

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

MINUTES

REORGANIZATION MEETING

Wednesday July 6, 2016

4:30 pm

The monthly business meeting for the month of July 6, 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:

**I. CALL TO ORDER:** Board of Education Secretary Tanya Dawson

**OPEN PUBLIC MEETING 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:** Samuel Floyd  
Lisa Vena  
Jan Lewis  
Sally Gillespie  
Dr. Laura Morana  
Russell White  
Camille Rainiero - ABSENT

**II. PLEDGE OF ALLEGIANCE**

**III. ELECTION OF PRESIDENT**

Jan Lewis nominated Camille Rainiero for the position of President of the Board of Education for school year 2016-2017 and Russell White seconded the nomination.

There being no other nominations, the secretary recorded a unanimous vote for Camille Rainiero

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

**IV. BOARD VICE-PRESIDENT ASSUMES THE CHAIR**

**V. ELECTION OF VICE PRESIDENT**

Samuel Floyd nominated Russell White for the position of Vice President of the Board of Education for school year 2016-2017 and Lisa Vena seconded the nomination.

There being no other nominations, the secretary recorded a unanimous vote for Russell White.

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

**VI. APPOINT DELEGATE FOR NEW JERSEY SCHOOL BOARDS ASSOCIATION**

Name: Sally Gillespie and Lisa Vena

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

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

**VII. APPOINT REPRESENTATIVES FOR BOARD OF SCHOOL ESTIMATE**

Names: Lisa Vena and Camille Rainiero

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	Ms. White -	Yes
	Ms. Vena -	Yes	Ms. Morana -	Yes
	Ms. Lewis -	Yes	Mr. Rainiero-	Absent
	Ms. Gillespie -	Yes		

**VIII. RULES FOR GOVERNANCE**

Resolved; the Board of Education adopt all policies and regulations in effect on June 30, 2016 in compliance with N.J.S.A.18A:11-1

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

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

**IX. CURRICULA AND TEXTBOOKS**

Resolved, the Board of Education adopt all curricula and textbooks of record on June 30, 2016 in compliance with N.J.S.A. 18A:33-1 and 34-1.

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

Dr. Morana stated a list of textbooks and curriculum should be provided.  
 Ms. Hice DePugh said she would provide that list.

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

**X. MEETING SCHEDULE AND NOTICE**

Resolved, the Board of Education establishes the following meeting calendar for the next year:

Tuesday, August 9, 2016, 4:30 p.m.	Regular Business Meeting
Tuesday, September 6, 2016, 4:30 p.m.	Regular Business Meeting
Tuesday, October 4, 2016, 4:30 p.m.	Regular Business Meeting
Tuesday, November 1, 2016, 4:30 p.m.	Regular Business Meeting
Tuesday, December 6, 2016, 4:30 p.m.	Regular Business Meeting
Tuesday, January 10, 2017 4:30 p.m.	Regular Business Meeting
Tuesday, February 7, 2017, 4:30 p.m.	Regular Business Meeting
Tuesday, March 7, 2017, 4:30 p.m.	Regular Business Meeting
Tuesday, April 4, 2017, 4:30 p.m.	Regular Business Meeting
Tuesday, April 25, 2017, 4:30 p.m.	Special Business Meeting
Tuesday, May 2, 2017, 4:30 p.m.	Regular Business Meeting
Tuesday, June 6, 2017, 4:30 p.m.	Regular Business Meeting
Tuesday, July 11, 2017, 4:30 p.m.	Reorganization and Regular Business Meeting

FURTHER RESOLVED, the secretary is directed to post this schedule in the Board Office, all district schools, and in the Mercer County Clerk’s Office and to mail it to the Trenton Times.

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 Ms. White - Yes  
 Ms. Vena - Yes Ms. Morana - Yes  
 Ms. Lewis - Yes Mr. Rainiero- Absent  
 Ms. Gillespie -Yes

**XI. OFFICIAL NEWSPAPERS**

Resolved the Board of Education designates the Trenton Times as official newspaper for legal notices and other obligations.

