

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

AGENDA

REGULAR BUSINESS MEETING

Wednesday July 6, 2016

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 7, 2016 Board Minutes
- 4b. Approval of the Executive Minutes of June 7, 2016 for content, not for release.  
Release to be determined when the need for confidentiality no longer exists, unless such otherwise prohibited by law.
5. Bills to be Approved and Transfer Report
6. Board Secretary/Treasurer's Report
7. Correspondence & Communications – None
8. Committee Reports - None
9. Superintendent's Agenda

**NEW/SPECIAL PROJECTS:**

Recommend Board approve the following:

**PERSONNEL:**

Recommend Board approve the following:

Appointments, Resignations, Non-Renewals, Leaves, Retirements, etc. (*Attachment A*)

2016-2017 Substitute Renewals (*Attachment A-1*)

Agreement with Dr. Kimberly J. Schneider, Superintendent, effective July 1, 2016 through June 30, 2020 as part of the Interlocal Services Agreement with Mercer County Technical Schools, pursuant to the approval by the Executive County Superintendent on March 10, 2016 (*Attachment A-2*)

Memorandum of Agreement between the Board of Education of the Mercer County Special Services School District (MCSSSD) and the Mercer County Special Services Educational and Therapeutic Association (MCSSETA) covering the period July 1, 2015 thru June 30, 2018. (*Attachment A-3*)

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: 07/01/2016 to 06/30/2017.

Continuation of Stronge Leader Evaluation Model for Principals and Supervisors per code N.J.A.C. 6A.10., effective :07/01/2016 to 06/30/2017.

**MISCELLANEOUS:**

Recommend Board approve the following:

2016-2019 Appendix C: Comprehensive Equity Plan Corrective Action Plan  
(Attachment B)

Reaffirming of the 2016-2019 Comprehensive Equity Plan and Statement of Assurance  
(Available for review in Administrative Offices)

2016-2017 Affirmative Action Team Members (Attachment C)

2016-2017 DEAC Committee Members (Attachment D)

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

Dave Baldwin, District Photographer for School Year 2016-2017

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

P1140	Affirmative Action Program (M)
P1523	Comprehensive Equity Plan (M)
P1530	Equal Employment Opportunities (M)
R1530	Equal Employment Opportunity Compliant Procedures (M)
P1550	Affirmative Action Program for Employment Contract Practices (M)
P2200	Curriculum Content (M)
R2200	Curriculum Content (M)
P2260	Affirmative Action Program for School and Classroom Practices (M)
P2411	Guidance Counseling (M)
R2411	Guidance Counseling (M)
P2610	Educational Program Evaluation (M)
P2622	Student Assessment (M)
P5750	Equal Educational Opportunity (M)
P5755	Equity in Educational Programs and Services (M)

Revision(s)/New Policies/Regulations/By-Laws – **Second Reading**

*None*

Policies/Regulations – **Abolished**

P3244	In-Service Training (M)
R3244	In-Service Training (M)

**REPORTS:**

Recommend Board approve the following:

Fire and Security Drill(s) for month of June 2016 (*Attachment F*)

Enrollment Data as of June 2016

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	661	666	661	657	660	657	652

	<u>05/31/16</u>	<u>06/30/16</u>
Mercer High School	304	302
Mercer Elementary School	216	216
Regional Day School	12	12
J. F. Cappello School	<u>125</u>	<u>122</u>
TOTAL:	657	652

Harassment, Intimidation & Bullying as of June 2016:

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	0	0	0	N/A
November	1	1	0	0
December	1	0	1	0
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	1	1	0	0
May	0	0	0	0
June	0	0	0	0
TOTAL	3	2	1	0

11. New Business

Recommend Board approve the following:

