

**BOARD OF EDUCATION
MINUTES
DECEMBER 17, 2019
6:00 P.M.**

**Presentation
Audit Presentation – Anthony Ardito, Ardito & Co.**

A. CALL TO ORDER

President Delesky opened the meeting with the Call to Order at 6:00 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.

Flag Salute - Moment of Silence in honor of those serving in the military.

B. ROLL CALL

Present: Mr. Joseph Delesky, Mr. Raub Hopek, Ms. Kim Reitmeyer, Mr. William Spencer

Absent: Ms. Mary Jane Deutsch, Ms. Kathi Howell Dr. Rosalie Lamonte

Also Present: Mr. Joseph Flynn, Superintendent and Mr. Jim Schlessinger, Business Administrator/Board Secretary

C. APPROVAL OF BOARD MINUTES

Mr. William Spencer made a motion, seconded by Mr. Raub Hopek, to approve the following resolutions:

1. Motion to approve the minutes of the October 29, 2019 Board of Education regular meeting. (Attachment 1)
2. Motion to approve the minutes of the October 29, 2019 Board of Education executive session. (Attachment 2)

Motion carried in a unanimous voice vote.

D. SUPERINTENDENT'S REPORT

1. Public Relations
 - a. Janet and I will be attending the Transition Coordinators meeting on January 15th 2020
 - b. We had several visits at the Open House for the HILLS House.
 - i. Belvidere
 - ii. Warren Tech
 - iii. NJ TIPS
 - c. Joint Council of Special Services School Districts will be featuring a story about the HILLS House to be featured on the JCSSSD website.
 - d. New President has been appointed at Centenary. I will be reaching out to his Administrative Assistant to see if I can secure a meeting.
2. Operations
 - a. Centenary University is considering creating an OT/PT program through their Health Sciences Department and possibly using the HILLS House as a Learning Lab.
 - b. Begin the discussion regarding the budget for the 2020-2021 School Year.
 - c. Begin the discussion regarding our fleet of busses and moving forward.
3. Policies
 - a. Approve Policy 218 for Second Reading
4. Executive Session

E. COMMUNICATIONS AND ATTACHMENTS

1. Minutes of the October 29, 2019 Regular Meeting
2. Minutes of the October 29, 2019 Executive Session
3. Check Register, October 30, 2019 – December 17, 2019
4. Treasurer's Report, Secretary's Report and Financials, October & November 2019
5. Budget Adjustments for October & November 2019
6. Accounts Receivable Aging Report as of December 12, 2019
7. Christine Dudzinski resignation letter

F. OLD BUSINESS

None.

G. COMMITTEE REPORT/RECOMMENDATIONS

Education Committee: Ms. Deutsch, Ms. Howell, Ms. Reitmeyer
Curriculum
Personnel
Policy

Operations Committee: Mr. Delesky, Mr. Spencer, Mr. Hopek

Business/Finance
Facilities
Transportation
Ad Hoc Committee: (Topics/Issues other than above as appointed by Board President)
Negotiations - To Be Determined

Note: Board President to be contacted if committee member is unable to attend.

H. **FINANCE REPORT**

Ms. Kim Reitmeyer made a motion, seconded by Mr. Raub Hopek, to approve the following resolutions:

1. Approval of Check Register(s)
BE IT RESOLVED; that the Board of Education, upon the recommendation of the School Business Administrator approves the October 30, 2019 – December 17, 2019 bill list in the amount of 775,772.28. (Attachment 3).
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 October 31, 2019 and November 30, 2019 (Attachment 4).
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 October 31, 2019 and November 30, 2019, 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 2019-2020 school year.
4. Budget Adjustments
BE IT RESOLVED, that the Board of Education, upon the recommendation by the School Business Administrator, approves the transfer of uncommitted funds within the 2019-2020 school year budget (Attachment 5).
5. Comprehensive Annual Financial Report
BE IT RESOLVED; that the Board of Education accepts the Comprehensive Annual Financial Report, Report of Administrative Findings Financial Compliance and Performance, for the fiscal year ended June 30, 2019 as prepared by Ardito & Co., LLP.

Motion carried in a unanimous voice vote.

I. **STATISTICAL REPORT**

No report.

