

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

MINUTES

BUSINESS MEETING
Tuesday, October 6, 2015
4:30 pm

The monthly business meeting for the month of October 6, 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 4:32 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 (arrived at 4:38 pm), Dr. Laura Morana, Samuel Floyd, Lisa Vena.

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. PUBLIC SESSION:

Dr. Schneider Introduced Interim Principal Brian Bittings and welcomed him to the Joseph F Cappello school.

Mr. Bittings said it is a pleasure to be here and thank you.

Danielle Holly, Supervisor at Mercer Elementary School said she wanted to introduce herself. It has been great so far working here and it's been a pleasure. Looking forward to working with everyone.

3b. 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:

Personnel and Student Matters, Negotiations, Legal Matters and Grievances

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 Dr. Laura Morana the Board unanimously voted to go into Executive Session at 4:35 PM.

Roll Call:	Mr. Floyd - Yes	Mr. White - Absent (arrived at 4:38 PM)
	Ms. Vena - Yes	Dr. Morana - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes
	Ms. Gillespie - Absent	

On a Motion by Lisa Vena and Seconded by Dr. Laura Morana the Board unanimously voted to return to the open meeting at 5:15 PM.

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

4a. Approval of the October 6, 2015 Board Meeting Regular Minutes:

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

4b. Executive Minutes: None

5. Bills To Be Approved totaling \$4,256,990.28 and authorization of transfers within program areas as approved by the Superintendent

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

6. Treasurer’s Report for August 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 - Yes
	Ms. Vena - Yes	Dr. Morana - Yes
	Ms. Lewis - Absent	Ms. Rainiero - Yes
	Ms. Gillespie - Absent	

7. Correspondence & Communications

Dr. Schneider reported Arc Mercer has notified us that Mercer County Special Services School District has been honored with the Community Partnership Award. This program was spearheaded by Dana Hice DePugh and Brian Kozakowski. Congratulations.

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

Dr. Schneider noted an appointment on the addendum for supervisor of curriculum. We will welcome her at the next meeting.

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

MISCELLANEOUS:

Recommend Board approve the following:

Week of Respect, October 5-9, 2015 and School Violence Awareness Week, October 19-23, 2015 (*Attachment B*)

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

Continuation of Memorandum of Agreement between MCSSSD and the Hamilton Township Police Department

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

Dave Baldwin, District Photographer for School Year 2015-2016.

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

Schools Codes of Conduct (*Available for review in Administrative Offices*)

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

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

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

New Curriculum Guide (*Available for review in Administrative Offices*)

Technology Curriculum: Grade 8

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

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

- P5339 Screening for Dyslexia (M)
- P5615 Suspected Gang Activity
- P5756 Transgender Students
- P8540 School Nutrition Programs
- P8550 Outstanding Food Service Charges (New)
- P8820 Opening Exercises/Ceremonies

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

Revision(s)/New Policies/Regulations – **Second Reading** – *(no changes from First Reading)*

- 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)

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

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

Dr. Schneider wanted to bring to the Board’s attention policy P8550 that is before the Board for the first reading more specifically paragraph 3 which talks about a second notice being sent home and the parent possible being reported to NJ Department of Children & Families for not providing breakfast or lunch for their child.

Ms. Rainiero asked, so it is possible for a child not to receive a lunch?

Dr. Schneider said yes, but we work hard with each family to make sure it doesn’t get to that point. Principal, child study teams and others will work with the family. This will go again on the next agenda for second reading so let me know if you have any changes.

Mr. White said I have an issue with policy P5756. I don’t think it is our place to get involved. That is the parent’s job.

Dr. Schneider said there has to be a family discussion if we see this as an issue at school.

Ms. Vena said this is more about bullying not the personal choice.

Dr. Schneider said there are a lot of issues our children are facing and transgender could be one of them.

Mr. White said parents are supposed to provide guidance and support and what the parent says should be final.

Dr. Schneider said our job is not to go against the parent’s wishes rather it is about having a meeting to discuss what is going on at school with behavior, harassment or the students being bullied.

Mr. Bliss said there is protection under the law which the school has to obey and this is part of the school’s responsibilities.

Dr. Schneider said I am obligated. The school has to adapt to legal issues.

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

REPORTS:

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

Harassment, Intimidation & Bullying Report for September 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
TOTAL	0	0	0	N/A

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

Enrollment Data as of September 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									

	<u>08/14/15</u>	<u>09/30/15</u>
Mercer High School	241	323
Mercer Elementary School	179	221
J. F. Cappello School	<u>99</u>	<u>110</u>
<i>TOTAL:</i>	<i>519</i>	<i>654</i>

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

Mr. White said I am concerned that our enrollment is down 30 students. Can you tell me why?

