

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

AGENDA
REORGANIZATION MEETING

Tuesday, July 7, 2022
4:30 p.m.

The annual reorganization meeting of the Board of Education for July 2022 will be held, this day at the Mercer Elementary School gymnasium.

The order of business and agenda for the meeting are:

- I. CALL TO ORDER: Deborah Donnelly, School Business Administrator
- 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, 2022 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, 2022 in compliance with N.J.S.A. 18A:33-1 and 34-1 (Attachment IX).

- X. MEETING SCHEDULE AND NOTICE

BE IT RESOLVED, the Board of Education establishes the following meeting calendar for the 2022/2023 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 2022/2023	
August 9, 2022 - 4:30 p.m.	Regular Business Meeting
September 6, 2022 - 4:30 p.m.	Regular Business Meeting
October 11, 2022 - 4:30 p.m.	Regular Business Meeting
November 1, 2022 - 4:30 p.m.	Regular Business Meeting
December 6, 2022 - 4:30 p.m.	Regular Business Meeting
January 10, 2023 - 4:30 p.m.	Regular Business Meeting
February 7, 2023 - 4:30 p.m.	Regular Business Meeting
March 7, 2023 - 4:30 p.m.	Regular Business Meeting
April 4, 2023 - 4:30 p.m.	Regular Business Meeting
May 2, 2023 - 4:30 p.m.	Regular Business Meeting
June 6, 2023 - 4:30 p.m.	Regular Business Meeting
July 6, 2023 - 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:

Position	Appointed	Compensation
Treasurer	David Miller	\$3,875
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	\$55,678
Auditor (Attachment XVII)	PKF O’Connor	\$66,150
Medical Inspector	David Sharlin, M.D.	\$57,912
Architect(s)	Design Ideas Group	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	TBD	NA
Wellness Coordinator	Kristen Taylor	NA
Anti-Bullying Compliance Coordinator (HIB)	Diane Caldwell	NA

Homeless Student Liaison	Diane Caldwell	NA
District Liaison for Reported Missing or Abused Children	Michelle DiCoio	NA
Data Manager	Tammy Lascar	NA
District Testing Coordinator	Michelle DiCoio	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	Frederick Hillman	NA
Toxic Hazard Preparedness Officer	Frederick Hillman	NA
Certified Renovator USEPA	Frederick Hillman	NA
Designated Employer Representative (DER)	Clarence Walker/Deborah Donnelly (alternate)	NA

XIV. BANK ACCOUNT SIGNATURE RESOLUTION (Attachment XIV)

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

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

WHEREAS, David Miller has been appointed Treasurer of school monies; 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,

Account Title	Account Number	Signatures Required	Approved Signatories
Current Account PNC Bank	8090048628	3	1 - President <u>or</u> Vice President <u>and</u> 2 - Deborah Donnelly, Board Secretary <u>or</u> Matthew Carey, Superintendent <u>and</u> 3 - David Miller, Treasurer of School Monies
Payroll Account PNC Bank	8056174372	1	David Miller, Treasurer of School Monies <u>or</u> Deborah Donnelly, Board Secretary
Payroll Deduction Account PNC Bank	8090048652	3	1 - President <u>or</u> , Vice President <u>and</u> 2 - Deborah Donnelly, Board Secretary <u>or</u> Matthew Carey, Superintendent <u>and</u> 3 - David Miller, Treasurer of School Monies
Unemployment Account PNC Bank	8090050752	3	1 - President <u>or</u> , Vice President <u>and</u> 2 - Deborah Donnelly, Board Secretary <u>or</u>

			Matthew Carey, Superintendent <u>and</u> 3 - David Miller, Treasurer of School Monies
Nutrition Account PNC Bank	8090024247	3	1 - President <u>or</u> , Vice President <u>and</u> 2 - Deborah Donnelly, Board Secretary <u>or</u> Matthew Carey, Superintendent <u>and</u> 3 - David Miller, Treasurer of School Monies
Mercer High School Activity Account PNC Bank	8090025389	2	Brian Kozakowski, Principal <u>and/or</u> Maryann Moller, 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>or</u> Vice President <u>and</u> 2 - Deborah Donnelly, Board Secretary <u>or</u> Matthew Carey, Superintendent <u>and</u> 3 - David Miller, Treasurer of School Monies

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.

XV. PETTY CASH FUNDS (Attachment XV)

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 or Maryann Moller, Supervisor	\$500
Mercer High School Chuck’s Place	Brian Kozakowski, Principal or Maryann Moller, Supervisor	\$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	\$125
Assistant Superintendent Office	Kristen Taylor, Assistant Superintendent (effective August 1, 2022) 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.

- XVI. 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 XVI).
- XVII. Resolution authorizing an agreement for auditing services adopted by the Mercer County Special Services School District Board of Education for the 2022-2023 school year (Attachment XVII).
- XVIII. 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

- XIX. Approval of Uniform Maximum Chart of Accounts for NJ Public Schools
- XX. Public Session
- XXI. Adjournment of Reorganization Meeting and continue with Regular Meeting