J. PERSONNEL RECOMMENDATIONS

Mr. William Spencer made a motion, seconded by Ms. Kim Reitmeyer, to approve the following resolutions:

1. RESOLVED, to accept, with regrets, the resignation of Ms. Christine Dudzinski, Office Assistant/Bus Driver, as of November 15, 2019.
2. RESOLVED, to approve Catherine Proulx as a contracted School Psychologist at an hourly rate of \$75.00 and \$350.00 per evaluation, effective November 15, 2019.
3. RESOLVED, to approve Tomas Gonzalez as a Substitute Bus Driver effective November 18, 2019.
4. RESOLVED, to approve Allyn Schuerman as a Transportation Office assistant at an annual salary of \$28,850, effective December 16, 2019.

Motion carried in a unanimous voice vote.

K. PROFESSIONAL DEVELOPMENT

None.

L. CLASSROOM FIELD TRIPS

There are no classroom programs for the 2019-20 school year.

M. MISCELLANEOUS RECOMMENDATIONS

Mr. Raub Hopek made a motion, seconded by Ms. Kim Reitmeyer, to approve the following resolutions:

1. RESOLVED, to approve the following policies for second reading from Policy Alert 218

P & R 1642	Earned Sick Leave Law (M) (New)
P 3159	Teaching Staff Member/School District Reporting Responsibilities (M) (Revised)
P & R 3218	Use, Possession, or Distribution of Substances (M) (Revised)
P & R 4218	Use, Possession, or Distribution of Substances (M) (Revised)
P 4219	Commercial Driver’s License Controlled Substance and Alcohol Use Testing (M) (Revised)
P & R 6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
P & R 7440	School District Security (M) (Revised)
P 8600	Student Transportation (M) (Revised)
R 8600	Student Transportation (Revised)
P 8630	Bus Driver/Bus Aide Responsibility (M) (Revised)
R 8630	Emergency School Bus Procedures (M) (Revised)
P 8670	Transportation of Special Needs Students (M) (Revised)
P 9210	Parent Organizations (Revised)
P 9400	Media Relations (Revised)

Motion carried in a unanimous voice vote.

N. TRANSPORTATION RECOMMENDATIONS

Mr. Raub Hopek made a motion, seconded by Mr. William Spencer, to approve the following resolutions:

1. RESOLVED, to approve a coordinated Transportation Agreement between the WCSSSD and the following school districts for the 2020-2021 school year:
 - Allamuchy Township School District Board of Education
 - Alpha Township Board of Education
 - Atlantic City School District Board of Education
 - Belvidere School District Board of Education
 - Bethlehem Township Board of Education (Hunterdon County)
 - Blirstown Township Board of Education
 - Bloomsbury Board of Education (Hunterdon County)
 - Bound Brook School District Board of Education
 - Branchburg Township School District Board of Education
 - Bridgewater- Raritan Regional School District BOE (Somerset County)
 - Camden City Public Schools Board of Education
 - Clinton Township School District Board of Education
 - Clinton-Glen Gardner Board of Education
 - Cumberland Regional School Board of Education (Cumberland County)
 - Delaware Valley Regional High School Board of Education
 - Delran School District Board of Education (Burlington County)
 - Dover Public School District Board of Education
 - Dunellen School District (Middlesex County)
 - East Brunswick Public School (Middlesex County)
 - Educational Services Commission of Morris County
 - Elizabeth Public School District Board of Education (Union)
 - Essex Regional Educational Services Commission
 - Fairfield Public School District BOE (Essex County)
 - Fairfield Township Board of Education (Cumberland County)
 - Fairview Public Schools (Bergen County)
 - Florence Township BOE
 - Franklin Township School Board of Education
 - Franklin Township School (Hunterdon County)
 - Freehold Regional High School Board of Education
 - Frelinghuysen Township School District Board of Education
 - Frenchtown School District Board of Education (Hunterdon County)
 - Great Meadows Regional Board of Education
 - Greenwich Township School District Board of Education
 - Hackensack Public School District (Bergen County)
 - Hackettstown Public School Board of Education
 - Haddon Township School District Board of Education (Camden County)
 - Hammonton School District Board of Education (Atlantic County)
 - Hampton Public School (Hunterdon County)

