

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

MINUTES

BUSINESS MEETING
Tuesday, October 4, 2016
4:30 pm

The monthly business meeting for the month of October 4, 2016 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 4:31 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, Yasmin Hernandez-Manno (arrived at 4:38pm), Samuel Floyd, Lisa Vena, Jan Lewis and Sally Gillespie.

Also Present: 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.
3. **PUBLIC SESSION:** Held at the end.
4. Approval of the September 6, 2016 Board Meeting Regular and Executive 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 - Yes	Hernandez - Absent
	Ms. Lewis - Abstain	Ms. Rainiero - Yes
	Ms. Gillespie - Abstain	

5. Bills To Be Approved totaling \$4,090,419.98 and authorization of transfers within program areas as approved by the Superintendent

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

6. Treasurer’s Report for August 2016

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

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

7. Correspondence & Communications –

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 2016 – 2017 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 9-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.

Ms. Vena said I just want to confirm that Patricia Sodano on the agenda is our Pat?

Ms. Dawson confirmed, yes it is the same person.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Hernandez - Abstain
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

MISCELLANEOUS:

Recommend Board approve the following:

Presentation of Assessment Results –Jason Ward & Carline Mirthil

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

Presentation by Carline Mirthil and Jason Ward, supervisors at Mercer high School regarding PARCC and APA results along with a handout (attached).

Mr. White asked why we have to do this.

Mr. Ward responded it is a federal mandate to take the test.

Mr. White asked what is the point, I think it is crazy. How do you know who needs to take the test?

Mr. Ward said it is determined at the student’s IEP meeting.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

Week of Respect, October 3-7, 2016 and School Violence Awareness Week, October 17-21, 2016

A Motion by Jan Lewis 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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

Continuation of Memorandum of Agreement between MCSSSD and the Hamilton Township Police Department (*Available for review in Administrative Offices*)

A Motion by Jan Lewis 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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

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

A Motion by Jan Lewis 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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

New Curriculum Guide (*For Review in Assistant Superintendent's Office*)

Brain Charge Curriculum: Grades PreK-12

A Motion by Jan Lewis 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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

Revised Curriculum Guides (*For Review in Assistant Superintendent's Office*)

English Language Arts Curriculum: Grades K-2

A Motion by Jan Lewis 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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

Submission of PY2016 and PY2017 WIOA In-School Youth Grant in the amount of \$74,500.00 for the period: November 1, 2016 through September 30, 2017 (*Attachment 9-B*)

A Motion by Jan Lewis 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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

Revision(s)/New Policies/Regulations/ByLaws – **First Reading** - *None*

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

POLICIES

- 1220 Employment of Chief School Administrator (M)
- 1310 Employment of School Business Administrator-Board Secretary
- 3111 Creating Positions
- 3126 District Mentoring Program
- 4140 Termination
- 7481 Unmanned Aircraft Systems (UAS also known as Drones)
- 8441 Care of Injured and Ill Personnel (M)
- 8630 Bus Driver-Bus Aide Responsibility (M)

REGULATIONS

- R3126 District Mentoring Program
- R8441 Care of Injured and Ill Persons (M)
- R8630 Emergency School Bus Procedures (M)

A Motion by Jan Lewis 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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

REPORTS:

Fire and Security Drills for month of September 2016 (*Attachment 9-C*)

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

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

Harassment, Intimidation & Bullying Report for September 2016

Month	Investigations	HIB	Non-HIB	Pending
July	0	0	0	0
August	0	0	0	0
September	0	0	0	0
TOTAL	0	0	0	0

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

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Hernandez - Yes
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie - Yes

Enrollment Data as of September 30, 2016:

YEAR	JULY	AUG	SE P	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
2015-2016	521	519	654	659	665	661	666	661	657	660	657	652
2016-2017	511	508	586									

	<u>08/12/16</u>	<u>09/30/16</u>
Mercer High School	233	293
Mercer Elementary School	183	201
Regional Day	7	9
J. F. Cappello School	<u>85</u>	<u>83</u>
<i>TOTAL:</i>	508	586

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

Mr. White said the enrollment is disturbing; our enrollment is down 10%. Biggest drop I have seen. The trend does not show growth.

Ms. Rainiero asked is this due to the Trenton issue?

Ms. Hice DePugh responded; it is mainly due to the Trenton students however, we are hopeful that we will get more students.

Ms. Rainiero said we had been advised via a letter from Trenton advising of a new child study team assigned to our District. Maybe that will change things.

Mr. White said I would like to discuss, this is serious stuff.

Ms. Vena said, I know we have the Trenton issues. I know we hired a person to promote our programs. How is that person getting people the information?

Ms. Hice DePugh said we are establishing a parent advisory team and marketing plan to invite teams to visit our schools.

Ms. Vena said I always hear that but what is getting done? This should be a priority.

