

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

MINUTES

BUSINESS MEETING

Tuesday May 5, 2020

12:00 pm

The monthly business meeting for the month of May 2020 was held this day virtually due to COVID19 regulations.

The Board of Education took the following actions:

1. **CALL TO ORDER:** Board of Education Vice President Lisa Vena called the meeting to order at 12:00 pm.

OPEN PUBLIC MEETING STATEMENT: Ms. Vena 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 on the District website and in the Trenton Times and mailed to the Mercer County Clerk's Office.

ROLL CALL:

Present: Lisa Vena, Yasmin Hernandez-Manno, Jan Lewis & Gerald Stockman.

Also Present: Dr. Kimberly Schneider, Superintendent, Deborah Donnelly, Business Administrator/Board Secretary, and Walter Bliss, Board Attorney.

2. **PLEDGE OF ALLEGIANCE:** Suspended.

3. **PUBLIC SESSION:** at the end

4. **Approval of the April 7, 2020 Board Meeting Regular Minutes:**

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

5. Bills To Be Approved totaling \$3,827,845.81 and authorization of transfers within program areas as approved by the Superintendent

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

6. Board Secretary/Treasurer’s Report for March 2020

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

7. Correspondence & Communications –

Dr. Schneider noted that the Governor has closed school in-person until the end of the school year.

We will be setting up committees for a plan to re-start. Working on an ESY Remote plan as we are advocating, along with other Special Services Districts for virtual learning due to having medically fragile students and allowing additional time for planning for a safe return.

Working on End of Year event planning with principals. We are setting up plans for staff, families, students to pick up personal items, additional equipment and supplies. It will be set up within the governor’s mandates for social distancing and safety protocols.

We have been expanding food distribution – thank you to Camille Gadiare from Sodexo for delivering for a family in need.

We are repairing and distributing devices as needed and solving IT problems.

More information to follow.

Yasmin Hernandez-Manno noted that as a result of the State Department’s determination to close schools, districts will need to revise and resubmit the e:learning plans with all the components addressed including virtual academic program, Special needs requirements and free and reduced meal distribution. County Office is working in collaboration with all districts.

Dr. Schneider thanked the County, the DOE, all State Departments and our County Freeholders for working with us and supporting us.

Also, this is Teacher Appreciation Week and Principals Day and I would like to thank everyone for everything they have had to face and continue to move forward to address the needs of our families. She also thanked the administration Rick Hillman, Deborah Donnelly, Dana Hice-DePugh for their efforts.

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 2020 – 2021 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.

PERSONNEL:

Recommend Board approve the following:

- Appointments, Resignations, Leaves, Retirements, etc. and addendum. (*Attachment 9-A*)

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- 2020-2021 Reappointment of Principals/Supervisors Staff (*Attachment 9A-1*)

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

Note: Correction to Maryann Moller’s start date is April 1, 2020 not 3/30/2020.

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno - Yes
Ms. Lewis -	Yes	Ms. Rainiero - Absent
Mr. Stockman -	Yes	

- 2020-2021 Reappointment of Certified Staff (*Attachment 9A-2*)

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno - Yes
Ms. Lewis -	Yes	Ms. Rainiero - Absent
Mr. Stockman -	Yes	

- 2020-2021 Reappointment of Assistants (*Attachment 9A-3*)

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno - Yes
Ms. Lewis -	Yes	Ms. Rainiero - Absent
Mr. Stockman -	Yes	

- 2020-2021 Reappointment of Crisis Interventionists (*Attachment 9A-4*)

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno - Yes
Ms. Lewis -	Yes	Ms. Rainiero - Absent
Mr. Stockman -	Yes	

- 2020-2021 Reappointment of Support Staff (*Attachment 9A-5*)

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- 2020-2021 Reappointment of Unaffiliated Staff (*Attachment 9A-6*) - Tabled
- Revised job description – Supervisor (*Attachment 9-B*)

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

MISCELLANEOUS:

Recommend Board approve the following:

- Approve updated curriculum (available for review in the office of the Assistant Superintendent):

Science Grade 8 Program
 Life Science Grade 6 Program
 Life Science Grade 5 Program
 Life Science Grade 4 Program

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- Mercer County Special Services School District Coronavirus (COVID-19) Action Plan and eLearning Plan as of April 29, 2020 (*Attachment 9-C*)

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- Revised and/or New Policies, Regulations, or By-Laws - First Reading

BYLAWS - None
POLICIES - None
REGULATIONS – None

- Revised and/or New Policies, Regulations, or By-Laws - Second Reading (no changes made from first reading)

BYLAWS – None
POLICIES – None
REGULATIONS – None
ABOLISHED -None

REPORTS:

Recommend Board approve the following:

- Fire and Security Drill(s) for the month of April 2020 - none
- Harassment, Intimidation & Bullying as of April 2020:

Month	Investigations	HIB	Non-HIB
July	0	0	0
August	0	0	0
September	0	0	0
October	0	0	0
November	0	0	0
December	0	0	0
January	0	0	0
February	0	0	0
March	0	0	0
April	0	0	0
TOTAL	0	0	0

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- Enrollment Data as of April 2020

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
2018-2019	454	454	547	567	571	575	579	580	581	586	587	588
2019-2020	497	498	548	546	546	551	544	559	563	561		

	3/31/2020	04/30/2020
Mercer High School	253	252
Mercer Elementary School	209	208
Regional Day	11	11
Joseph F. Cappello School	<u>90</u>	<u>90</u>
TOTAL:	<u>563</u>	<u>561</u>

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

11. **NEW BUSINESS**

Recommend Board approve the following:

- a. Approve the Resolution to adopt the 2020/21 Mercer County Special Services School District Budget (Attachment 11-a).

