

**MERCER COUNTY SPECIAL SERVICES SCHOOL DISTRICT  
MEETING MINUTES  
FEBRUARY 7, 2023  
4:30 PM**

1. **CALL TO ORDER:** Board of Education President Stacy Morgan Santo called the meeting to order at 4:31 pm.

Notice of this meeting was posted on the main access doors of the Mercer Elementary School and on the website of the Mercer County Special Services School District, and sent by email to the Times, The Trentonian, and to the Mercer County Clerk, in accordance with the Open Public Meetings Act and Administrative Code. Public attendees may make comments when recognized by the Board President during the appropriate time scheduled on the agenda. Written statements received by 11 AM today will be read aloud by the Board Secretary during the public comment period as well. A time limit of three (3) minutes applies to both oral and written comments. Written statements will be read until the time limit is reached. Duplicative written comments shall be summarized for the record.

ROLL CALL:

Bd. of Ed.	Present	Absent
Ms. Morgan Santo	x	
Mr. Stockman	x	
Ms. Lewis	x	
Ms. Vena	x	
Dr. Minus-Vincent		x
Ms. Smith		x
Dr. Angwenyi	x	

2. Pledge of Allegiance – Led by Zachary Vena (former MCSSSD student)

3a. Executive Session – at the end

3b. Public Session –

Presentation of Board Docs Pro by Drew Wareham (item 11H. on the New Business agenda)

- User permissions vary on security of content
- Publishes to public 48 hours prior to meeting
- No year over year update of costs
- Billing is pro-rated based on the start

Lower tier – no library; no templates and workflow; no minutes or voting

Still able to print the agenda.

Matthew Carey, Superintendent – I recommend the Board consider but we are not forcing anything. I have used this in previous districts and workflow makes it more efficient. It's easier for users to build an agenda and we would be in compliance with archiving the agendas.

Ms. Vena – I do like to look back to determine when a conversation happened.

Mr. Stockman – I sense it is the essential way, but I am not as tech savvy but if you recommend this I'm ok to move forward. Not sure if there are other competitors.

Mr. Wareham – There would be implementation training for publishers and viewers training. Members would need to learn the log in process.

Ms. Morgan Santo – I suggest we table and give all board members time to think it through – pros and cons:  
Pro – if there is a question on a previous agendas we can look it up easily

Con – at home not having printing capabilities or technical assistance, so that’s a drawback to having it in print.

I don’t want anyone at a disadvantage, as it takes time to go through the agenda or take a note.

Dr. Angwenyi – I agree to give people a chance to go through. This will be a learning curve and not everyone will be in the same place. Overall good features and potential benefits.

Mr. Stockman – Can we put this on the next agenda?

Ms. Morgan Santo – No we will table and get questions answered.

Mr. Wareham – We can archive as far back as needed.

Ms. Donnelly noted the ransomware issue at Mercer County Technical Schools which prohibits us from easily researching – this would’ve prevented issues.

Mr. Wareham – There would be a 2-month roll-out and run concurrent for a time, then go fully digital in the future. Also, attachments do not print when printing the agenda.

Ms. Morgan Santo – Mr. Carey, what do you feel is appropriate?

Mr. Carey – I agree to table this item, open a dialogue to answer any questions. We didn’t bring this to rush it. Our current system isn’t broken.

Ms. Morgan Santo – Where should members send questions?

Mr. Carey – Send questions to Debbie Donnelly as the Board Secretary.

Mr. Stockman – It makes sense to give everyone a chance. I see it as inevitable. The staff is on board but board members not yet. Do we need a committee?

Ms. Morgan Santo – No committee. Just direct questions to Debbie (Donnelly).

Ms. Donnelly – Yes, I will collect the questions and provide a Q&A response.

Mr. Wareham – I will send a few examples of other districts using this program.

Mr. Carey – This is recommended by the NJ School Boards Association and was used at my former district.

Ms. Vena – Remember, committees of the whole meetings – all members but no other meeting items – informal, no action.

4a. Approval of the January 10, 2023 Regular Minutes

Board Members	Motion	Second	Aye	Nay	Abstain	Absent
Ms. Morgan Santo					x	
Mr. Stockman		x	x			
Ms. Lewis	x		x			
Ms. Vena			x			
Dr. Minus-Vincent						x
Ms. Smith						x
Dr. Angwenyi			x			

5. Bills to be Approved totaling \$4,138,528.99 and authorization of transfers within program areas as approved by the Superintendent.

