

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

AGENDA
REORGANIZATION MEETING

Thursday, July 6, 2023
4:30 p.m.

The annual reorganization meeting of the Board of Education for July 2023 will be held, this day at 1020 Old Trenton Rd., Trenton, NJ 08690.

The order of business and agenda for the meeting are:

- I. CALL TO ORDER: Deborah Donnelly, School Business Administrator/Board Secretary
- II. PLEDGE OF ALLEGIANCE
- III. ELECTION OF PRESIDENT (Attachment III)
- IV. BOARD PRESIDENT ASSUMES THE CHAIR
- V. ELECTION OF VICE PRESIDENT (Attachment V)
- VI. APPOINT DELEGATE FOR NEW JERSEY SCHOOL BOARDS ASSOCIATION
- VII. APPOINT REPRESENTATIVES FOR BOARD OF SCHOOL ESTIMATE
- VIII. RULES FOR GOVERNANCE

BE IT RESOLVED; the Board of Education adopt all policies and regulations in effect on June 30, 2023 in compliance with N.J.S.A.18A:11-1 (Attachment VIII).

- IX. CURRICULA AND TEXTBOOKS (Attachment IX)

BE IT RESOLVED, the Board of Education adopt all curricula and textbooks of record on June 30, 2023 in compliance with N.J.S.A. 18A:33-1 and 34-1 (Attachment IX).

- X. MEETING SCHEDULE AND NOTICE (Attachment X)

BE IT RESOLVED, the Board of Education establishes the following meeting calendar for the 2023-2024 school year, to be held at Mercer County Special Services School District; and

BE IT FURTHER RESOLVED that the Mercer County Special Services School District (MCSSSD) Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held at 1020 Old Trenton Rd., Trenton, NJ 08690, at 4:30 p.m.

MCSSSD ~ Meeting Dates 2023/2024	
August 8, 2023 - 4:30 p.m.	Regular Business Meeting
September 5, 2023- 4:30 p.m.	Regular Business Meeting
October 3, 2023 - 4:30 p.m.	Regular Business Meeting
November 6, 2023 - 4:30 p.m.	Regular Business Meeting
December 5, 2023 - 4:30 p.m.	Regular Business Meeting
January 9, 2024 - 4:30 p.m.	Regular Business Meeting
February 6, 2024 - 4:30 p.m.	Regular Business Meeting
March 5, 2024 - 4:30 p.m.	Regular Business Meeting
April 9, 2024 - 4:30 p.m.	Regular Business Meeting
May 7, 2024 - 4:30 p.m.	Regular Business Meeting
June 4, 2024 - 4:30 p.m.	Regular Business Meeting
July 2, 2024 - 4:30 p.m.	Reorganization & Regular Business Meeting

XI. OFFICIAL NEWSPAPERS

Resolved, the Board of Education designates the _____ and _____ as official newspapers for legal notices and other obligations (Attachment XI).

XII. APPOINTMENTS

The Board of Education approves the following appointments, which are in effect until the next reorganization meeting or until changed by resolution and carry the compensation indicated: (Attachment XII)

Position	Appointed	Compensation
Board Secretary	Deborah Donnelly	NA
District Purchasing Agent for 2022/2023 (Attachment-XIII)	Deborah Donnelly	NA
Agent of Record – Property & Casualty Insurance	Burlington County Joint Insurance Fund	Commission Basis
Agent of Record –Medical, Prescription & Dental Insurances	Conner Strong & Buckelew	\$17,400
Board Attorney	Walter R. Bliss, Jr., Esquire	\$57,348
Auditor (Attachment XVII)	PKF O’Connor Davies	\$67,450
Medical Inspector	Bert Mandelbaum, M.D.	\$62,000
Architect(s)	DI Group Architecture	Fee Basis
Plan Administrator for 403(b) & 457(b) Tax Shelters	Plan Connect	NA
Public Agency Compliance Officer	Deborah Donnelly	NA
Open Public Records Act Officer (OPRA)	Deborah Donnelly	NA
Affirmative Action Officer	Tammy Lascar	NA
ADA/504 Compliance Officer	Maryann Moller	NA

AED Coordinator	Karen Burke	NA
Substance Awareness Coordinator	Heidi Musick	NA
Title IX Coordinator	Kristen Taylor	NA
School Safety Specialist	Steve Middleton	NA
Wellness Coordinator	Kristen Taylor	NA
Anti-Bullying Compliance Coordinator (HIB)	Jon Korellis	NA
Homeless Student Liaison	Tammy Lascar	NA
District Liaison for Reported Missing or Abused Children	Michelle DiCoio	NA
Data Manager	Tammy Lascar	NA
District Testing Coordinator	Kristen Taylor	NA
Emergency Management Coordinator	Clarence Walker	NA
HIPPA Compliance Officer	Donna Chiappetta	NA
Indoor Air Quality Coordinator	Clarence Walker	NA
District Integrated Pest Management Coordinator	Clarence Walker	NA
Right to Know Officer	Clarence Walker	NA
Chemical Hygiene Officer	Clarence Walker	NA
AHERA Coordinator	Clarence Walker	NA
Toxic Hazard Preparedness Officer	Clarence Walker	NA
Certified Renovator USEPA	Clarence Walker	NA
Designated Employer Representative (DER)	Clarence Walker/Deborah Donnelly (alternate)	NA

