

**MERCER COUNTY
SPECIAL SERVICES SCHOOL DISTRICT
MEETING MINUTES
SEPTEMBER 5, 2023
4:30 PM**

1. **CALL TO ORDER:** Board of Education President Stacy Morgan Santo called the meeting to order at 4:32 pm.

“Notice of this meeting was posted on the main access door 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 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. A time limit of three (3) minutes applies to public comments.”

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 Dr. Angwenyi
- 3a. Executive Session – None
- 3b. Public Comment – None
- 4a. Approval of the August 8, 2023 Regular Meeting Minutes

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			

- 4b. Approval of the August 8, 2023 Executive Minutes – for content but not for release

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			

5. Bills to be Approved totaling \$2,711,647.61 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/Finance Report for July 2023

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			

7. Correspondence & Communications –

Ms. Donnelly noted that the district was once again the recipient of the Certificate of Excellence in Financial Reporting Award – I believe this is the 13th year in a row!! Thank you to all the staff who work hard every day to keep us in compliance in the central offices and the school buildings. It takes all of us to ensure that we have good records that lead to strong reporting. Our auditors will be starting again next week with the 22-23 audit – let’s hope for another successful audit.

Kristen Taylor, Assistant Superintendent reported a Rutgers University Behavioral Mental Health grant opportunity for social/emotional support; 3-year co-host was applied for and received for Mercer High School. MCSSSD was the only school in Mercer County to be selected. The administrative team went to a day of training. The grant provides on-site support for staff to turnkey and support students. We are also applying for additional grants for student support and are excited about that.

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)
- Support Staff renewal list for 2022-2023 (Attachment 9A-1)
- Support Staff renewal list for 2023-2024 (Attachment 9A-2) **Corrected handout**

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

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

MISCELLANEOUS

Recommend Board approve the following:

- Memorandum of Understanding (MOU) for the Send Hunger Packing Program (SHUP) with Mercer Street Friends for the 2023-2024 school year (Attachment 9B)

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

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

BYLAWS, POLICIES, REGULATIONS

Policy

P 1642.01 Sick Leave - See notes in Item 12 – Public Comment

P 2419 School Threat Assessment Teams

Regulation

R 1642.01 Sick Leave

R 2419 School Threat Assessment Teams

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

BYLAWS, POLICIES, REGULATIONS

Policy

8505 Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M)

Abolished -- Policies, Regulations, or By-Laws

BYLAWS, POLICIES, REGULATIONS

None

REPORTS:

- Enrollment data as of August 31, 2023

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
2022-2023	416	417	464	469	484	490	496	499	505	512	515	515
2023-2024	414	411										

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

Month	Investigations	Unfounded	Founded
July	0	0	0
August	1	1	0
September			
October			
November			
December			
January			
February			
March			

April			
May			
June			
Total	1	1	

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

Matthew Carey, Superintendent noted the School Security position had the job description title changed to Director.

Before the next Board meeting on October 3 we would like to do Chromebook training at 3:30 pm for the members to become more versed on the use of the Outlook application (email) and phone.

School opened for staff convocation at Mercer County Community College. Stacy (Morgan Santo) attended. I did a presentation and Fired Up Frank presented. Then Kristen (Taylor) had professional development lined up. I received a lot of positive feedback. The students return on Thursday.

Ms. Morgan Santo commended the Superintendent for a fine job this morning (at MCCC). I was energized.

11. New Business

Recommend the Board approve the following:

- A. Transportation Contract(s), Bids, Renewals (attachment 11A.)
- B. Staff travel/professional development/field trips (attachment 11B.)
- C. Resolution to approve and designate New York Life Voluntary Benefits to provide guaranteed Issue Whole Life Insurance at no cost to the district (attachment 11C.)
- D. Facilities Annual Maintenance Budget (M-1) and the Comprehensive Maintenance Plan Report for the 2024-2025 school year (attachment 11D.)
- E. Amended Agreement to Provide Fixed Rate Insured Prescription Drug Management Services between Benecard Services, LLC and MCSSSD to be in compliance with the new federal law known as Consolidated Appropriations Act (CAA) (attachment 11E.)
- F. Hamilton Fire Department to bring a fire truck to MES on October 12, 2023 in recognition of fire prevention month
- G. Hamilton Fire Department to bring a fire truck to JFC on October 10, 2023 in recognition of fire prevention month

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 Comment –

Ms. Vena – For clarification - if we meet for training and there's 4 people (quorum) is that a problem?

Mr. Carey – If we are not discussing Board business we should be ok.

Walter Bliss, Esq., Attorney, concurred.

Anthony Giovannetti, IT Manager asked if anyone would like a Chromebook the District can supply one. Ms. Lewis, Ms. Smith, Mr. Stockton, and Dr. Angwenyi are in need of a Chromebook.

Dr. Angwenyi asked if there were issues with security related to the Chromebook.

Mr. Giovannetti – We do have a 2-step logon for our administration. We can look at the same for Board members. We are looking at a roll-out for others.

Mr. Carey – Right now we are not in a mandatory 2-step at this point.

Ms. Taylor – Page 5, D.1. of the Sick Leave Policy should have read “50% or more”.

Tina Jablonski, JFC instructor referred to the Sick Leave Policy (P1642.01) on the agenda – 50% or more to account for a full day? Isn't 50% a half day? I'm anticipating staff questions.

Ms. Taylor clarified. The language is as recommended from Strauss Esmay – we can review it.

13. Executive Session – None

14. Adjournment:

Time: 4:48 pm

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			

Respectfully submitted,



Deborah Donnelly
School Business Administrator/Board Secretary