Board Members	Motion	Second	Aye	Nay	Abstain	Absent
Ms. Morgan Santo			x			

Mr. Stockman			x			
Ms. Lewis		x	x			
Ms. Vena	x		x			
Dr. Minus-Vincent						x
Ms. Smith						x
Dr. Angwenyi			x			

6. Board Secretary/Treasurer's Report for December 2022

Board Members	Motion	Second	Aye	Nay	Abstain	Absent
Ms. Morgan Santo			x			
Mr. Stockman		x	x			
Ms. Lewis			x			
Ms. Vena	x		x			
Dr. Minus-Vincent						x
Ms. Smith						x
Dr. Angwenyi			x			

7. Correspondence & Communications – None

8. Committee Reports - None

9. Superintendent's Agenda

**NEW/SPECIAL PROJECTS**

Recommend Board approve the following: None

**PERSONNEL**

Recommend Board approve the following:

- Appointments, Resignations, Leaves, Retirements, etc. (Attachment 9A)
- Tenure staff from July 2022- January 2023 (Attachment 9A-1)

Board Members	Motion	Second	Aye	Nay	Abstain	Absent
Ms. Morgan Santo			x			
Mr. Stockman			x			
Ms. Lewis	x		x			
Ms. Vena		x	x			
Dr. Minus-Vincent						x
Ms. Smith						x
Dr. Angwenyi			x			

**MISCELLANEOUS**

Recommend Board approve the following:

- 2022-2023 School Year Memorandum of Understanding (MOU) for the Send Hunger Packing Program (SHUP) with Mercer Street Friends (Attachment 9B)
- Revised 2022-2023 MCSSSD School Calendar - to reflect change of Juneteenth observance from 06/19/2023 to 06/16/2023 (Attachment 9C)

- Policies, Regulations, By-Laws (Attachment 9D)

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

***BYLAWS*** - None

***POLICIES***

- 0152 Board Officers (Revised)
- 0161 Call, Adjournment, and Cancellation (Revised)
- 0162 Notice of Board Meeting (Revised)
- 2425 Emergency Virtual or Remote Instruction Program (M) (Revised)
- 5200 Attendance (M) (Revised)
- 5512 Harassment, Intimidation, or Bullying (M) (Revised)
- 8140 Student Enrollments (M) (Revised)
- 8330 Student Records (M) (Revised)

***REGULATIONS***

- 2425 Emergency Virtual or Remote Instruction Program (M) (New)
- 5200 Attendance (M) (Revised)
- 8140 Enrollment Accounting (M) (Revised)
- 8330 Student Records (M) (Revised)
- 8420.2 Bomb Threats (M) (Revised)
- 8420.7 Lockdown Procedures (M) (Revised)
- 8420.10 Active Shooter (M) (Revised)

**Second Reading -- Revised and/or New Policies, Regulations, or By-Laws (no changes)**

***BYLAWS*** - None

***POLICIES***

- 0143.2 High School Student Representative to the Board of Education

***REGULATIONS*** - None

**Abolished -- Policies, Regulations, or By-Laws**

***BYLAWS*** - None

***POLICIES***

- P 1648.11 The Road Forward COVID-19- Health and Safety (M)
- P 1648.13 School Employee Vaccination Requirements (M)

***REGULATIONS*** - None

**REPORTS:**

Recommend Board approve the following:

- Enrollment Data as of January 31, 2023

	<b>July</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>
<b>2021-2022</b>	412*	413	485	493	497	500*	499	504	517	513	517	519
<b>2022-2023</b>	416*	417	464	469*	484	490	496					

	12/31/2022 (actual)	01/31/2023 (estimated)
Mercer High School	240	240
Mercer Elementary School	157	159
Joseph F. Cappello School	<u>93</u>	<u>97</u>
TOTAL:	<u>490</u>	<u>496</u>

\* data updated to reflect actual number

- Harassment, Intimidation & Bullying as of January 31, 2023

Month	Investigations	Unfounded	Founded
July	0	0	0
August	0	0	0
September	0	1	0
October	0	1	0
November	0	0	0
December	1	1	0
January	0	0	0
<b>Total</b>	1	3	0

- Fire and Security Drill(s) for the month of January 2023

DRILL	MERCER HIGH SCHOOL	MERCER ELEMENTARY SCHOOL	JOSEPH F. CAPPELLO SCHOOL	REGIONAL DAY SCHOOL
<b>Fire Drill</b>				
Jul-22	7/28/2022	7/27/2022	7/29/2022	7/28/2022
Aug-22	8/10/2022	n/a	8/12/2022	8/10/2022
Sep-22	9/14/2022	9/19/222	9/15/2022	9/14/2022
Oct-22	10/28/2022	10/21/2022	10/28/2022	10/28/2022
Nov-22	11/22/2022	11/15/2022	11/7/2022	11/22/2022
Dec-22	12/21/2022	12/8/2022	12/12/2022	12/21/2022
Jan-23	1/26/2023	01/17/2023	01/1/2023	1/26/2023
<b>Security Drills</b>				
Jul-22	7/29/2022	n/a	7/29/2022	7/29/2022
	Lockdown		Shelter in Place	Lockdown
Aug-22	8/11/2022	n/a	8/12/2022	8/11/2022
	Evacuation		Shelter in Place	Evacuation
Sep-22	9/20/2022	9/23/2022	9/21/2022	9/20/2022
	Lockdown	Lockdown	Shelter in Place	Lockdown
Oct-22	10/25/2022	10/24/2022	10/7/2022	10/25/2022
	Active Shooter	Shelter in Place	Bomb Threat	Active Shooter
Nov-22	11/28/2022	11/21/2022	11/18/2022	11/28/2022
	Shelter in Place	Shelter in Place	Shelter in Place	Shelter in Place
Dec-22	12/16/2022	12/21/2022	12/2/2022	12/16/2022
	Bomb Threat	Lockdown	Shelter in Place	Bomb Threat

