

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

MINUTES

BUSINESS MEETING
Tuesday, September 6, 2016
4:30 pm

The monthly business meeting for the month of September 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:

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, Dr. Laura Morana, Samuel Floyd, Lisa Vena.

Also Present: Dr. Kimberly Schneider, Superintendent, Deborah Donnelly, Assistant Business Administrator/Assistant Board Secretary, Dana Hice DePugh, Assistant Superintendent, Christine MacDonald, Human Resource.

2. PLEDGE OF ALLEGIANCE: Ms. Rainiero led the assembly in the Pledge of Allegiance.
- 3a. EXECUTIVE SESSION: None
- 3b. PUBLIC SESSION: None
- 4a. Approval of the August 9, 2016 Board Meeting Regular Minutes:

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

5. Bills To Be Approved totaling \$ 3,3326,489.95 and authorization of transfers within program areas as approved by the Superintendent

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	

6. Treasurer’s Report for July 2016

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	

7. Correspondence & Communications –

Ms. Rainiero presented a letter regarding Heidi Furman, Teacher, Mercer Elementary School, rearing Monarch butterflies and students’ observation. Ms. Furman invited everyone to see the emergence. Ms. Furman commended students and teachers who do the gardening at Mercer High School.

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 A) and addendum.

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

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

Memorandum of Agreement between the Board of Education of the Mercer County Special Services School District (MCSSSD) and the Mercer County Special Services Principals and Supervisors Association (MCSSPSA) covering the period July 1, 2016 thru June 30, 2019. (*Attachment 9A-1*)

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

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:

Presentation of Harassment, Intimidation, or Bullying (HIB) Semi-Annual Report for the period: 01/01/2016-06/30/2016 – Steve DiMatteo, Supervisor (Handout).

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

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

Presentation of Violence & Vandalism Semi-Annual Report for the period: 01/01/2016-06/30/2016 – Brian Kozakowski, Principal, Mercer High School

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

Mr. Floyd asked what the difference was between assaults and fights. Mr. Kozakowski replied, assault; aggressor acts on his/her own, fight; starts verbally and escalates.

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

Extended School Year Calendar - Summer 2017 (*Attachment 9-B*)

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

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

2016-2017 DEAC Committee Members – (*Revised*) (*Attachment 9-C*)

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

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

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

Early Childhood Math Curriculum: Grades K-2

Health & Physical Education: Grades Pre-K to Grade 5

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

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

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

Algebra I
Algebra II
Geometry

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

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

Revision(s)/New Policies/Regulations/ByLaws – **First Reading** (*Attachment 9-D*)***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 Lisa Vena and Seconded by Samuel Floyd was made to approve the aforementioned was carried by roll call vote.

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

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

3124	Employment Contract
3125	Employment of Teaching Staff Members (M)

- 3125.2 Employment of Substitute Teachers
- 3141 Resignation
- 3144 Certification of Tenure Charges
- 3159 Teaching Staff Member-School District Reporting Responsibilities
- 3231 Outside Employment as Athletic Coach
- 3240 Professional Development for Teachers and School Leaders
- 4159 Support Staff Member Reporting Responsibilities
- 5305 Health Services Personnel
- 5339 Screen for Dyslexia (M)
- 5350 Student Suicide Prevention
- 5460 High School Graduation (M)
- 5514 Student Use of Vehicles on School Grounds
- 8454 Management of Pediculosis
- 8550 Outstanding Food Service Charges
- 9541 Student Teachers-Interns

REGULATIONS

- R3144 Certification of Tenure Charges
- R3212 Professional Staff Attendance Review and Improvement Plan
- R3240 Professional Development for Teacher and School Leaders
- R4211 Support Staff Attendance
- R5330 Administration of Medication (M)
- R5350 Student Suicide

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

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

New Curriculum Guide (For Review in Assistant Superintendent’s Office)
Arts Integration: Grades 3 - 8

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

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

REPORTS:

Fire and Security Drills for month of August 2016 (*Attachment 9-E*)

A Motion by Dr. Laura Morana and Seconded by Lisa Vena was made 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

Harassment, Intimidation & Bullying Report for August 2016

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

A Motion by Dr. Laura Morana and Seconded by Lisa Vena was made 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 August 31, 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										

	<u>07/31/16</u>	<u>08/12/16</u>
Mercer High School	234	233
Mercer Elementary School	182	183
Regional Day	7	7
J. F. Cappello School	<u>88</u>	<u>85</u>
TOTAL:	511	508

A Motion by Dr. Laura Morana and Seconded by Lisa Vena was made 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

11. New Business

Recommend Board approve the following:

- a. Approve student placement agreement between Mercer County Special Services School District and Mercer County Community College at no cost to District (Attachment 11-a).

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

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

- b. Approve the services of Lori Perlow to support a marketing plan for Mercer County Special Services School District effective July 1, 2016 through June 30, 2017 at \$40.00 per hour not to exceed \$2,000.00. GAAP account# 11-000-251-340-00-BUS.

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

Mr. White asked who Lori Perlow was.

Ms. Hice DePugh explained that she works at MCTS and does our marketing, photos, Facebook, branding and logo.

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

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

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

- c. Approval to continue contract with Frontline Technologies AESOP subscription for school year 2016/17 for software that will maintain required documentation of substitutes at estimated cost per year of \$7,985.80 Gaap account #11-000-251-340-00-BUS.

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

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

- d. Approval of the updated Mercer County Special Services School District Foodservice Biosecurity Management Plan (Attachment 11-d).

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

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

- e. Approve presentation by Dr. Audrey Mars on an overview of Autism to Joseph F. Cappello Parent Group to be held on October 19, 2016 at the cost of \$150 GAAP account #95-000-210-890-40-MISC.

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

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

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

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

Mr. White questioned the charge amount of \$.0057%.
 Ms. Donnelly will confirm with the transportation Director.

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

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

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

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

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

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

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

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

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

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

12. ADJOURNMENT

A Motion by Lisa Vena and Seconded by Dr. Laura Morana adjourn the meeting passed by unanimous voice vote, (5) aye's (0) nay's. Meeting was adjourned at 4:52 pm.

Respectfully submitted by:

Deborah Donnelly
Assistant Business Administrator/
Assistant Board Secretary