- a. Approve IMX Medical Management Services Fit for Duty Exams for the 2016/17 school year up to \$700.00/per evaluation and up to \$2,000.00/per evaluation for specialty doctors.
- b. Approve the services of Med-Flex, Incorporated, as medical waste disposal and transport company for the District for 2016/17 school year in the amount of \$150 GAAP Account # 11-000-213-610-XX-HLT.
- c. Approve renewal of System 3000 software for human resources, personnel, accounting, invoicing and inventory for the 2016/17 school year for a total of \$22,214 billed semiannually Gaap Account # 11-000-251-340-00-BUS (Attachment 11-c).
- d. Approve the annual maintenance and support of the District's Policy and Regulation Manuals and annual subscription to New Jersey School Digest for the 2016/17 school year to Strauss Esmay Associates, LLP for \$4,040 Gaap account # 11-000-230-340-00-CON (Attachment 11-d).
- e. Approve the agreement with Elizabeth Garcia of Parker McCay, P.A. as Special Labor Counsel for the 2016/17 school year for legal services not to exceed \$26,000 Gaap account #11-000-230-331-00-NEG (Attachment 11-e).
- f. Approve agreement with Paul's Commodity Hauling, Inc. to provide delivery of State Food Commodities to be managed and invoiced through Sodexo for the 2016/2017 school year per agreement (Attachment 11-f).
- g. Approve renewal of contract with Software Advantage, Inc., for the microTRIPS software transportation service for 2016/2017 school year for \$ 4,000 (same rate for 5 years) from Gaap account # 65-990-270-340-06-TECH (Attachment 11-g).
- h. 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 2016/17 school year (Attachment 11-h).
- i. Approve to contract with Frontline Technologies MLP Oasys Annual Subscription Instructional Users Danielson 2011/2013 Rubric for school year 2016/17 at estimated cost per year of \$6,039 Gaap account #11-000-230-340-00-CON (Attachment 11-i).
- j. Approve the following student affiliation agreements between Mercer County Special Services School and (Attachment 11-j).  
Steinert High School  
Stockton University  
Adelphia University
- k. Approve dues for the New Jersey School Boards Association for the 2016/17 school year in the amount of \$6,120.85 Gaap account # 11-000-230-895-01-DFB.

- l. Approve Comegno Law Group as Special Counsel specializing in Special Education beginning July 1, 2016 through June 30, 2017 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-l).
- m. Approve resolution authorizing member participation of the Frankford Township Board of Education School District with Mercer County Special Services School District as the lead agency for a Cooperative Pricing Agreement for the purchase of goods and services (Attachment 11-m).
- n. Approve month to month rental including maintenance of Sharp #15005649 located in Mercer Elementary School originally under NJ State Contract M-0053 @ \$436.66 per month, Gaap #11-000-240-440-80-COP for the period of 7/1/2016 through 12/30/2016.
- o. Approve year 5 of 5 year lease of Xerox #XEH757892 located in the 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 #11-000-240-440-30-COP for the period 7/1/2016 through 4/30/2017.
- p. Approve Pitney Bowes Lease Agreement for DM475 Mailing Machine for months 22 Through 33 of a 39 month lease @ \$756 per quarter, Gaap #11-000-230-530-00-POS.
- q. Approve Prior Nami Business Systems to cover maintenance on the following Sharp Machines; Serial #05002485 @ \$1100 per year w/ Gaap #11-000-240-440-30-COP, Serial #8506123X @ \$168 per year w/ Gaap #20-293-219-530-16-SCHS, Serial #8506093 @ \$168 per year w/Gaap #11-000-251-440-00-COP. (Attachment 11-q).
- r. Approve Heritage Business Systems to cover maintenance on the Canon Machine, Serial #LTA00508 @ \$120 per month for the 2016/17 school year w/ Gaap #11-000-240-440-40-COP.
- s. Approve Complete Document Solutions to cover maintenance on Xerox Machine, Serial #XKP068909 located in Regional Day School @ \$0.009 b/w and \$0.0059 color cost per copy with a \$25 base charge using for the 2016/17 school year with Gaap #61-000-240-440-05-COP.
- t. Approval of Transportation Contract(s) Addenda, Bids and Evacuation Drills per N.J.A.C. 6A:27-11.2 (Attachment 11-t).
- u. Staff and Student Travel (Attachment 11-u).
- v. Miscellaneous Equipment for Disposal (Attachment 11-v).
- w. Approve Black Box Network Services for monthly telephone system maintenance & support beginning July 1, 2016 through June 30, 2017 in the amount of \$14,022.72 Gaap Account #11-000-252-600-03-TEL (attachment 11-w).

- x. 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, 2016 through July 31, 2017 renewal amount not to exceed \$3,920.80 Gaap Account # 11-000-262-420-05-XXXX and IT work Order System in the amount of \$4,980 Gaap Account 11-000-252-330-03-IT.
- y. Approve to accept a donation in the amount of \$500.00 to Mercer Elementary School from Robbinsville Hamilton Rotary, PO Box 9297, Trenton NJ 08650
- z. Approve the resolution to accept a \$141,162 surplus distribution from the BCIPJIF to be applied as follows: \$141,162 towards 2016/17 premium (Attachment 11-z).
- aa. Approve the Federal Non-procurement suspension and debarment listing (Handout).
- bb. Approve Lease Agreement between Mercer County Special Services School District and Camelot Educational Resources, LLC for 2016/17 educational programs at the Alfred Reed School (Attachment 11-bb).
- cc. Approve Lease Agreement between Mercer County Special Services School District and Allies NJ for 2016/17 educational programs at the Joseph F. Cappello School (Attachment 11-cc).
- dd. Approve Lease Agreement between Mercer County Special Services School District and Mercer ARC for 2016/17 educational programs at the Joseph F. Cappello School (Attachment 11-dd).
- 12. Public Session
- 13. Executive Session
- 14. Adjournment