

**MERCER COUNTY  
SPECIAL SERVICES SCHOOL DISTRICT  
MEETING MINUTES  
MAY 2, 2023  
4:30 PM**

1. **CALL TO ORDER:** Board of Education Vice-President Lisa Vena 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 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:

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
Ms. Morgan Santo	x	
Mr. Stockman	x	
Ms. Lewis		x
Ms. Vena	x	
Dr. Minus-Vincent		x
Ms. Smith	x	
Dr. Angwenyi	x	
<b>Student Representative</b>		
Sophia Cerullo	x	

Arrived 4:40

Approve Board Member Stacy Morgan Santo to attend board meeting by electronic means on May 4, 2023, pursuant to Bylaw 0160.1 Board Member Participation at Board Meetings Using Electronic Device whereas the Board member has demonstrated a permissible absence.

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

2. **Pledge of Allegiance – Led by Zach Vena**

- 3a. **Student Representative Report –**

Kristen Taylor, Assistant Superintendent welcomed Sophia Cerullo, super senior at MHS as the Board student representative. Sophia will be graduating in June 2023.

Sophia discussed MHS autism celebration, tattoos, bowling, basketball, hot dogs, water ices, etc. Sophia works at RDS at the food pantry; practice for when community visits. Prom is coming up at the end of the year and she is involved with graduation preparations. Other students will be coming back for ESY. There will be more to report at the June Board meeting.

- 3b. **Executive Session – at the end**

3c. Public Session –

Mr. Carey presented Teacher Appreciation awards:

Governor Educators of the Year  
Sarah Drum (absent)  
Amanda Harmer  
Carolyn Thomas-Scott

Education Service Professionals

Karen Burke – Ms. Burke thanked Brian Kozakowski for his kind words. I love working in the district and thank you to friends who are here to support me. Family members were introduced.  
Caitlyn Reardon  
Chelsea Hrudowsky

Paraprofessionals

Amy Zhang MES – I like working here and enjoy the kids. The students I have now for 5 years have enriched my life.  
Carmen Luciano – JFC

Mr. Carey – The role of a one-on-one is a critical role. You create a bond and become a lifeline. I started my career as a one-on-one. It is very rewarding. We recognize the hard work.

Marie Luck – MHS – I love my job!  
Windsor McBeam – MHS – I echo Marie – I love my job. Did it for 21 years and loved it there. I learned a lot in 21 years.

Mr. Carey thanked Kristen Taylor and the principals for their words. I have seen and heard the work you have done and greatly appreciate it. You are the backbone of this institution and you make my job easier. There is a buzz in our district, it's been a while; let's keep it going. On behalf of the Board, Ms. Morgan Santo and Ms. Vena, thank you for your dedication to the district.

Meeting recessed at 4:48 pm for award photos.

Meeting reconvened at 4:52 pm.

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

Lisa Gaskill, paraprofessional since 2010 addressed the Board regarding substitute pay (read statement – included as part of the official minutes.)

4a. Approval of the April 4, 2023 Regular Minutes

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

4b. Approval of April 4, 2023 Executive Minutes – for content but not for public release

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

4c. Approval of April 19, 2023 Special Meeting Minutes – handout with revision of Sunshine Law statement

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

5. Bills to be Approved totaling \$3,221,518.68 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		x			
Ms. Lewis						x
Ms. Vena			x			
Dr. Minus-Vincent						x
Ms. Smith			x			
Dr. Angwenyi		x	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
Ms. Vena			x			
Dr. Minus-Vincent						x
Ms. Smith			x			
Dr. Angwenyi	x		x			

7. Correspondence & Communications – None

8. Committee Reports –

Mr. Carey updated the Board on the Regional Day School – we are still in preliminary stages, looking at a transition center for students ages 18-21 and bringing in adult programs. We are working with HVAC and other facilities. Thank you to the

Board committee, Ms. Morgan Santo and Dr. Angwenyi as we discuss the building, now that we understand how we can effectively use this building. Also, I would like to give a shout-out to Buildings and Grounds for the good clean-out. They worked very hard to get the building ready. We will work with Mr. Kozakowski and Ms. Taylor to get a program going.