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 Ms. White - Yes  
 Ms. Vena - Yes Ms. Morana - Yes  
 Ms. Lewis - Yes Mr. Rainiero- Absent  
 Ms. Gillespie -Yes

**XII. APPOINTMENTS**

Resolved, the Board of Education approves the following appointments, which are in effect until the next reorganization meeting or until changed by resolution and carry the compensation indicated:

POSITION	APPOINTED	COMPENSATION
Treasurer	David Miller	\$3,875.00
Board Secretary	Tanya Dawson	NA
District Purchasing Agent for 2016-2017 (Resolution Attached XII)	Tanya Dawson	NA
Agent of Record –Property & Casualty Insurance	Burlington County Joint Insurance Fund	Commission Basis
Agent of Record –Prescription & Dental Insurance	Conner Strong & Buckelew	\$17,400
Attorney	Walter R. Bliss, Jr., Esquire	\$48,960
Auditor	Wiss & Company LLC	\$60,000
Medical Inspector	David Sharlin, M.D.	\$50,950
Architect(s)	Design Ideas Group	Fee Basis
Plan Administrator for 403(b) & 457(b) Tax Shelter	Tanya Dawson	NA
Public Agency Compliance Officer	Tanya Dawson	NA
Open Public Records Act Officer	Tanya Dawson	NA
Affirmative Action Officer	Maryann Moller	NA
Title IX Coordinator	Dana Hice DePugh	NA
ADA Officer	Maryann Moller	NA
AED Coordinator	Karen Burke	NA
Substance Awareness Coordinator	Heidi Musick	NA
Emergency Management Coordinator	Frederick Hillman	NA
Health and Safety Coordinator	Dana Hice DePugh	NA
Indoor Air Quality Designed Person	Frederick Hillman	NA
District Integrated Pest Management Coordinator	Frederick Hillman	NA
Right to Know Officer	Frederick Hillman	NA
Chemical Hygiene Officer	Frederick Hillman	NA
AHERA Coordinator	Frederick Hillman	NA
Toxic Hazard Preparedness Officer	Frederick Hillman	NA
Certified Renovator USEPA	Frederick Hillman	NA
504 Compliance Coordinator	Maryann Moller	NA
Anti-Bullying Compliance Coordinator	Steven DiMatteo	NA

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

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

**XIII. BANK ACCOUNT SIGNATURE RESOLUTION**

Whereas, Camille Rainiero has been elected president of the Board of Education and Russell White has been elected vice president; and

Whereas, Tanya Dawson has been appointed secretary of the Board of Education and Kimberly Schneider has been appointed superintendent of schools, and

Whereas, David Miller has been appointed treasurer of school monies; now, therefore, be it

Resolved, the Board of Education approves the establishment and/or maintenance of the following bank accounts at PNC Bank and authorizes the persons indicated to sign checks, savings withdrawals, drafts, and other instruments and to approve electronic fund transfers according to the bank’s rules and regulations

Account Title	Account Number	Signatures Required	Approved Signatories
Current Account PNC Bank	8090048628	3	President <u>or</u> , Vice President <u>and</u> Tanya Dawson, Secretary <u>or</u> Kimberly Schneider, Superintendent <u>and</u> David Miller, Treasurer of School Monies
Payroll Account PNC Bank	8056174372	1	David Miller, Treasurer of School Monies <u>or</u> Tanya Dawson, Board Secretary
Payroll Deduction Account PNC Bank	8090048652	3	President <u>or</u> , Vice President <u>and</u> Tanya Dawson, Secretary <u>or</u> Kimberly Schneider, Superintendent <u>and</u> David Miller, Treasurer of School Monies
Money Market Account PNC Bank	8090041108	3	Tanya Dawson, Secretary <u>or</u> David Miller, Treasurer of Monies <u>or</u> Board President
Unemployment Account PNC Bank	8090050752	3	President <u>or</u> , Vice President <u>and</u> Tanya Dawson, Secretary <u>or</u> Kimberly Schneider, Superintendent <u>and</u> David Miller, Treasurer of School Monies
Nutrition Account PNC Bank	8090024247	3	President <u>or</u> , Vice President <u>and</u> Tanya Dawson, Secretary <u>or</u> Kimberly Schneider, Superintendent <u>and</u> David Miller, Treasurer of School Monies
Mercer High School Activity Account PNC Bank	8090025389	2	Brian Kozakowski, Principal <u>and/or</u> Jason Ward, Supervisor <u>and/or</u> Denise Fennimore, Secretary to Principal
Mercer Elementary School Activity Account PNC Bank	8052399777	2	Christopher Harris, Principal <u>and/or</u> Maryann Moller, Supervisor Annette Stewart, Secretary to Principal
Joseph F. Cappello School Activity Account PNC Bank	8090648754	2	Brian Bittings, Principal <u>and/or</u> Steven DiMatteo, Supervisor <u>and/or</u> Maria Deamer, Secretary to Principal

