

# WCSSSD *Warren County Special Services School District*

Joseph E. Flynn ~ Superintendent

**BOARD OF EDUCATION  
MINUTES  
DECEMBER 14, 2015  
6:05 P.M.**

**A. CALL TO ORDER**

President Spencer opened the meeting with the Call to Order at 6:05 PM and read the opening statement:

In accordance with the provisions of the New Jersey Open Public Meeting Law, public notice of this meeting has been given by the Superintendent of Schools by posting written notice to the Daily Record and the Star Ledger and through filing written notice with the Administrator/Clerk of the Board of the County of Warren.

He then led those present in the flag salute followed by a moment of silence in honor of those serving in the military.

**B. Roll Call:**

**Present:** Ms. Mary Jane Deutsch, Ms. Kathi Howell, Dr. Rosalie Lamonte, Ms. Kim Reitmeyer (arrived 6:07 PM), Mr. William Spencer

**Absent:** Mr. Joseph Delesky, Mr. Robert Hopek

**Also Present:** Mr. Joseph Flynn, Superintendent, Julie Mumaw, Interim School Business Administrator/Board Secretary

**PERSONNEL RECOMMENDATIONS**

1. Ms. Deutsch made a motion, seconded by Ms. Reitmeyer to approve Julie Mumaw for the 2015-2016 school year as Interim Business Administrator/Board Secretary at a daily rate of \$400/Day – 2 days per week with a start date of December 14, 2015.

The motion passed in a unanimous voice vote.

**C. APPROVAL OF BOARD MINUTES**

1. Ms. Reitmeyer made a motion, seconded by Ms. Howell to approve the minutes of the Board of Education regular meeting of November 17, 2015 and the minutes of the Executive Session meeting November 17, 2015  
(The minutes of this closed session to be made public when the need for confidentiality no longer exists)

The motion passed by unanimous voice vote with Dr. Lamonte abstaining.

## **D. SUPERINTENDENT'S REPORT**

Mr. Flynn reported on the following:

1. Public Relations
  - a. Joint Council of CSSSD meeting update
  - b. Holiday Feast at the H.I.L.L.S. House article on NJ.com
    - i. [http://www.lehighvalleylive.com/warren-county/index.ssf/2015/11/special-needs\\_students\\_host\\_th.html#incart\\_2box\\_lvl-homepage-featured](http://www.lehighvalleylive.com/warren-county/index.ssf/2015/11/special-needs_students_host_th.html#incart_2box_lvl-homepage-featured)
  - c. Open House for Teachers at the HILLS House
    - i. November and December positive response
    - ii. NJ Classroom Close up filming of Stillwater
    - iii. Working with Centenary on Augmented Reality
  - d. Kiwanis Club of Washington holding the Holiday Party for classes
  - e. Signage donation for the HILLS House at Centenary by the WCSSSD Educational Foundation.
2. Professional Development
  - a. Paraprofessional In-Service January 27, 2015 – Collaborating with Warren Hills to have our OT/PT on lifting, WH Nurses to discuss Health Protocol
  - b. CPI Training Sessions for our staff that need to be trained
3. Programs
  - a. Planning for the 2014-2015
    - i. 2015-2016 Tuition and Related Services Rates to be established at January meeting to share with district
    - ii. Anticipation letters going out by 12.18.15
4. Facilities
  - a. Will be discussing with districts 2016-2017 plans
  - b. Discussion with several districts regarding consultation models to provide resources for programs.
5. Finance
  - a. Mid Year budget review with County
  - b. Projected draft budget for 2016-2017
6. Operations
  - a. Action Plan to be developed from District Goals
    - i. Updated on goals
7. Personnel (Executive Session)
8. Negotiations Discussion (Executive Session)

## **E. COMMUNICATIONS AND ATTACHMENTS**

2. December Statistical Summary of Transported Students 2015
3. December Statistical Summary of Transported Students 2014

**F. OLD BUSINESS**

None

**G. COMMITTEE REPORT/RECOMMENDATIONS**

Education Committee: Ms. Deutsch, Ms. Howell, Ms. Reitmeyer

Curriculum

Personnel

Policy

Operations Committee: Mr. Delesky, Mr. Hopek

Business/Finance

Facilities

Transportation

Mr. Spencer questioned if the transportation software used was the most current version. He also reminded the Board that tuition rates for 2016-17 will be set in January for sending school districts.

