

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

1. **CALL TO ORDER:** Board of Education President Stacy Morgan Santo called the meeting to order at 4:30 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 emailed 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 Ms. Vena**
- 3a. **Executive Session – at the end**
- 3b. **Public Session – None**
- 4a. **Approval of the March 7, 2023 Regular Minutes**

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

- 4b. **Approval of March 7, 2023 Executive Minutes**

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

4c. Approval of the February 7, 2023 corrected Executive Minutes

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

5. Bills to be Approved totaling \$6,604,800.62 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 March 2023

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

7. Correspondence & Communications – None

8. Committee Reports –

Matthew Carey, Superintendent – This past Thursday, March 30, 2023, I, Ms. Donnelly, Ms. Taylor, Mr. Stockman, and Ms. Morgan Santo attended the Board of School Estimate meeting at the County Administration Building. The Commissioners had a lot of questions about the district. Increasing communication at the district was a highpoint. We also discussed extra funds for facilities in addition to our budget, which will allow one item – the fields: soccer, basketball, and walkway path. We did apply for a grant, but absent from that, we will use County funds. Strategic planning and our endeavor to increase enrollment were also discussed.

We are above 500 enrolled for the first time this school year. Today we reported 511. Tammy Lascar, Director of Student Services and I communicate daily on this. We are heading in the right direction.

I appreciate the support of Mr. Stockman and Ms. Morgan at the meeting.

Ms. Morgan Santo – I was very pleased. The Commissioners had great questions to which we had answers, and all went well.

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)
- Revised job description – Administrative Assistant to the Superintendent (Shared Position) (Attachment 9A-1)

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

MISCELLANEOUS

Recommend Board approve the following:

- Renew the Student Placement Agreement between Mercer County Special Services School District and Neuman University to provide students with practical experience for the term of 07/01/2022–06/30/2023 (Available for review in the office of the Assistant Superintendent of Curriculum and Instruction)
- Professional Employment Agreement between the Board of Education for the Mercer County Special Services School District and Udaya Batchu as Assistant Business Administrator for the period April 17, 2023 – June 30, 2023 (Attachment 9B)
- Shared Services Agreement for Confidential Administrative Assistant to the Superintendent between the Board of Education of Mercer County Special Services School District and Board of Education of Mercer County Technical School District and for the period of July 1, 2023 – June 30, 2024 (Attachment 9C)
- 2022-2023 Para-Professional of the Year recipients:
Joseph F. Cappello School - Carmen Luciano
Mercer Elementary School - Amy Zhang
Mercer High School - Winsome McBean and Marie Luck
- Policies, Regulations, By-Laws

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

BYLAWS - None

POLICIES - None

REGULATIONS - None

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

BYLAWS - None

POLICIES - None

REGULATIONS - None

Abolished -- Policies, Regulations, or By-Laws

BYLAWS - None

POLICIES - None

REGULATIONS - None

REPORTS:

Recommend Board approve the following:

- Enrollment data as of March 27, 2023

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
2021-2022	412	413	485	493	497	500	499	504	517	513	517	519
2022-2023	416	417	464	469	484	490	496	499	505			

- Harassment, Intimidation & Bullying as of March 27, 2023

Month	Investigations	Unfounded	Founded
July	0	0	0
August	0	0	0
September	1	1	0
October	1	1	0
November	0	0	0
December	1	1	0
January	0	0	0
February	0	0	0
March	1	0	1
April	0	0	0
Total	4	3	1

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

DRILL	MERCER HIGH SCHOOL	MERCER ELEMENTARY SCHOOL	JOSEPH F. CAPPELLO SCHOOL	REGIONAL DAY SCHOOL
Fire Drill				
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
Feb-23	2/24/2023	2/13/2023	2/10/2023	2/24/2023
Mar-23	3/28/203	3/20/2023	3/22/2023	3/28/2023
Security Drills				
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
Feb-23	2/23/2023	2/17/2023	02/07/2023	2/23/2023
	Shelter in Place	Shelter in Place	Shelter in Place	Shelter in Place
Mar-23	3/29/2023	3/24/2023	3/23/2023	3/29/2023
	Shelter in Place	Active Shooter	Shelter in Place	Shelter in Place

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

11. **New Business**

Recommend the Board approve the following:

- a. Lease agreement between Mercer County Special Services School District and Special Parent Advocacy Group (SPAG) for after school enrichment classes for the 2023-2024 school year including the extended school year (ESY) program held at Mercer High School (attachment 11a)
- b. Lease agreement between Mercer County Special Services School District and Special Parent Advocacy Group (SPAG) for after school enrichment classes for the 2023-2024 school year including the extended school year (ESY) program held at Mercer Elementary School (attachment 11b)
- c. Parking Use Agreement between Mercer County Special Services School District and Special Parent Advocacy Group for the 2023-2024 school year (attachment 11c)
- d. Revised designated individuals authorized to perform initiation and authorization EFT functions in accordance with Policy and Regulation 6470.01 (attachment 11d)
- e. Resolution to adopt the Approved Budget for 2023-2024 school year (Attachment 11e)
- f. Renewal of Connor Strong and Buckelew as the district Broker of Record pursuant to the Consulting Service Fee Agreement with Connor Strong and Buckelew for brokerage and consultancy services for the 2023-2024 school year at a fee of \$17,400 (attachment 11f)
- g. Transportation Contract(s), Bids, Renewals (attachment 11g)
- h. Staff travel/professional development (attachment 11h)
- i. Resolution authorizing member participation of the Hillsborough Township Public School District Board of Education with Mercer County Special Services School District as the lead agency for the Cooperative Pricing Agreement 103-MCSSSDCPS for the purchase of goods and services (attachment 11i)
- j. Resolution rescinding award of contract for provision and installation of kitchen equipment and awarding contract to next lowest bidder (attachment 11j)
- k. Food Service Management Company Cost Reimbursement Contract Renewal at the Management/Administrative Flat Fee of \$63,921.60 with a break-even guarantee with Sodexo Incorporated for the 2023-2024 school year (attachment 11k) **TABLED**
- l. Award contract for dental coverage to Horizon BCBSNJ for the 2023-2024 school year; year 1 of 2 (attachment 11l)
- m. Use Agreement of the Conference Center at Mercer County Community College for the Mercer High School senior reception on June 7, 2023, at a cost of \$1,188 (attachment 11m)
- n. Accept the EHDI grant funds in the amount of \$12,330 for 2022
- o. Anonymous donation in the amount of \$4,000 to Mercer High School to pay outstanding lunch balances for students
- p. Disposal of the John Deere tractor #0005068 at MHS - the transmission on the tractor is no longer operable nor is it able to be repaired
- q. Continued participation in the PEPPM (Pennsylvania Education Purchasing Program for Microcomputers) National Technology Cooperative Purchasing Program for the 22-23 school year and the 23-24 school year
- r. Accept 2023 School Climate Change Pilot grant program in the amount of \$6,600
- s. Musical performance by Don Slepian at Mercer High School on May 10, 2023 paid by student activities fund

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

12. Public Session - None

13. Executive Session

Time: 4:38 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		x			
Ms. Lewis			x			
Ms. Vena		x	x			
Dr. Minus-Vincent			x			
Ms. Smith			x			
Dr. Angwenyi						x

Return to Open Session:

Time: 4:46 pm

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

14. Adjournment:

Time: 4:47 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