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- b. Approve Lease Agreement between Mercer County Special Services School District and Allies, Inc for the 2020/2021 school year. (Attachment 11-b)

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno - Yes
Ms. Lewis -	Yes	Ms. Rainiero - Absent
Mr. Stockman -	Yes	

- c. Approve Lease Agreement between Mercer County Special Services School District and the ARC of Mercer County for the 2020/2021 school year. (Attachment 11-c).

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno - Yes
Ms. Lewis -	Yes	Ms. Rainiero - Absent
Mr. Stockman -	Yes	

- d. Approve Lease Agreement between Mercer County Special Services School District and Camelot Educational Resources, LLC for the 2020/2021 school year (Attachment 11-d).

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno - Yes
Ms. Lewis -	Yes	Ms. Rainiero - Absent
Mr. Stockman -	Yes	

- e. Approve the lease agreement between Mercer County Special Services School District and the Special Parent Advocacy Group for After School Enrichment Classes (SPAG) for the 2020 Extended School Year (ESY) Program and the 2020/2021 school year being held at the Mercer Elementary School (Attachment 11-e).

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno - Yes
Ms. Lewis -	Yes	Ms. Rainiero - Absent
Mr. Stockman -	Yes	

- f. Approve the lease agreement between Mercer County Special Services School District and the Special Parent Advocacy Group for After School Enrichment Classes (SPAG) for the 2020 Extended School Year (ESY) Program and the 2020/2022 school year being held at the Mercer High School (Attachment 11-f).

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- g. Approve to waive the contracted break-even guarantee with Sodexo, Food Service Management Company, for the school year 2019/20 due to the impact of Covid-19 on the number of students served during the emergency period (Attachment 11-g).

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- h. Approve the Affiliation Agreement between Mercer County Special Services School District Project Child Clinic Program and The Learning Center beginning July 1, 2020 through June 30, 2021 (Attachment 11-h).

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- i. Approve the Affiliation Agreement between Mercer County Special Services School District Project Child Clinic Program and The Goddard School beginning July 1, 2020 through June 30, 2021 (Attachment 11-i).

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- j. Approve the Food Service Management Company Cost Reimbursable Contract Renewal at the Management/Administrative Flat Fee of \$55,253 with a break-even guarantee with Sodexo Incorporated for School Year 2020/2021 (attachment 11-j).

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- k. Approve Consulting Service Fee Agreement with Connor Strong & Buckelew for Consulting Financial Reporting Services for the period July 1, 2020 to June 30, 2021 at an annual fee of \$17,400 (Attachment 11-k).

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- l. Approve the Horizon Blue Cross Blue Shield of New Jersey Health Plan Renewal for staff of Mercer County Special Services School District for the 2020/21 school year at the premium rates set forth in the attached renewal (Attachment 11-l).

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- m. Approve the Horizon Blue Cross Blue Shield of New Jersey Dental Plan Renewal year 2 of 2 for staff of Mercer County Special Services School District for the 2020/21 school year at the premium rates set forth in the attached renewal (Attachment 11-m).

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- n. Approve to renew the Benecard Prescription Plan for staff for the 2020/21 school year (Attachment 11-n).

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- o. Approve contract with Robert Wood Johnson Health Occupational & Corporate Health to provide pre-employment services to MCSSSD, effective May 6, 2020 through June 30, 2021. (Attachment 11-o).

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

- p. Approve to adopt temporary optional retirement plan changes for Mercer County Special Services 403 (b) and 457 Governmental plans per the Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Attachment 11-p). revised

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

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

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

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

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

s. Approve to continue to contract with Realtime Information Technology, Incorporated for the Student Database Management System, Cafeteria Point of Sale system and Emergency Notification System for the period July 1, 2020 through June 30, 2021 in the amount of \$18,409.15.

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

Roll Call:

Ms. Vena -	Yes	Ms. Hernandez-Manno -	Yes
Ms. Lewis -	Yes	Ms. Rainiero -	Absent
Mr. Stockman -	Yes		

Lisa Vena asked if we were able to recoup any payments and work with vendors on contracts such as prom, travel, etc. Deborah Donnelly noted that where things can be refunded or pushed to next school year as deposits they would. Dr. Schneider noted that we are working on end of year events to see how we celebrate proms and graduations. Ideas are numerous.

12. PUBLIC SESSION

Karen Burke, School Nurse at the Mercer High School provided an idea for graduation from the staff – since graduation is a big deal for parents and the students and the students hold a special place in their hearts. They thought of having a parade past student houses but geographically not feasible so could they do something in the parking lot with distancing and masks and get the Fire Department and Police Department involved. Students would wear gowns, etc.

Dr. Schneider responded that after speaking to the other Superintendents and the Governor and the Office of Emergency Managements request not to congregate and not create opportunities to get together. This type of event would not be allowed. Some have discussed later in June to August having students come to the building with 2 guardians in gown and take photos and pick up diploma. But any large groups are still discouraged.

Karen Burke and Tina Jablonski reported that the schools have been holding fundraisers to help feed families in need. The HS raised over \$5600 and delivered 135 meals so far; JFC raised over \$2500 and delivered to close to 90 families so far. Also reported that the union sent out their Easter baskets to 30 families across the district.

13. ADJOURNMENT

A Motion by Jan Lewis and Seconded by Gerald Stockman to adjourn the meeting passed by unanimous voice vote, (4) aye's (0) nay's. Meeting was adjourned at 12:45 pm.

Respectfully submitted by:

A handwritten signature in blue ink that reads "Deborah Donnelly". The signature is written in a cursive style.

Deborah Donnelly
Business Administrator/Board Secretary