Ad Hoc Committee: (Topics/Issues other than above as appointed by Board President)

Negotiations - Ms. Reitmeyer

**H. FINANCE REPORT**

Ms. Howell made a motion, seconded by Ms. Reitmeyer, to pass the following:

1. BE IT RESOLVED; that the Board of Education, upon the recommendation of School Business Administrator approves the December 14, 2015 bill list in the amount of \$ 698,010.38.
2. Approval of Financial Reports  
BE IT RESOLVED; that the Board of Education, upon the recommendation of the School Business Administrator approves the Board Secretary and Treasurer Reports for the months ending November 30, 2015.
3. Acceptance of Financial Reports Certification  
BE IT RESOLVED; that the Board of Education, upon the recommendation of the School Business Administrator accepts the certification of the Board Secretary, and certifies: in compliance with NJAC 6A:23A-16.10(c), that to the best of our knowledge as of November 30, 2015, no major account or fund has been over-expended and that sufficient funds exist to meet the district's financial obligations for the remainder of the 2015-2016 school year.

4. Transfer of Funds

BE IT RESOLVED, that the Board of Education, upon the recommendation by the School Business Administrator, approves the transfer of uncommitted funds within the 2015-2016 school year budget as per the attached list in the amount of \$34,598.11.

Vote: 4 – Yes, 0 – No – Dr. Lamonte, abstained.

**I. STATISTICAL REPORT**

1. The enrollment pattern of the classes of the Warren County Special Services School District for the 2014-2015 school-year is as follows:

	Teacher	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June
AUT-E Franklin	NF	3	3	3	3						
AUT-I Pohatcong	MH	3	3	3	2						
BD-E Central	JF	5	5	6	6						
BD-I Great Meadows	MS	5	5	5	5						
BD-S Hackettstown	LR	4	4	4	4						
CS-S Great Meadows	DK	6	6	6	6						
MD-S Hackettstown	KL	3	3	3	3						
MD-I Great Meadows	CA	3	3	3	3						
<b>Total WCSSSD</b>		<b>32</b>	<b>32</b>	<b>33</b>	<b>32</b>						
AUT-E Wash Boro	CS	2	2	2	2						
MD - E Wash Boro	SF	3	3	3	3						
Pre-D Wash Boro	KN	16	16	16	16						

**J. PERSONNEL RECOMMENDATIONS**

Ms. Howell made a motion, seconded by Dr. Lamonte to pass the following:

1. RESOLVED, to approve Sherry Koeppen for the 2015-2016 school year to provide support in classrooms for teacher preps and assist with observations as needed at a daily rate of \$350/Day – 1 day a week with a start date of December 11, 2015.
2. RESOLVED, to approve Kerri Anne Hart for two unpaid leave days for January 7, 2016 and January 8, 2016 for an unanticipated vacation.

Vote: 5- Yes, 0 No, 0 abstentions

**K. PROFESSIONAL DEVELOPMENT**

Ms. Howell made a motion, seconded by Ms. Deutsch to approve the following individuals to attend the following workshops:

	<u>Employee</u>	<u>Location/Workshop</u>	<u>Event Date</u>	<u>Cost</u>
1.	Crystal Amey	On the Spot-PESI, Edison	12/4/15	\$179.99

**L. CLASSROOM FIELD TRIPS**

The Superintendent recommends that the Board approve the following:

