293-219-530-14-SCHS, #8506093 \$168 per year/11-000-251-440-00-COP for the period 7/1/2015 through 6/30/2016 (Attachment 11-s).
- t. Approve to continue maintenance payments on a month to month basis through Xerox Corporation for BRE234789 @ \$716.63 per month, CPC @ .013 over 20,000/month & .0422 CPC for color/11-000-240-440-30-COP for the period 7/1/2015 through 12/20/2015 or until replaced.
- u. Approval to contract with Monmouth Ocean Educational Services Commission (M-OESC) for the period July 1, 2015 to June 30, 2016 on an as needed nursing basis for nursing services Gaap account #11-000-213-340-00-HLTH (Attachment 11-u).
- v. Approval to accept donations in the amount of \$6,350.00 as per attached list to the Student Activities Account of Mercer High School (Attachment 11-v).
- w. Approval to accept donation of \$1,000 from Anjali Bhandarkar and Arun Rao parents of a JFC student , to the JFC Student Activity Account.
- x. Recommend the Board approve the use of the Competitive Contracting Procurement Method.
- y. Approve the Shared Service reimbursement to Mercer County Technical School District of \$52,779 (Attachment 11-y).

- z. Approval to close the Regional Day School Student Activity Account #8036866945.
- aa. Approval to establish the Mercer Elementary School Student Activity Account.
- bb. Approve Reading Horizons to provide a Professional Development one-day training of the Reading Horizons Elevate program for MCSSSD staff. Training to be held July 28, 2015 from 8:30 a.m. - 4:30 p.m. Staff will learn the rationale behind this research-based approach. Staff will receive an overview of instruction and hands-on practice of the Reading Horizon method. Staff will be trained in both student portal and administration portal of the software. Gaap account #11-000-223-390-02-DOCI.
- cc. Approval for Christopher Bye, President of MeMoves to provide professional development training for district staff. Training to be held on September 2, 2015. Two sessions (AM and PM) for staff to be trained. MeMoves is a patented tool for self-regulation and emotional intelligence that uses an innovative combination of music, movement and the expressive features of emotion to fully engage the user. MeMoves activates the parasympathetic nervous system, resulting in a calm and attentive state, as it provides safety and affiliation for the user. Cost not to exceed \$2,500.00. Gaap account #11-000-223-390-02-DOCI.
- dd. Approve dues for the New Jersey School Boards Association for the 2015/16 school year in the amount of \$6,120.85 Gaap account # 11-000-230-895-01-DFB
- ee. Approval of Transportation Contract(s) Addenda, Bids and Evacuation Drills per N.J.A.C. 6A:27- 11.2 (Attachment 11ee).
- ff. Staff and Student Travel (Attachment 11ff).
- gg. Miscellaneous Equipment for Disposal (Attachment 11-gg).
- hh. Use of Building and Grounds (Attachment 11hh).
- ii. Approve Heritage Business Systems to cover maintenance on the following Canon Machines #LTA00508/\$120 per month for the 2015/16 school year GAAP accounts# 11-000-240-440-40-COP (Attachment 11-ii)
- jj. Approve Stewart Business Systems to cover maintenance for the following Xerox machines @ \$2,447.25 quarterly to include 200,000 copies b/w, 2500 color, overage cost per copy is 0.013 b/w, 0.0989 color.
Copiers and Gaap accounts as follows;
FLA017182/20-295-210-610-16-SUPP, FMA015782 & WTM767492/11-000-240-440-80-COP,
FLB026965/64-990-320-440-00-CMRS, VDR556579/11-000-221-440-02-COP, FMA015795 &
VDR570068/11-000-251-440-00-COP, WTM767492 & VXW003250/11-000-251-440-40-COP,
AYX991138/65-990-270-440-06-COP
for the period 7/1/2015 through 6/30/2016 (Attachment 11-jj).
- kk. Approve new student work site: Ewing Independent Living, 1015 Whitehead Road Extension, Ewing, NJ 08638.

ll. Recommend the board approve to withdrawal \$50,000 from fund balance for various technology upgrades for preparation for PARCC & DLM assessment along with 21st century student technology skills.

mm. Approve Agreement for Local Education Agencies (LEA-Mercer County Special Services School District) Consolidating School Meal Programs with Mercer County Technical Schools (MCTS) in order to support the MCTS full-time Health Science Academy and Rubino Academy students for the 2015/16 school year (Attachment 11-mm).

12. Public Session
13. Executive Session
14. Adjournment