

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

MINUTES
REORGANIZATION MEETING

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

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

I. **CALL TO ORDER:** Board of Education School Business Administrator/Board Secretary, Deborah Donnelly at 4:47 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 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. A time limit of three (3) minutes applies to oral 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	

Approve Board Members Dr. David Angwenyi and Lisa Vena attend board meeting by electronic means on July 6, 2023, pursuant to Bylaw 0160.1 Board Member Participation at Board Meetings Using Electronic Device whereas the Board member has demonstrated a permissible absence.

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			

II. **PLEDGE OF ALLEGIANCE:** Suspend

III. **ELECTION OF PRESIDENT:**

Gerald Stockman nominated Stacy Morgan Santo and Lisa Vena seconded the nomination. Mr. Stockman noted that he nominates Stacy Morgan Santo for the work she does and her great performance and asks that she continue as such.

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			

IV. BOARD PRESIDENT ASSUMES THE CHAIR

V. ELECTION OF VICE PRESIDENT:

Gerald Stockman nominated Lisa Vena and Stacy Morgan Santo seconded the nomination. Mr. Stockman noted the great work of Ms. Vena during her term and asks her to continue.

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			

VI. APPOINT DELEGATE FOR NEW JERSEY SCHOOL BOARDS ASSOCIATION

Delegate Name: Stacy Morgan Santo

Alternate: Dr. David Angwenyi

Appointed by: Stacy Morgan Santo

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			

VII. APPOINT REPRESENTATIVES FOR BOARD OF SCHOOL ESTIMATE

Representative # 1- Stacy Morgan Santo

2 – Gerald Stockman

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			

VIII. RULES FOR GOVERNANCE

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).

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			

IX. CURRICULA AND TEXTBOOKS (Attachment IX)

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).

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			

X. MEETING SCHEDULE AND NOTICE

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 in the MCSSSD Board of Education’s Boardroom, 1020 Old Trenton Rd., Trenton, NJ 08690, at 4:30 p.m., as set forth below unless extenuating circumstances require the relocation of the meeting.

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

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			

XI. OFFICIAL NEWSPAPERS

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

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			

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)

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

XIII. BANK ACCOUNT SIGNATURE RESOLUTION (Attachment XIII)

Whereas, Stacy Morgan Santo has been elected President of the Board of Education and Lisa Vena has been elected Vice President; and

Whereas, Deborah Donnelly has been appointed School Business Administrator/Secretary of the Board of Education and Matthew C. Carey has been appointed Superintendent of Schools, and now,

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; and

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> Denise Fennimore, Secretary to Principal
Mercer Elementary School Activity Account PNC Bank	8052399777	2	Carline Mirthil, Principal <u>and/or</u> Michelle DiCoio, Supervisor <u>and/or</u> Cindy Dyott, Secretary to Principal
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.

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

XIV. PETTY CASH FUNDS (Attachment XIV).

RESOLVED, the Board of Education authorizes the school business administrator to establish the following petty cash funds pursuant to Policy 4251:

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.

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			

XV. RESOLVED, the Board of Education authorizes Deborah Donnelly, School 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).

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			

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

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

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

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

XVIII. Public Comment - None

XIX. Adjournment of Reorganization Meeting at 5:00 pm and continue with Regular Meeting

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			

Respectfully submitted,

Deborah Donnelly
 School Business Administrator/Board Secretary