<u>Teacher</u>	<u>Location</u>	<u>Event Date</u>	<u>Cost</u>
1. Crystal Amey	Centenary Stage	12/9/15	\$60
2. Crystal Amey	Hills House	12/18/15	NA
3. Janice Fantuzzi	Deliver fundraiser	12/22/15	NA
4. Kim Lutz	Delivery of classroom fundraiser	12/18/15	NA
5. Crystal Amey	Somerset Patriots game	5/26/16	\$20
6. Crystal Amey	Stephens State Park/H <sup>o</sup> town	6/10/16	NA
7. Crystal Amey	I-Hop/Hackettstown	3/08/16	NA
8. Crystal Amey	Peddler's Village/New Hope, PA	1/22/16	\$44.97

Vote: 4 – Yes, 0-No, Dr. Lamonte abstained.

**M. MISCELLANEOUS RECOMMENDATIONS**

None

**N. TRANSPORTATION RECOMMENDATIONS**

Ms. Reitmeyer made a motion, seconded by Ms. Deutsch to approve the following resolutions:

1. RESOLVED, to approve transportation contract with Akab, Inc., Phillipsburg Terminal for the 2015-2016 School Year as follows:

Multi-Contract #: Q1535 Bid #: QUOTE Renewal #: Contractor Name: Akab, Inc. Terminal Location: Phillipsburg CODE 3018				CONTRACT PERIOD: November 23, 2015 to February 24, 2016 Contract Amount: \$17,875.00										
		School	Arrival	Departure	Per Diem	# of	Per Annum	Per Diem	Cost Rep. #	# of Days	Inc/Dec	Per Diem	Annual	
Route #	Destination	Type	Time	Time	Cost	Days	Cost	Aide Cost	of Aides	For Aide	Provision	Contract Total	Contract Total	
Q1535	HARMONY SCHOOL, PHILLIPSBURG, NJ	1	8:40 AM	3:10 PM	325.00	55			0	0	2.75	325.00	\$17,875.00	

2. RESOLVED, to approve transportation contract with Akab, Inc., Phillipsburg Terminal for the 2015-2016 School Year as follows:

Multi-Contract #: Q1536 Bid #: QUOTE Renewal #: Contractor Name: Akab, Inc. Terminal Location: Phillipsburg CODE 3018				CONTRACT PERIOD: November 30, 2015 to June 13, 2016 Contract Amount: \$17,415.00										
		School	Arrival	Departure	Per Diem	# of	Per Annum	Per Diem	Cost Rep. #	# of Days	Inc/Dec	Per Diem	Annual	
Route #	Destination	Type	Time	Time	Cost	Days	Cost	Aide Cost	of Aides	For Aide	Provision	Contract Total	Contract Total	
Q1536	HARMONY SCHOOL, PHILLIPSBURG, NJ	1	8:20 AM	3:00 PM	135.00	129			0	0	2.75	135.00	\$17,415.00	

3. RESOLVED, to approve a school related activities transportation contract with Snyder Bus Service, Inc., Washington Terminal for the 2015-2016 School Year as follows:

Multi-Contract #: SNYF4 Bid # QUOTE Rt. # Renewal #: Contractor Name: Snyder Bus Service, Inc. Terminal Location: Washington Contractor Code: 1598				Contract Period: March 8, 2016 to April 20, 2016 Estimated Contract Amount: \$2,840.00							
Identification #	Destination	Departure/Return	Basis of the Bid Per Bus	Basis of the Bid Cost Per Bus	Basis of the Adjustment	Basis of the Adjustment Cost	Aide Cost	Aide Per Hour	Aide Cost Per Trip		
QGRN33	FRANKLIN INSTITUTE, PHILADELPHIA, PA	8:00 AM/3:30 PM	(1) 54 Passenger Bus	510.00	INC/DEC PROVISION	1.00	N/A	N/A	N/A		
QWB06	RVCC PLANETARIUM, BRANCHBURG, NJ	8:30 AM/2:30 PM	(1) 54 Passenger Bus	300.00	INC/DEC PROVISION	1.00	N/A	N/A	N/A		
QWB07	RIVERSIDE GYM, 14 RIVERSIDE PLAZA, HACKETTSTOWN, NJ	9:00 AM/1:00 PM	(1) 54 Passenger Bus	210.00	INC/DEC PROVISION	1.00	N/A	N/A	N/A		
QWB08	MORRIS MUSEUM, 6 NORMANDY HEIGHTS, MORRISTOWN, NJ	8:30 AM/1:30 PM	(1) 54 Passenger Bus	250.00	INC/DEC PROVISION	1.00	N/A	N/A	N/A		