XIII. BANK ACCOUNT SIGNATURE RESOLUTION (Attachment XIII)

WHEREAS, _____ has been elected President of the Board of Education and _____ has been elected Vice President; and

WHEREAS, Deborah Donnelly has been appointed School Business Administrator/Secretary of the Board of Education and Matthew Carey has been appointed Superintendent of Schools, so

THEREFORE, BE IT RESOLVED, the Board of Education approves the establishment and/or maintenance of the following bank accounts at PNC Bank and authorizes the persons indicated to sign checks, savings withdrawals, drafts, and other instruments and to approve electronic fund transfers according to the bank’s rules and regulations,

Account Title	Account Number	Signatures Required	Approved Signatories
Current Account	8090048628	3	1 - President <u>and</u> 2 - Deborah Donnelly, Board Secretary <u>and</u> 3 - Matthew Carey, Superintendent
Payroll Account	8056174372	2	Matthew Carey, Superintendent <u>and</u> Deborah Donnelly, Board Secretary
Payroll Deduction Account	8090048652	3	1 - President <u>and</u> 2 - Deborah Donnelly, Board Secretary <u>and</u> 3 - Matthew Carey, Superintendent

Unemployment Account	8090050752	3	1 - President <u>and</u> 2 - Deborah Donnelly, Board Secretary <u>and</u> 3 - Matthew Carey, Superintendent
Nutrition Account	8090024247	3	1 - President <u>or</u> , Vice President <u>and</u> 2 - Deborah Donnelly, Board Secretary <u>and</u> 3 - Matthew Carey, Superintendent
Mercer High School Activity Account PNC Bank	8090025389	2	Brian Kozakowski, Principal <u>and/or</u> Donna Tortu, Supervisor <u>and/or</u> Michelle DiCoio, Supervisor <u>and/or</u> Denise Fennimore, Secretary to Principal
Mercer Elementary School Activity Account PNC Bank	8052399777	2	Carline Mirthil, Principal <u>and/or</u> Cindy Dyott, Secretary to Principal <u>and/or</u> Maryann Moller, Supervisor
Joseph F. Cappello School Activity Account PNC Bank	8090648754	2	Clara Bigos, Principal <u>and</u> Peggy Heller, Secretary to Principal
FSA	8036868588	3	1 - President <u>and</u> 2 - Deborah Donnelly, Board Secretary <u>and</u> 3 - Matthew Carey, Superintendent

BE IT FURTHER RESOLVED, the Secretary of the Board is authorized to complete, sign, and deliver whatever forms are necessary to carry out the intent of this resolution.

XIV. PETTY CASH FUNDS (Attachment XIV)

BE IT RESOLVED, the Board of Education authorizes the School Business Administrator to establish the following petty cash funds pursuant to Policy 4251; and

Location	Responsible Staff Member	Amount
Mercer High School	Brian Kozakowski, Principal	\$500
Mercer High School Chuck’s Place	Brian Kozakowski, Principal	\$300
Mercer Elementary School	Carline Mirthil, Principal or Cindy Dyott, Principal Secretary	\$500
Joseph F. Cappello School	Clara Bigos, Principal or Peggy Heller, Principal Secretary	\$500
Business Office	Deborah Donnelly, School Business Administrator or Cynthia McKenna, Confidential Administrative Assistant	\$150
Assistant Superintendent Office	Kristen Taylor, Assistant Superintendent or Gloria Rivera, Confidential Administrative Assistant	\$75

BE IT FURTHER RESOLVED to establish a maximum single petty cash expenditure of \$60, not to be exceeded without prior written approval of the School Board Secretary.

XV. BE IT RESOLVED, the Board of Education authorizes Deborah Donnelly, Business Administrator/Board Secretary, to make payments on behalf of the Board of Education during the period between Board meetings, pursuant to N.J.S.A. 18A:19-4.1 (Attachment XV).

XVI. Approve of the following Tax Shelter Annuity/Mutual Fund Companies in the adoption of the 403(b) and/or 457(b) plans through the Third-Party Administrator Plan Connect:

MetLife
Lincoln
Fidelity
AXA-Equitable
Vanguard

XVII. Approval of Uniform Maximum Chart of Accounts for NJ Public Schools

XVIII. Public Comment

XIX. Adjournment of Reorganization Meeting and continue with Regular Meeting