

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

MINUTES

BUSINESS MEETING
Tuesday, January 12, 2016
4:30 pm

The monthly business meeting for the month of January 12, 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 4:33 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, Samuel Floyd and Jan Lewis.

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:

Personnel and Negotiations Update

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 Jan Lewis and Seconded by Samuel Floyd the Board unanimously voted to go into Executive Session at 4:34 PM.

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

On a Motion by Jan Lewis and Seconded by Samuel Floyd the Board unanimously voted to return to the open meeting at 5:00 PM.

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

3b. PUBLIC SESSION: At the end

4a. Approval of the December 1, 2015 Board Meeting Regular Minutes:

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

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

4b. Approval of the December 1, 2015 Board Meeting Executive Minutes:

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

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

5. Bills To Be Approved totaling \$ 4,991,546.55 and authorization of transfers within program areas as approved by the Superintendent

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

6. Treasurer's Report for November 2015

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

7. Correspondence & Communications – None

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 Samuel Floyd and Seconded by Jan Lewis was made to approve the aforementioned was carried by roll call vote.

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

Job Description:

- Coordinator of Career Development and Business Partnerships (*Attachment B*)

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

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

MISCELLANEOUS:

Recommend Board approve the following:

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

P1240	Evaluation of Superintendent (M)
R1240	Evaluation of Superintendent (M)
P3221	Evaluation of Teachers (M)
R3221	Evaluation of Teachers (M)
P3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
R3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
P3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
R3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
P3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)
R3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)
P3431.1	Family Leave (M)
P4431.1	Family Leave (M)
P5337	Service Animals

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

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

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

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

REPORTS:

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

School Self-Assessment Anti-Bullying Bill of Rights Grade Report 2014-2015
 (Attachment D)

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

Fire & Security Drills for December 2015 (Attachment E)

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

Enrollment Data as of December 2015:

YEAR	JULY	AUG	SE P	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						

	<u>11/30/15</u>	<u>12/31/15</u>
Mercer High School	311	308
Mercer Elementary School	221	222
Regional Day School	12	11
J. F. Cappello School	<u>121</u>	<u>120</u>
TOTAL:	665	661

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

Mr. White said I am concerned with the drop in enrollment.

Ms. Dawson said last year we had a higher enrollment than in the past and we also graduated a higher number of students. Our enrollment for this year is about where it needs to be. We are right at the enrollment that was budgeted.

Mr. White said thank you that makes sense.

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

Harassment, Intimidation & Bullying as of December 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	0	0	0	N/A
November	1	1	0	0
December	1	0	1	0
TOTAL	2	1	1	0

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 - Absent Dr. Morana - Absent
 Ms. Lewis - Yes 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 to accept the NJDOE Certified Tuition Rates for the school year ending 2014/2015 as follows: (Hand-out)

- Cognitive Severe
- Behavioral Disability
- Multiple Disability
- Autistic Disability
- Preschool Disability

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

- b. Approve Complete Document Solutions to cover maintenance on Xerox machine with the serial #xkp068909 located in Reginal Day School at \$.009 b/w cost per copy and \$.0059 color cost per copy and a \$25 base charge using the GAAP account 61-000-240-440-5-COP for the period 1/1/2016 through 6/30/2016 (Attachment 11-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 - Absent	Dr. Morana - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Absent	

- c. Approve the proposed tuition rates for the 2016/2017 school year (Hand-Out).

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

- d. Approve Cooperative Bid 16-02 Apple Computer Products for the period of 1/13/16 through 6/30/16 (Attachment 11-d).

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

- e. Approval for Realtime, Inc., to provide Professional Development Training for the District's nurses on February 25, 2016, not to exceed \$500

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

- f. Approve the following Affiliation Agreement(s) between Mercer County Special Services School District and: (Attachment 11-f)

Western Governors University
 Temple University
 Misericordia University
 Alvernia University
 Health Career Center, Mercer County Technical Schools

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

- g. Approve the Mercer County Special Services School District Annual Facilities Checklist Health and Safety Evaluation of School Buildings, Alfred Reed, JFC, MHS and RDS (Attachment 11-g)

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

- h. Approve acceptance of the Comprehensive Annual Financial Report, Summary of Fiscal Year 2015 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.

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

- i. Approve the authorization of the closing of PNC account #8090056134 effective January 13, 2016. (Attachment 11-i).

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

- j. Approve Snow Removal Proposal from Longford Landscapes for an amount not to exceed \$15,000.00 GAAP #11-000-262-420XX-XXXX. (Attachment 11-j)

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

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

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

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

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

m. Staff and Student Travel (Attachment 11-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 - Absent	Dr. Morana - Absent
	Ms. Lewis - Yes	Ms. Rainiero - Yes
	Ms. Gillespie - Absent	

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

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

o. Approve New Student Worksite:

The Boathouse at Mercer Lake
 334 South Post Road
 West Windsor, NJ 08550

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

Dr. Schneider asked if Liz Flynn, Transition Coordinator could give us an explanation of the new work site.

Ms. Flynn said the contract is in its infancy. We are developing a plan for what the students will be doing. Most likely the students will work in the banquet area.

12. PUBLIC SESSION

Ms. Welsh, Teacher at Mercer High School reported that the faucets and sinks at the High School are not working properly in some of the bathrooms. Some faucets don't work and some do not turn off.

Ms. Rainiero said we will look into that to make sure it is fixed.

Ms. Dawson said we do a process in place to fix these items. Please let your building principal know the specifics and he can work with Rick Hillman our Building and Grounds Manager to address these issues.

13 ADJOURNMENT

A Motion by Jan Lewis and Seconded by Samuel Floyd to adjourn the meeting passed by unanimous voice vote, (4) aye's (0) nay's. Meeting was adjourned at 5.10 pm.

Respectfully submitted by:

Tanya Dawson
Business Administrator/Board Secretary