Ms. Hice DePugh said last year we had a high enrollment and the high school graduated a high number of students which is not typical.

Mr. White said that should not matter. What are we doing to make sure our enrollment increases? We have all these fixed expenses we have to deal with.

Ms. Dawson said Mr. White remember we only staff for the enrollment that we have at any point in time. I am not concerned with our enrollment as it is where we budgeted.

Mr. White said but I am concerned. At some point this will have an effect on our District. We should try to promote our programs to keep our enrollment up.

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

10. Old Business: – None

11. New Business:

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

- a. Approve the continuation of the MCSSSD Cooperative Pricing System-103-MCSSSDCPS as the lead agency year 4 of 5 for the period February 1, 2013 to January 31, 2018.

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

- b. Approve to accept Association of School Business Official International Certificate of Excellence in Financial Reporting Award for the fiscal year ending June 30, 2013 (Attachment 11-b).

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

- c. Approve the services of Lori Perlow to support a marketing plan for Mercer County Special Services School District for the Period of October 7, 2015 to June 30, 2016 at \$40 per hour not to exceed \$2,000 Gaap account 11-000-251-340-00-BUS.

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

Ms. Vena asked what duties this person is doing.

Ms. Hice DePugh said she has helped us with our new logo and website.

Ms. Vena said maybe she can help with advertising at Mercer Connections. I really think we should have something over there.

Ms. Hice DePugh said I will have Ms. Perlow look into that for the District.

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

Ms. Gillespie - Absent

- d. Approve new student work site:
 Medical Diagnostic Laboratories, L.L.C.
 2439 Kuser Rd, Hamilton, NJ 08690

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

Mr. Floyd asked what are the tasks of the job that the students are doing?
 Ms. Dawson said I will have to get you that information.

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

- e. Approve Facilities Annual Maintenance Budget amount worksheet M-1 per N.J.A.C.6A:26A to be submitted to the Department of Education County Office and the Mercer County Special Services School District Comprehensive Maintenance Plan Report for and 2015/16 school year (Attachment 11-e).

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

- f. Approve to close PNC payroll account #8090056134 upon successful clearing of outstanding checks and replace new PNC payroll account # 8056174372, signatories David Miller, Camille Rainiero and Tanya Dawson.

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

- g. Approval of the Affiliation Agreement between Mercer County Technical School Students and Mercer County Special Services School District at no cost to the District (Attachment 11-g).

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

- h. Approval for Anne Holmes to provide professional development training for all staff at Joseph F. Cappello School. Training to be held Monday, October 12th and will be two-hours in length. The training "Communication Temptation Training in Early Childhood Years" is a follow up training from the 2014/2015 school year. The cost is \$300.00. GAAP Account# 11-000-223-390-02-DOCI.

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

- i. Approval for Susan Goodman, Musician, to perform an assembly for the students at Mercer High School during the state-mandated Week of Respect. The assembly will take place during the week of October 5th - 9th (have requested October 9th, 2015) to celebrate the culmination of the weekend long activity. The cost of the one-hour performance is \$500.00. Funds to be used - Mercer High School Student Activity Account.

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

Note: The date has been changed to October 13, 2015.

Ms. Vena asked what will she perform.

Mr. Kozakowski, Mercer High School Principal said it relates to Week of Respect music themed on anti-bullying and harassment. She performs a high school presentation which is not juvenile. She really does a good job.

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

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

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 - Yes
 Ms. Vena - Yes Dr. Morana - Yes

Ms. Lewis - Absent Ms. Rainiero - Yes
 Ms. Gillespie - Absent

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

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

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

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

m. Approve to award Air Control Technology for Bid# 15-424 for HVAC Upgrades to the Mercer Elementary School in the amount of \$86,316 (Attachment 11-m).

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

n. Recommend the board approve Comegno Law Group as Special Counsel specializing in Special Education beginning October 7, 2015 through June 30, 2016 on an as needed basis at the rate of \$175 an hour for an amount not to exceed \$5,500 GAAP account #11-000-230-331-01-LEG (Attachment 11-n).

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

Ms. Gillespie – Absent

12. PUBLIC SESSION

Dr. Schneider noted the upcoming Trunk or Treat at Mercer Elementary School and Mr. Harris will provide us with the details. If any other principal has a school event coming up you wish board members to attend please send the information to me and I will get it to the board members.

13 ADJOURNMENT

A Motion by Lisa Vena and Seconded by Samuel Floyd to adjourn the meeting passed by unanimous voice vote, (5) aye's (0) nay's. Meeting was adjourned at 5:46 pm.

Respectfully submitted by:

Tanya Dawson
Business Administrator/Board Secretary