4. RESOLVED, to approve a school related activities transportation contract with B&K Dalrymple, Inc., Phillipsburg Terminal for the 2015-2016 School Year as follows:

Multi-Contract #: QBKD07 Bid # QUOTES Rt. # Renewal #: Contractor Name: B&K Dalrymple, Inc. Terminal Location: Phillipsburg Contractor Code: 1178				Contract Period: April 15, 2016 to May 19, 2016 Estimated Contract Amount: \$1,000.00							
Identification #	Destination	Departure/Return	Basis of the Bid Per Bus	Basis of the Bid Cost Per Bus	Basis of the Adjustment	Basis of the Adjustment Cost	Aide Cost	Aide Per Hour	Aide Cost Per Trip		
QGRN34	RVCC THEATER, BRANCHBURG, NJ	9:00 AM/12:00 PM	(1) 54 Passenger Bus	135.00	INC/DEC PROVISION	1.00	N/A	N/A	N/A		
QGRN35	LEHIGH VALLEY ZOO, SCHNECKSVILLE, PA	8:45 AM/12:30 PM	(1) 54 Passenger Bus	145.00	INC/DEC PROVISION	1.00	N/A	N/A	N/A		
QGRN36	MERRILL CREEK, HARMONY, NJ	9:00 AM/2:00 PM	(1) 54 Passenger Bus	220.00	INC/DEC PROVISION	2.00	N/A	N/A	N/A		

5. RESOLVED, to approve a school related activities transportation contract with First Student, Inc., Hampton Terminal for the 2015-2016 School Year as follows:

Multi-Contract #: FSHF3 Bid # QUOTE Rt. #											
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Renewal #:				Contract Period: November 3, 2015 to May 20, 2016							
Contractor Name: First Student, Inc.				Estimated Contract Amount: \$1,606.00							
Terminal Location: Hampton											
Contractor Code: 1428											
Identification #	Destination	Departure/Return	Basis of the Bid Per Bus	Basis of the Bid Cost Per Bus	Basis of the Adjustment	Basis of the Adjustment Cost	Aide Cost	Aide Cost Per Hour	Aide Cost Per Trip		
QGRN28	JA BIZ TOWN, 360 PEAR BLOSSOM DRIVE, EDISON, NJ	8:45 AM/2:30 PM	(1) 54 Passenger Bus	330.00	INC/DEC PROVISION	.95	N/A	N/A	N/A		
QGRN29	BOUNCE FACTORY, 150 MOUNT BETHEL RD., WARREN, NJ	8:20 AM/2:00 PM	(1) 54 Passenger Bus	298.00	INC/DEC PROVISION	.95	N/A	N/A	N/A		
QPOH15	WHMS BATTLE OF THE MINDS COMPETITION, WASHINGTON, NJ	2:15 PM/7:00 PM	(1) 54 Passenger Bus	350.00	INC/DEC PROVISION	.95	N/A	N/A	N/A		

6. RESOLVED, to approve a coordinated Transportation Agreement between the WCSSSD and the following school districts for the 2015-2016 school year:

CUMBERLAND REGIONAL SCHOOL Board of Education (Cumberland County)

7. RESOLVED, to approve a school related activities transportation contract with First Student, Inc., Hampton Terminal for the 2015-2016 School Year as follows:

Multi-Contract #: FSHF9				Contract Period: January 6, 2016 to May 20, 2016							
Bid # QUOTE Rt. #				Estimated Contract Amount: \$543.00							
Renewal #:											
Contractor Name: First Student, Inc.											
Terminal Location: Hampton											
Contractor Code: 1428											
Identification #	Destination	Departure/Return	Basis of the Bid Per Bus	Basis of the Bid Cost Per Bus	Basis of the Adjustment	Basis of the Adjustment Cost	Aide Cost	Aide Cost Per Hour	Aide Cost Per Trip		
QLOP9	KINGWOOD TWP. MS, FRENCHTOWN, NJ	7:30 AM/2:00 PM	(1) 54 Passenger Bus	345.00	INC/DEC PROVISION	.75	N/A	N/A	N/A		
QPOH18	FLYNN'S ON THE HILL, PHILLIPSBURG, NJ	1:15 PM/2:30 PM	(1) 54 Passenger Bus	198.00	INC/DEC PROVISION	.50	N/A	N/A	N/A		

8. RESOLVED, to approve a school related activities transportation contract with B&K Dalrymple, Inc., Phillipsburg Terminal for the 2015-2016 School Year as follows:

Multi-Contract #: QBKD08				Contract Period: May 23, 2016 to May 26, 2016							
Bid # QUOTES Rt. #				Estimated Contract Amount: \$525.00							
Renewal #:											
Contractor Name: B&K Dalrymple, Inc.											

Terminal Location: Phillipsburg											
Contractor Code: 1178											
Identification #	Destination	Departure/Return	Basis of the Bid Per Bus	Basis of the Bid Cost Per Bus	Basis of the Adjustment	Basis of the Adjustment Cost	Aide Cost	Aide Per Hour	Aide Cost Per Trip		
QLOP10	RIDGEDALE MS, FLORHAM PARK, NJ	7:00 AM/2:30 PM	(1) 54 Passenger Bus	425.00	INC/DEC PROVISION	2.00	N/A	N/A	N/A		
QPOH19	PHILLIPSBURG HIGH SCHOOL, PHILLIPSBURG, NJ	9:15 AM/2:00 PM	(1) 54 Passenger Bus	100.00	INC/DEC PROVISION	1.50	N/A	N/A	N/A		

**9. RESOLVED, to approve an addendum for student transportation with Cassidy Transportation Inc., Long Valley Terminal for the 2015-2016 School Year as follows:**

Multi-Contract #: CAS-2013 14 1 Bid #: 2013 14 1 Route: 1307 Renewal #: 2 Contractor Name: CASSIDY TRANSPORTATION INC. Terminal Location: LONG VALLEY Contractor Code: 1878			Contract Period: September 1, 2015 - June 30, 2016 Final Annual Contract Amount: \$ 43,364.40 The amount of compensation shall be increased/decreased in accordance with the bid at a rate of:					2015-16 Per Diem Contract Cost: \$175.18		
			\$0.00	\$192.00	\$0.60	\$75.00				
	Effective Date	Adjusted Contract Cost	Per Diem Per Pupil	Per Diem Per Vehicle	Per Diem Per Mile	Per Diem Aide Cost	Per Diem Negotiated Aide Inc/Dec	Per Diem Inc/Dec	Final Annual Adjusted	
Addendum #	of Change	(Prior Addenda)	#New Pupils	#New Vehicles	#New Miles	#New Aides			Contract Amount	
1	12/7/2015	N/A			20.00	1		\$ 87.00	\$ 262.18	

**10. RESOLVED, to approve transportation contract with Akab, Inc., Phillipsburg Terminal for the 2015-2016 School Year as follows:**

Multi-Contract #: Q1527 Bid #: QUOTE Renewal #: Contractor Name: Akab, Inc. Terminal Location: Phillipsburg CODE 3018				CONTRACT PERIOD: October 2, 2015 to June 14, 2016 Contract Amount: \$9,075.00									
Route #	Destination	School Type	Arrival Time	Departure Time	Per Diem Cost	# of Days	Per Annum Cost	Per Diem Aide Cost	Cost Rep. # of Aides	# of Days For Aide	Inc/Dec Provision	Per Diem Contract Total	Annual Contract Total
Q1527	PHILLIPSBURG HIGH SCHOOL, 200 HILLCREST BLVD., PHILLIPSBURG, NJ	1		2:10 PM	55	165			0	0	2.00	55.00	\$9,075.00