Ms. Hice DePugh said this is and we are taking it serious.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

11. NEW BUSINESS

Recommend Board approve the following:

a. Approval of New Student Work Sites:

Independence Gardens, 70 Independence Lane, Trenton, NJ
 Ewing Independent Living, 1015 Whitehead Road, Ewing, NJ.

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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

b. Approve Handle With Care Behavioral Management System, Incorporated training scheduled for October 5, 2016 GAAP account #11-000-223-390-02-DOCI. Revised amount \$3,100.

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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

c. Approval to accept SFY 2017 Special Child Health Services Early Identification and Monitoring, Grant Application, in the amount of \$64,120 (Attachment 11-c).

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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- d. Approval to accept SFY 2017 Special Child Health Services, Case Management, Grant in the amount of \$198,858.

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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- e. Approve to accept the Workforce Innovation and Opportunity Act (WIOA) In-School youth cost reimbursement contract between Mercer County One-Stop Career Center and Mercer County Special Services School District Grant for PY2016/2017 in the amount of \$74,500 beginning November 1, 2016 through September 30, 2017.

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

Mr. Floyd asked what is this for?

Ms. Dawson said this is our annual grant for the student in the work study program.

Mr. Floyd asked how are the students selected?

Ms. Dawson said I do not see the person who runs the grant here, but I am sure they have a process on how students are selected.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- f. Approve amendment of Resolution with Mercer County One-Stop Career Center and Mercer County Special Services School District to extend the contract period by 1 month to end on October 31, 2016 no additional funding awarded (Attachment 11-f).

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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

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

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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- h. Approve to accept Association of School Business Official International Certificate of Excellence in Financial Reporting Award for the fiscal year ending June 30, 2015 (Attachment 11-h).

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

Ms. Rainiero said I want to point out to the Board and say thank you to our Administrative Team... Well Done.

Roll Call:	Mr. Floyd - Yes	Mr. White - Yes
	Ms. Vena - Yes	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- i. 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 2016/2017 school year (HANDOUT)

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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- j. Approve to accept the donation from Matthew Lee, Eagle Scout in the amount of \$54.92 to the Mercer Elementary School for gardening tools.

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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

- k. Approve Transportation Contract (s), Bids, Renewals & Addendums (HANDOUT).

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	Hernandez - Abstain
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

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

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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

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

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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

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

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	Hernandez - Yes
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Yes	

o Approve to Contract with Invo Health Care Associates for Social Worker Services for the 2016/17 school year at a rate of \$ 63 per hour on as needed basis (Attachment 11-o).

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

Mr. White asked what is this for?

Ms. Dawson responded we have an employee out on a leave and we could not find a replacement, so we had to get quotes from different vendors who could provide this service as IEP's still have to be met.

Mr. White asked how much will this cost us?

Ms. Dawson said not sure, it depends on how long our employee is out. Right now the purchase order will be for \$10,000.

Roll Call:	Mr. Floyd -	Yes	Mr. White -	Yes
	Ms. Vena -	Yes	Hernandez -	Yes
	Ms. Lewis -	Yes	Ms. Rainiero -	Yes
	Ms. Gillespie -	Yes		

- p. Approve to renew the Central Jersey Program for Recruitment of Diverse Educators Resolution (CJ Pride) in the amount of \$50 for the 2016/17 school year GAAP account #11-00-230-890-01-MISC (Attachment 11-p).

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	Hernandez -	Yes
	Ms. Lewis -	Yes	Ms. Rainiero -	Yes
	Ms. Gillespie -	Yes		

12. PUBLIC SESSION:

Ms. Rainiero: At this time I would like to introduce the Acting Executive County Superintendent of Schools Ms. Yasmine E Hernandez-Manno. She is replacing Dr. Morana who has accepted another position at the Department of Education. We want to welcome you to our District and our Board.

Ms. Hernandez-Manno: Thank you. I come to you with over 25 years of experience with 23 of those years working in Newark and 2 years with Regional Achievement Centers, 15 years administrative level. While in Newark, I also I worked as a trainer, school reform and ESL. I am excited about this opportunity and thank you.

13. 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:

Legal Matters,

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 Jan Lewis the Board unanimously voted to go into Executive Session at 5:04 PM.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Hernandez - Yes
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie - Yes

On a Motion by Lisa Vena and Seconded by Jan Lewis the Board unanimously voted to return to the open meeting at 5:35 PM.

Roll Call: Mr. Floyd - Yes Mr. White - Yes
 Ms. Vena - Yes Hernandez - Yes
 Ms. Lewis - Yes Ms. Rainiero - Yes
 Ms. Gillespie - Yes

14 ADJOURNMENT

A Motion by Lisa Vena and Seconded by Sally Gillespie to adjourn the meeting passed by unanimous voice vote, (7) aye's (0) nay's. Meeting was adjourned at 5:35 pm.

Respectfully submitted by:

Tanya Dawson
Business Administrator/Board Secretary