Jan-23	1/30/2023	1/20/2023	1/10/2023	1/30/2023
	Tabletop	Bomb Threat	Lockdown	Tabletop

Board Members	Motion	Second	Aye	Nay	Abstain	Absent
Ms. Morgan Santo			x			
Mr. Stockman			x			
Ms. Lewis		x	x			
Ms. Vena	x		x			
Dr. Minus-Vincent						x
Ms. Smith						x
Dr. Angwenyi			x			

11. **New Business**

Recommend the Board approve the following:

- A. Resolution binding The Mercer County Special Services School District to purchase Electric Generation Services through the Alliance for Competitive Energy Services (“ACES”) Bid Cooperative Pricing System ID#E8801- ACESCPS (attachment 11A.)
- B. Resolution binding The Mercer County Special Services School District to purchase Natural Gas Services through the Alliance for Competitive Energy Services (“ACES”) Bid Cooperative Pricing System ID#E8801- ACESCPS (attachment 11B.)
- C. NJDOE Certified Tuition Rates for the school year ending 2021-2022, based on administration’s financial analysis, recommends the Board of Education to approve a waiver of 25% of tuition due to each sending district for Emotional Regulation Disabled, Multiple Disabilities, Preschool Disabled, and Intellectual Disabled Severe (attachment 11C.)
- D. Staff and Student Travel (attachment 11D.)
- E. Rejection of submitted proposal for Pole Barn Construction at MCSSSD in accordance with 18A:18A-22(b) due to proposal being unreasonable as price
- F. Approval of Transportation Contract(s), Bids, Renewals (attachment 11F.)
- G. Resolution to Renew Membership with Burlington County Insurance Pool Joint Insurance Fund for the 2023-2024 school year (attachment 11G.) **TABLED**
- H. Agreement with Diligent Corporation for the implementation and subscription of Board Docs Pro at an annual cost of \$11,000 (attachment 11H.) **TABLED**
- I. Resolution to adopt the Maximum Travel Budget and Staff Travel Procedures for the 2023-2024 school year (attachment 11I.)
- J. Accept SCHS additional grant funds in the amount of \$18,500
- K. Assembly at MES by Young Audiences Arts for Learning on February 23, 2023 at no cost to the district
- L. Assembly at MES by Young Audiences Arts for Learning on March 13, 2023 at no cost to the district
- M. Accept Burlington County Insurance Pool Joint Insurance Fund 2021-2022 Safety Elite II and Financial Excellence Award for a total of \$4,500
- N. Accept a donation of \$500 from Matthew Hunt to Mercer High School
- O. Presentation in observation of Black History Month at MHS by Bruce A Boyd, Jr., a youth development specialist, motivational speaker, playwright, author, and curriculum developer at a date to be determined in February 2023 at no cost to the district

Board Members	Motion	Second	Aye	Nay	Abstain	Absent
Ms. Morgan Santo			x			
Mr. Stockman			x			
Ms. Lewis	x		x			
Ms. Vena		x	x			
Dr. Minus-Vincent						x
Ms. Smith						x
Dr. Angwenyi			x			

12. Public Session - None

13. Executive Session-

Time: 5:20 pm

BE IT RESOLVED that the Mercer County Special Services School District Board of Education shall recess to executive session for the purpose of negotiations update.

BE IT FURTHER RESOLVED that the minutes of the executive session shall be released to the public when the need for confidentiality no longer exists, except personnel information or information pertaining to legal settlements with personnel which by agreement must remain confidential shall not be released unless otherwise required by law.

Board Members	Motion	Second	Aye	Nay	Abstain	Absent
Ms. Morgan Santo			x			
Mr. Stockman			x			
Ms. Lewis		x	x			
Ms. Vena	x		x			
Dr. Minus-Vincent						x
Ms. Smith						x
Dr. Angwenyi			x			

Return to Open Session:

Time: 5:37 pm

Board Members	Motion	Second	Aye	Nay	Abstain	Absent
Ms. Morgan Santo			x			
Mr. Stockman			x			
Ms. Lewis		x	x			
Ms. Vena	x		x			
Dr. Minus-Vincent						x
Ms. Smith						x
Dr. Angwenyi			x			

14. Adjournment:

All in Favor:

Time: 5:38 pm

Board Members	Motion	Second	Aye	Nay	Abstain	Absent
Ms. Morgan Santo			x			
Mr. Stockman			x			
Ms. Lewis		x	x			
Ms. Vena	x		x			
Dr. Minus-Vincent						x
Ms. Smith						x
Dr. Angwenyi			x			

Respectfully submitted,

Deborah Donnelly  
School Business Administrator/Board Secretary