- Harmony Township School District Board of Education
- High Bridge Public School Board of Education (Hunterdon County)
- Hoboken School District (Hudson County)
- Holland Township School District Board of Education
- Hope Township School District Board of Education
- Hunterdon Central BOE (Hunterdon County)
- Jefferson Township (Morris County)
- Jersey City Public Schools BOE (Hudson County)
- Keansburg School District (Monmouth County)
- Keyport School District (Monmouth County)
- Knowlton Township School District Board of Education
- Lafayette Township School District (Sussex County)
- Lakewood School District (Ocean County)
- Lebanon Township School District Board of Education (Hunterdon County)
- Lenape Regional High School District Board of Education
- Lenape Valley Regional School District Board of Education
- Livingston Public Schools (Essex County)
- Lopatcong Township School District Board of Education
- Mansfield Township School District Board of Education
- Maurice River School District (Cumberland County)
- Midland Park Public Schools (Bergen County)
- Midland School BOE (Somerset County)
- Monroe Township Public Schools (Gloucester County)
- Moonachie School District (Bergen County)
- Morris School District Board of Education (Morris County)
- Mount Olive Township Board of Education
- Neptune Township School District Board of Education (Monmouth County)
- Newark Public Schools Board of Education (Essex County)
- North Hunterdon-Voorhees Regional Board of Education
- North Warren Regional School District Board of Education
- Oxford Township School District Board of Education
- Paramus School District Board of Education (Bergen County)
- Paterson Public Schools Board of Education (Passaic County)
- Phillipsburg School District Board of Education
- Piscataway Township Schools Board of Education (Middlesex County)
- Pohatcong Township School District Board of Education
- Quinton Township School District Board of Education (Salem County)
- Rancocas Valley Regional School (Burlington County)
- Readington Township School District (Hunterdon County)
- Saints Philip & James School Board of Education
- Somerset County ESC Board of Education
- Somerville School District Board of Education
- Sterling High School (Camden County)
- Sussex County Northern Hills Academy
- Sussex County Regional Cooperative Board of Education
- Tewksbury Board of Education
- Trenton Public Schools
- Union Township School District (Hunterdon County)

682 Oxford Road, Oxford NJ 07863

Education Dept. 908-223-7275 ~ Business Dept. 908-223-7303 ~ Transportation Dept. 908-223-7296

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- Warren County Technical School (Warren County)
- Warren Hills Regional School District Board of Education
- Washington Borough School District Board of Education
- Washington Township Board of Education (Morris County)
- Washington Township School District Board of Education
- West Milford Township School Board of Education
- West Morris Regional Board of Education (Morris County)
- West New York NJ Board of Education (Hudson County)
- White Township School District Board of Education
- Willingboro Township School District (Burlington County)

2. RESOLVED, to approve a transportation contract with CASSIDY TRANSPORTATION INC., LONG VALLEY Terminal for the 2019-2020 School Year as follows

State of New Jersey - Department of Education															
Student Transportation Contract - Multi Route Contract															
Board of Education of:		WCSSSD		Multi-Contract or Route #:		Q1906		Bid Number:		QUOTE		Contract Period:		SEPTEMBER 1, 2019- DECEMBER 18, 2019	
Contractor Name:		CASSIDY TRANSPORTATION, INC.		Terminal Location:		LONG VALLEY		Contractor Code:		1878		Total Multi-Contract Amount:		\$6,325.00	
(A) Route Number	(B) Destination	(C) School Type 1 Public 2 NP 3 PSD 4 Charter	(D) Arrival Time	(E) Departure Time	(F) Per Diem Cost	(G) # of Days	(H) Per Annum Cost	(I) Per Diem Aide Cost	(J) Cost Represents # of Aides	(K) # of Days for Aide	(L) Inc/Dec Provision	(M) Per Diem Contract Total	(N) Annual Contract Total		
Q1906	MORRIS COUNTY COMMUNITY COLLEGE	1	09:00	3:00	253.00	25					0.75	\$ 253.00	\$ 6,325.00		

3. RESOLVED, to approve a transportation contract addendum with A. MORRIS SCOTT JR., Belvidere Terminal for the 2019-2020 School Year as follows

The local board of education/CTSA may, with the approval of the County Superintendent, change a designated route/contract in accordance with the original bid. This addendum constitutes an increase/decrease of the contract specified herein.