**11. RESOLVED, to approve transportation contract with Akab, Inc., Phillipsburg Terminal for the 2015-2016 School Year as follows:**



Multi-Contract #: QPHH Bid # : QUOTE Renewal #: Contractor Name: Akab, Inc. Terminal Location: Phillipsburg CODE 3018				CONTRACT PERIOD: October 8, 2015 to June 2, 2016 Contract Amount: \$4,500.00									
		School	Arrival	Departure	Per Diem	# of	Per Annum	Per Diem	Cost Rep. #	# of Days	Inc/Dec	Per Diem	Annual
Route #	Destination	Type	Time	Time	Cost	Days	Cost	Aide Cost	of Aides	For Aide	Provision	Contract Total	Contract Total
QPHH	HILLS HOUSE, 702 MOORE STREET, HACKETTSTOWN, NJ	1	11:00 AM	2:20 PM	250.00	18			0	0	2.00	250.00	\$4,500.00

12. RESOLVED, to approve transportation contract with Cassidy Transportation Inc., Long Valley Terminal for the 2015-2016 School Year as follows:

Multi-Contract #: Q1532 Bid # : QUOTE Renewal #: Contractor Name: Cassidy Transportation Inc. Terminal Location: Long Valley CODE 1878				CONTRACT PERIOD: November 9, 2015 to May 27, 2016 Contract Amount: \$17,780.00									
		School	Arrival	Departure	Per Diem	# of	Per Annum	Per Diem	Cost Rep. #	# of Days	Inc/Dec	Per Diem	Annual
Route #	Destination	Type	Time	Time	Cost	Days	Cost	Aide Cost	of Aides	For Aide	Provision	Contract Total	Contract Total
Q1532	INCLUSIVE LEARNING ACADEMY, 24 VALLEY ROAD, STANHOPE, NJ	3	7:45 AM	2:25 PM	127.00	140			0	0	1.08	127.00	\$17,780.00

Vote: 4 – Yes, 0- No, Dr. Lamonte abstained.

**O. SUSPENSIONS**  
None

**P. HARASSMENT, INTIMIDATION AND BULLYING**  
No Incidents Reported

**Q. NEW BUSINESS**

**R. PUBLIC INPUT**

**S. EXECUTIVE SESSION**

**Enter into Executive Session:**

Ms. Reitmeyer made a motion, seconded by Ms. Howell to enter into Executive Session to discuss a legal matter and negotiations.

Time: 7:05 PM

The motion passed by a unanimous voice vote.

The minutes of this closed session to be made public when the need for confidentiality no longer exists.

**Exit from Executive Session:**

Ms. Reitmeyer made a motion, seconded by Ms. Deutsch to return to regular session at 7:15 PM.

**T. ADJOURNMENT**

There being no further discussion, Ms. Reitmeyer made a motion, seconded by Ms. Howell to adjourn the meeting at 7:16 PM.

Respectfully Submitted,

Julie Mumaw  
Interim School Business Administrator  
Board Secretary

THE WARREN COUNTY SPECIAL SERVICES SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. THE DISTRICT'S EMPLOYMENT PRACTICES DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, RELIGION, SEX, ANCESTRY, NATIONAL/ETHNIC ORIGIN, SOCIAL/ECONOMIC STATUS OR THE BASIS OF AN APPLICANT'S STATUS AS A HANDICAPPED PERSON, AS IS REQUIRED BY TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972, N.J.A.C. 6.4-1.1 AND THE REHABILITATION ACT OF 1973. INQUIRIES REGARDING COMPLIANCE MAY BE DIRECTED TO THE SUPERINTENDENT OR AFFIRMATIVE ACTION OFFICER AT (908) 223-7275.