

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

MINUTES

BUSINESS MEETING  
Monday, December 1, 2015  
4:30 pm

The monthly business meeting for the month of December 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: Samuel Floyd, Lisa Vena, Camille Rainiero and Sally Gillespie  
Dr. Morana arrived at 4:33 pm

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.

3a. 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:

*Human Resources*

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 Lisa Vena and seconded by Samuel Floyd the Board unanimously voted to go into Executive Session at 4:44 PM.

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

On a Motion by Lisa Vena and Seconded by Samuel Floyd the Board unanimously voted to return to the open meeting at 4:50 PM.

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

### 3b. PUBLIC SESSION:

Michael Andriola of Wiss and Company presented the Comprehensive Annual Financial Report for June 30, 2015. He noted the report which has been issued to the Board is a draft. He explained that this year there was a new reporting requirement of GASB 68 which delayed the finalizing of the annual report but that this new requirement will not change the position of the district. Its more of an accounting entry to the government wide financial statement along with some new footnotes. Mr. Andriola summarized the results of the audit and was pleased to report the District has received a clean and unmodified opinions which is the best you can receive. There were no significant deficiencies or material weaknesses to report and the District is in a very healthy financial position. Mr. Andriola also announced the District received the Certificate in Excellence in Financial Reporting Award again. This is the third year in a row the District received this award and is something the district should be proud of since not many districts can receive this award. No findings were noted. I would like to thank Tanya Dawson, Deborah Donnelly and the rest of the staff for their cooperation through this process. This district is one of the few districts whose books and paperwork is in order. If there is a question on an item, someone always has the answer along with the appropriate documentation. The final draft of the audit will be made available prior to the next board meeting date and the report will be submitted by the due date. Do you have any questions?

The Board members thanked Mr. Andriola for his presentation and also thanked Tanya Dawson, Deborah Donnelly and the rest of the business office staff for their hard work.

Ms. Dawson referred to the budget presentation handout. She explained as we move into budget preparation for the 2016/17 budget, we always review the current year's budget as a starting point. We start by looking at the budget for line items that make up our budget. We do a comparison of expenditures and appropriations by category. Next slide shows the district enrollment we projected and what our actual enrolment is as of October 2015. Our enrollment is above what we budgeted so that's good to note. The next slide shows the reconciliation between NJDOE budget and our actual budget. The next slide shows a point in time (October 2015 Board Secretary Report) of expenditure paid and those encumbered. The next slide shows where we are in terms of revenue should all factors stay

constant. Now most of our expenses are accounted for however there are a few large obligations that have yet to be encumbered but we are still in a good financial position as we move forward. The next slide notes the makeup of the District's funding sources. Take special note most of our revenues are from sending districts in the form of tuition. The last slide reflects the history of our tax levy over the years.

4a. Approval of the November 2, 2015 Board Meeting Regular Minutes

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

Ms. Rainiero noted the November board meeting was led by Tanya Dawson and not by her.

Ms. Dawson noted the change and it will be reflected in the November minutes.

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

4b. Approval of the November 2, 2015 Board Meeting Executive 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 -	Abstain	Dr. Morana -	Yes
	Ms. Lewis -	Absent	Ms. Rainiero -	Abstain
	Ms. Gillespie -	Yes		

5. Bills To Be Approved totaling \$4,033,136.64, with addendum and authorization of transfers within program areas as approved by the Superintendent

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

6. Treasurer's Report for October 2015

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

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

7. Correspondence & Communications

Dana Hice DePugh reported that the PARCC scores are not all available (email handout). She has contacted NJDOE to let them know.

Dr. Schneider informed the Board that she attended a gala and accepted the 2015 Partner Award for Exceptional Leadership. Dr. Schneider stated the award is shared with the Board and congratulations to Brian Kozakowski and staff at the high school.

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 Dr. Laura Morana and seconded by Lisa Vena was made to approve the aforementioned was carried by roll call vote.

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

**MISCELLANEOUS & ADDENDUM:**

Recommend Board approve the following:

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

P5516	Use of Electronic Communication and Recording Devices (ECRD) (M)
P7460	Energy Conservation
R7460	Energy Conservation

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

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

Camille Rainiero noted that in her opinion policy 5516, she did not see how the last part of the Policy will apply to any student of our students.

Lisa Vena stated that she did think it can apply to our students.

Walter Bliss said, it is not uncommon as part of a community service project where this may apply to a student.

Camille Rainiero replied ok.

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

Policies/Regulations – **Abolished** - *None*

**REPORTS:**

Fire & Security Drills for November 2015 (*Attachment C*)

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

Enrollment Data as of November 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	654	659	665							

	<u>10/30/15</u>	<u>11/30/15</u>
Mercer High School	310	311
Mercer Elementary School	219	221
Regional Day School	12	12
J. F. Cappello School	<u>118</u>	<u>121</u>
<i>TOTAL:</i>	<i>659</i>	<i>665</i>

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

Mr. Floyd noted a discrepancy in JFC’s enrollment for November between the report that goes home to the board members and the enrollment noted above.

Ms. Hice Depugh said she would look into this.

Enrollment discrepancy noted above was due to a timing difference in the reports. JFC did have 3 new students start but at the time the Friday memo was issued, 2 of the 3 students had started.

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

Harassment, Intimidation & Bullying as of November 2015:

Month	Investigations	HIB	Non-HIB	Pending
July	0	0	0	N/A
August	0	0	0	N/A
September	0	0	0	N/A
October	1	0	0	1
TOTAL	1	0	0	1

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

**REPORTS:** Addendum

Recommend Board Approve the following:

RESLOVED that the Step III grievance of CS, which appeals the Superintendent's letter of October 16, 2015 denying CS payment for accumulated unused sick time upon retirement, is denied, and the Superintendent's letter is affirmed.

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

10. Old Business: – None

11. New Business:

Ms. Dawson called for approval for a motion to approve the following:

- a. Preliminary Comprehensive Annual Financial Report, Summary of Fiscal Year 2014 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, 2015 (Handout of draft to Board Members only).

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

- b. Approve the MCSSSD Revised Budget Planning Schedule (Attachment 11-b).

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

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

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

- d. Approve to award Bid No. 16-01 Fire Alarm Services to Allied Fire and Safety Equipment in the amount of \$36,482.50 (Attachment 11-d).

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

- e. Approve 48 month rental of a Sharp B/W Copier, MX-M754N, under NJ State Contract #M-0053 @ \$414.88 per month, located in the High School Office, GAAP 11-000-240-440-30-COP, for the period of 1/1/2016 through 1/30/2020.

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

Samuel Floyd asked what is the process when looking at getting new copiers?

Tanya Dawson replied the district has a process in place. We monitor each copier we have in district and we evaluate the type of copier needed based on where the copier is located and what it is primarily used for. We also evaluate leasing versus purchasing taking into consideration cost of maintenance agreements, cost per copy and supplies.

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

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

A Motion by Lisa Vena 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 - Yes	Dr. Morana - Abstain
	Ms. Lewis - Absent	Ms. Rainiero - Yes

Ms. Gillespie - Yes

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

A Motion by Lisa Vena 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 - Yes	Dr. Morana - Abstain
	Ms. Lewis - Absent	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

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

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

i. Use of Building and Grounds (Attachment 11-i).

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

13 ADJOURNMENT

A Motion by Lisa Vena and seconded by Sally Gillespie to adjourn the meeting passed by unanimous voice vote, (5) aye's (0) nay's. Meeting was adjourned at 5:17 pm.

Respectfully submitted by:

Tanya Dawson  
Business Administrator/Board Secretary