Aflac Wageworks	8036868588	3	President <u>or</u> , Vice President <u>and</u> Tanya Dawson, Secretary <u>or</u> Kimberly Schneider, Superintendent <u>and</u> David Miller, Treasurer of School Monies
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and be it

Further Resolved, the secretary of the board is authorized to complete, sign, and deliver whatever forms are necessary to carry out the intent of this resolution.

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

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

**XIV   PETTY CASH FUNDS**

RESOLVED, the Board of Education authorizes the school business administrator to establish the following petty cash funds pursuant to Policy 4251:

Location	Responsible Person	Amount
Joseph F. Cappello School	Brian Bittings, Interim Principal	\$500
Mercer High School	Brian Kozakowski, Principal	\$500
Mercer Elementary School	Christopher Harris, Principal	\$500
Business Office	Tanya Dawson, School Business Administrator	\$100
Mercer High School Chuck’s Place	Brian Kozakowski, Principal	\$300

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                     Ms. White -    Yes  
                  Ms. Vena -     Yes                     Ms. Morana -  Yes  
                  Ms. Lewis -    Yes                    Mr. Rainiero- Absent  
                  Ms. Gillespie -Yes

**XV.   Resolved: the Board of Education to adopt a maximum travel budget for 2016/2017 (Attachment XV).**

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 Ms. White - Yes  
 Ms. Vena - Yes Ms. Morana - Yes  
 Ms. Lewis - Yes Mr. Rainiero- Absent  
 Ms. Gillespie -Yes

**XVI. Approval of Tanya Dawson, Business Administrator/Board Secretary, to make payments on behalf of the Board of Education between Board meetings, when such payments ensure the health and safety of students and staff or insure the orderly operation of the school district.**

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 Ms. White - Yes  
 Ms. Vena - Yes Ms. Morana - Yes  
 Ms. Lewis - Yes Mr. Rainiero- Absent  
 Ms. Gillespie -Yes

**XVII. Approval of the following Tax Shelter Annuity Companies in the adoption for the 403(b) and 457(b) plans:**

MetLife
Lincoln
Fidelity
Equitable
Vanguard

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 Ms. White - Yes  
 Ms. Vena - Yes Ms. Morana - Yes  
 Ms. Lewis - Yes Mr. Rainiero- Absent  
 Ms. Gillespie -Yes

**XVIII. Approval of Chart of Accounts (Attachment XVIII).**

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 Ms. White - Yes  
 Ms. Vena - Yes Ms. Morana - Yes  
 Ms. Lewis - Yes Mr. Rainiero- Absent  
 Ms. Gillespie -Yes

**XIX. PUBLIC SESSION:** None

**XX. ADJOURNMENT OF REORGANIZATION MEETING**

A Motion by Lisa Vena and Seconded by Jan Lewis to adjourn the meeting passed by unanimous voice vote, (6) aye's (0) nay's. Meeting was adjourned at 4:44 pm.

Respectfully submitted by:

Tanya Dawson  
Business Administrator/Board Secretary