Ms. Vena thanked Mr. Carey for including that in the Friday memo to the Board.

Mr. Carey commented on ARC and Allies and our relationships.

Ms. Morgan Santo commended Mr. Carey for keeping an open mind as he looks at our district and hearing our ideas.

Mr. Carey – I appreciate your kind words.

Mr. Carey – Enrollment is up to 512; up 96 since July 1. Enrollment drives the ship for our district. Wonderful job by everyone. We are a school of choice. Parents do not have to come here. We are the #1 choice. Ms. Taylor has confirmed that with our sending districts. Nick Sakowski, Community Liaison is doing a great job and the new website is launched.

Dr. Angwenyi – The website is very impressive. Good job getting that done.

Mr. Carey – It was a group effort with Mr. Sakowski, Ms. Taylor, and the principals. A big undertaking that was at the top of my agenda. Within 5 months we were able to turn it around. Mr. Sakowski is doing a fantastic job for our district.

#### 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)
- New job descriptions (Attachment 9A-1)
  - Career and Technical Education Instructor
  - School Security Officer (part-time)
- Superintendent of Schools is authorized by the Board of Education to emergent hire personnel for the months of July, August, and September. Employment of this staff is contingent upon criminal history review clearance and assurance of appropriate certification, if applicable.
- Professional Employment Agreement between the Board of Education for the Mercer County Special Services School District and Tammy Lascar as Director of Student Services for the period July 1, 2023 – June 30, 2024 (Attachment 9A-2)
- Professional Employment Agreement between the Board of Education for the Mercer County Special Services School District and Kristen Taylor as Assistant Superintendent of Curriculum and Instruction for the period July 1, 2023 – June 30, 2024 (Attachment 9A-3)
- Professional Employment Agreement between the Board of Education for the Mercer County Special Services School District and Maria Deamer as Human Resources Manager for the period July 1, 2023 – June 30, 2024 (Attachment 9A-4)
- Professional Employment Agreement between the Board of Education for the Mercer County Special Services School District and Udaya Batchu as Assistant School Business Administrator for the period July 1, 2023 – June 30, 2024 (Attachment 9A-5)

- Professional Employment Agreement between the Board of Education for the Mercer County Special Services School District and Clarence Walker as Manager of Buildings and Grounds for the period July 1, 2023 – June 30, 2024 (Attachment 9A-6)
- Confidential Administrative Assistant Staff General Benefits and Conditions of Employment for the period July 1, 2023 – June 30, 2024 (Attachment 9A-7)
- Confidential Support Staff, Department Coordinators and Assistant Coordinators General Benefits and Conditions of Employment for the period July 1, 2023 – June 30, 2024 (Attachment 9A-8)
- ESY Hourly Rates for the 2023-2024 school year:
  - Certified - \$42.00 – \$47.00 per hour as needed
  - Classroom Assistants and One-on-One (1-1) - \$17.00 – \$19.00 per hour as needed
- Substitute rates for the 2023-2024 school year, Effective dates: 07/01/2023 – 06/30/2024 – **TABLED**
  - Substitute Assistant - \$100.00/day
  - Substitute Teacher - \$130.00/day
  - Substitute Nurse - \$55.00/hr.
  - Substitute Secretary - \$16.00/hr.
  - Substitute Custodian - \$19.00/hr.