Board of Education:		WCSSSD		Multi-Contract Number:		SCOTT 1415 1		Route #:		1411		Bid #: 2014 15 1		Contract Period:		From SEPTEMBER 1, 2019 to JUNE 30, 2020	
Contractor Name:		A MORRIS SCOTT JR INC		Terminal Location:		BELVIDERE		Contractor Code:		0238		Renewal #: 5		Per Diem Contract Cost:		\$159.98	
(A) Addendum #	(B) Effective Date of Change	(C) Adjusted Contract Cost (Prior Addenda)	(E) The amount of compensation shall be increased/decreased in accordance with the bid at a rate of:				(F) Per Diem Negotiated Aide Increase/Decrease	(G) Per Diem Increase/Decrease	(H) Final Adjusted Contract Amount								
			\$0.00 Per Diem Per Pupil	\$0.00 Per Diem Per Vehicle	\$1.99 Per Diem Per Mile	\$0.00 Per Diem Per Aide											
			# New Pupils	# New Vehicles	# New Miles	# New Aides											
1	09/01/19	NA			10.06			\$ 20.02	\$ 180.00								

4. RESOLVED, to approve a transportation contract addendum with Cassidy Transportation Inc., Long Valley Terminal for the 2019-2020 School Year as follows

The local board of education/CTSA may, with the approval of the County Superintendent, change a designated route/contract in accordance with the original bid. This addendum constitutes an increase/decrease of the contract specified herein.

Board of Education:		WCSSSD	Multi-Contract Number:		CAS 201819 2	Route #:		1804	Bid #:		201819 2	Contract Period:		From SEPTEMBER 1, 2019 to JUNE 30, 2020
Contractor Name:		CASSIDY TRANSPORTATION INC.	Terminal Location:		LONG VALLEY	Contractor Code:		1878	Renewal #:		1	Per Diem Contract Cost:		\$186.66
(A) Addendum #	(B) Effective Date of Change	(C) Adjusted Contract Cost (Prior Addenda)	(D)	(E) The amount of compensation shall be increased/decreased in accordance with the bid at a rate of:				(F) Per Diem Aides Increase/Decrease	(G) Per Diem Increase/Decrease	(H) Final Adjusted Contract Amount				
				\$0.00 Per Diem Per Pupil # New Pupils	\$2.00 Per Diem Per Vehicle # New Vehicles	\$0.77 Per Diem Per Mile # New Miles	\$92.00 Per Diem Per Aide # New Aides							
1	12/1/19	NA					1	\$ 92.00	\$ 278.66					

5. RESOLVED, to approve a transportation contract addendum with A. MORRIS SCOTT JR., Belvidere Terminal for the 2019-2020 School Year as follows

The local board of education/CTSA may, with the approval of the County Superintendent, change a designated route/contract in accordance with the original bid. This addendum constitutes an increase/decrease of the contract specified herein.

Board of Education:		WCSSSD	Multi-Contract Number:		MQR-2011-12-1	Route #:		1131	Bid #:		2011 12 1	Contract Period:		From JULY 1, 2019 to JUNE 30, 2020
Contractor Name:		A MORRIS SCOTT JR INC	Terminal Location:		BELVIDERE	Contractor Code:		0238	Renewal #:		8	Per Annum Contract Cost:		\$10,343.46
(A) Addendum #	(B) Effective Date of Change	(C) Adjusted Contract Cost (Prior Addenda)	(D) Per Annum Contracts Only # of Days	(E) The amount of compensation shall be increased/decreased in accordance with the bid at a rate of:				(F) Per Diem Aides Increase/Decrease	(G) Per Diem Increase/Decrease	(H) Final Adjusted Contract Amount				
				\$0.00 Per Diem Per Pupil # New Pupils	\$44.00 Per Diem Per Vehicle # New Vehicles	\$1.89 Per Diem Per Mile # New Miles	\$20.00 Per Diem Per Aide # New Aides							
1	12/1/2019	NA	119		1	60.00	1	\$ 177.40	\$ 31,454.06					

6. RESOLVED, to sell bus #11 a 2006 Chevy, G3500 approximately 200K miles, deemed no longer road-worthy.

Motion carried in a unanimous voice vote.

O. **SUSPENSIONS**
No action.

P. **HARASSMENT, INTIMIDATION AND BULLYING**
No action.

Q. **NEW BUSINESS**
No action

R. PUBLIC INPUT

None.

S. EXECUTIVE SESSION

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

T. ADJOURNMENT

Mr. Raub Hopek made a motion, seconded by Ms. Kim Reitmeyer, to adjourn the meeting at 7:00 pm; motion carried in a unanimous voice vote.

Respectfully submitted,



James Schlessinger
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.