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

**MISCELLANEOUS**

Recommend Board approve the following:

- Revised 2023-2024 school year calendar (Attachment 9B)
- Renewal of the RWJBarnabas Health Corporate Care contract for the 2023-2024 school year to provide pre-employment and other screening services to MCSSSD, effective July 1, 2023 through June 30, 2024 (Attachment 9C)
- Policies, Regulations, By-Laws (Attachment 9D)

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

***BYLAWS***

None

***POLICIES***

0144 Board Member Orientation and Training (Revised)

2520 Instructional Supplies (M) (Revised)

3217 Use of Corporal Punishment (Revised)  
 4217 Use of Corporal Punishment (New)  
 5305 Health Services Personnel (M) (Revised)  
 5308 Student Health Records (M) (Revised)  
 5310 Health Services (M) (Revised)  
 6112 Reimbursement of Federal and Other Grant Expenditures (M) (New)  
 6115.04 Federal Funds- Duplications of Benefits (M) (New)  
 6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)  
 7440 School District Security (M) (Revised)  
 9140 Citizens Advisory Committees (Revised)

**REGULATIONS**

2520 Instructional Supplies (M) (Revised)  
 5308 Student Health Records (M) (Revised)  
 5310 Health Services (M) (Revised)  
 6115.01 Federal Awards/Funds Internal Controls- Allowability of Costs (M) (New)

**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**

P 9100 Public Relations

**REGULATIONS**

R 9140 Citizens Advisory Committee (M)

**REPORTS:**

Recommend Board approve the following:

- Enrollment data as of April 24, 2023

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
<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	499	505	512		

- Harassment, Intimidation & Bullying as of April 24, 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
<b>Total</b>	4	3	1

- Fire and Security Drill(s) for the month of April 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	9/19/2022	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	3/28/2023	3/20/2023	3/22/2023	3/28/2023
Apr-23	4/19/2023	4/4/2023	4/21/2023	4/19/2023
<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
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
Apr-23	4/26/2023	4/6/2023	4/24/2023	4/26/2023
	Bomb Threat	Active Shooter	Active Shooter	Bomb Threat

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

Ms. Vena questioned New Business item 11e – What is this about?

Mr. Carey – Current attorneys are conflicted with the manner.

Ms. Vena – He has an open checkbook. We didn't put a not to exceed.

Mr. Carey – Approved at the discretion of the Superintendent for 5 hours. Anything beyond that must be approved by me.

**11. New Business**

Recommend the Board approve the following:

- a. Cooperative Pricing System Agreement for Participation in Educational Cooperative Pricing System #26EDCP (attachment 11a.)
- b. Resolution for Member Participation in the Educational Cooperative Pricing System (attachment 11b.)
- c. Licensing and Maintenance Agreement between Ed-Data and MCSSSD at a cost of \$2,000 (attachment 11c.)
- d. Enrollment in the Educational Data Services, Inc. cooperative Time and Materials program (attachment 11d.)
- e. Agreement to provide legal services with McCrosson & Stanton, P.C. for a special investigation (attachment 11e.)
- f. Resolution for participation in cooperative pricing systems for the purchase of goods and services (attachment 11f.)
- g. Resolution for 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 for a total cost of \$659,360.07 (attachment 11g.)
- h. Resolution in support of bills S3203/A4835 to permit a holder of a Type S school bus certificate to operate a Type S school bus to transport children to and from school without obtaining a commercial driver license (attachment 11h.)
- i. Transportation Contract(s), Bids, Renewals (attachment 11i.)
- j. Staff travel/professional development (attachment 11j.)
- k. Presentation at Mercer High School by the Traumatic Loss Coalition of Mercer County on May 9, 2023 at no cost to the district
- l. Accept Special Child Health Services (SCHS) additional grant funds for the 2022-2023 school year in the amount of \$6,240
- m. Award Labor Attorney RFP 24-02 to Capehart & Scatchard, P.A.
- n. Dispose of Fisher Poly Caster Salt Spreader, #0005099 due to age
- o. Dispose of SCAG Mower, model SMT-52, 000231 due to age

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

**12. Public Session - None**



13. Executive Session

Time: 5:13 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			
Dr. Minus-Vincent						x
Ms. Smith			x			
Dr. Angwenyi		x	x			

Return to Open Session:

Time: 5:51 pm

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

14. Adjournment:

All in Favor:

Time: 5:52 pm

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

Respectfully submitted,

Deborah Donnelly  
School Business Administrator/Board Secretary