

**BOARD OF EDUCATION  
MINUTES  
SEPTEMBER 29, 2020  
6:00 P.M.**

**Meeting Held Remotely due to Statewide Health-Related Closure**

**A. CALL TO ORDER**

Mr. Joseph Delesky opened the meeting with the Call to Order at 6:14 p.m., and read the following 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**

	<b>Present</b>	<b>Absent</b>		<b>Present</b>	<b>Absent</b>
Mr. Joseph Delesky	X		Ms. Sherry Koeppen	X	
Ms. Gail Gomez		X	Ms. Kim Reitmeyer	X	
Ms. Kathi Howell	X		Dr. Rosalie Lamonte	X	
Mr. Raub Hopek		X			

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

**C. APPROVAL OF BOARD MINUTES**

Ms. Sherry Koeppen made a motion, seconded by Dr. Rosalie Lamonte, to approve the following resolutions:

1. BE IT RESOLVED, to approve the minutes of the July 28, 2020 Board of Education regular meeting. (Attachment 1)
2. BE IT RESOLVED, to approve the minutes of the July 28, 2020 Board of Education executive session. (Attachment 2)

CARRIED: Motion carried in a unanimous voice vote.

**D. SUPERINTENDENT'S REPORT**

- I. Public Relations
  - a. Joint Council of Special Services School Districts

- i. Twitter account for the JCSSSD live
  - b. NJ School Boards
    - i. Virtual NJSBA Workshop Convention Oct 20 – 22, 2020
    - ii. [Visit the NJSBA Workshop Website](#)
- II. Operations
  - a. 2019-2020 audit complete
  - b. Transportation
    - i. Review the shared service agreement with Allamuchy for managing transportation fleet.
    - ii. Contracts for the 2020-2021 SY
  - c. Staffing
    - i. Office personnel increases for the 2020-2021 school year.
- III. Policies
  - a. Policy Alert 220 second reading
  - b. Policy 1648 second reading
- IV. Executive Session
  - a. Legal

**E. COMMUNICATIONS AND ATTACHMENTS**

1. Minutes of the July 28, 2020 Regular Meeting
2. Minutes of the July 28, 2020 Executive Session
3. Check Register, July 29, 2020 – September 29, 2020
4. Treasurer’s Report, Secretary’s Report and Financials
  - a. June 2020, revised post-audit
  - b. July 2020
  - c. August 2020
5. Budget Adjustments for July 2020 (none in August)
6. Accounts Receivable Aging Report as of September 25, 2020
7. Policy Alert 220
8. Policy 1648
9. Retirement Letter

**F. OLD BUSINESS**

None.

**G. COMMITTEE REPORT/RECOMMENDATIONS**

Education Committee (Ms. Gomez, Ms. Howell, Ms. Koeppen)

- Curriculum
- Personnel
- Policy

Operations Committee (Mr. Delesky, Mr. Hopek, Ms. Reitmeyer)

- 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. Kathi Howell made a motion, seconded by Dr. Rosalie Lamonte, to approve the following resolutions on the recommendation of the Superintendent and School Business Administrator:

1. Approval of Check Register(s)  
BE IT RESOLVED, that the Board of Education, upon the recommendation of the School Business Administrator approves the July 29, 2020 – September 29, 2020 bill list in the amount of \$437,227.80 (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 July 31 and August 31, 2020 (Attachment 4b and 4c).
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 July 31 and August 31, 2020, 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 2020-2021 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 2020-2021 school year budget (Attachment 5).

CARRIED: 5-0 in a roll call vote.

**I. STATISTICAL REPORT**

No report.

**J. PERSONNEL RECOMMENDATIONS**

SK made a motion, seconded by Ms. Kim Reitmeyer, to approve the following resolutions on the recommendation of the Superintendent:

1. RESOLVED, to approve Mark Lutz as a Bus Driver effective September 9, 2020.

2. RESOLVED, to approve Robert Morris as a Bus Driver effective September 14, 2020.
3. RESOLVED, to approve Carolyn Morris as a Bus Aide effective September 8, 2020.
4. RESOLVED, to approve the following salaries of office staff for the 2020-2021 school year, effective July 1, 2020:

Stephanie O'Keefe	\$ 92,600
Erin Brown	\$ 45,750
Sue Bell	\$ 30,200
Allyn Schuerman	\$ 29,500

5. RESOLVED, to approve the payment of the Fleet Management stipend to Sue Bell and Allyn Schuerman, in the amount of \$3,500 each per annum, for the 2020-21 school year, conditional upon the continuity of Fleet Management services provided to other LEAs.

CARRIED: 5-0 in a roll call

**K. PROFESSIONAL DEVELOPMENT**

None.

**L. CLASSROOM FIELD TRIPS**

There are no classroom programs for the 2020-21 school year.

**M. MISCELLANEOUS RECOMMENDATIONS**

Ms. Kathi Howell made a motion, seconded by Ms. Sherry Koeppen, to approve the following resolutions on the recommendation of the Superintendent:

1. RESOLVED, to approve the second reading of the following policies that have been reviewed, revised and recommended by the Governance Committee for Policy Alert 220 (Attachment 9):

P1649	Federal Families First Coronavirus (COVID-19) Response Act (FFCRA)
P 2270	Religion in Schools
P 2431.3	Heat Participation Policy for Student-Athlete Safety
P 2622	Student Assessment
P & R 5111	Eligibility of Resident/Nonresident Students
P & R 5200	Attendance
P & R 5320	Immunization
P & R 5330.04	Administering an Opioid Antidote
P 5610	Suspension
R 5610	Suspension Procedures
P 5620	Expulsion

P & R 8320	Personnel Records
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2. RESOLVED, to approve the second reading of the following policies that have been reviewed, revised and recommended by the Governance Committee (Attachment 10):

P1648	Restart and Recovery Plan (M) (New)

3. RESOLVED, to approve, with regrets, the retirement of Joseph Flynn, Superintendent, effective December 31, 2020.

CARRIED: 5-0 in a roll call vote

**N. TRANSPORTATION RECOMMENDATIONS**

Ms. Kathi Howell made a motion, seconded by Ms. Kim Reitmeyer, to approve the following resolutions on the recommendation of the Superintendent and School Business Administrator:

1. RESOLVED, to approve a Joint Transportation Agreement with Delaware Valley Regional High School which shall serve as the lead Educational Authority and Host District for 2020-2021 school year as follows:

Host District <b>Delaware Valley Reg High School</b>								
Joiner District <b>Warren Special Services School Dist</b>								
Joiner District To and From Total Route Cost: <b>\$24,119.00</b>								
(A)		(B)	(C)	(D)	(E)	(F)	(G)	(H)
Term of the Agreement <small>(if other than the full school year)</small>		Host District's Route Number	Destination	Contracted Vehicle	Contractor Code <small>(If Applicable)</small>	Number of Host District Students	Number of Joiner District Students	Joiner Cost
Start Date	End Date							
9/3/2020	6/30/2021	DSE02	Delaware Valley Reg HS	N		2	1	\$24,119.00
				N				

2. RESOLVED, to approve a Joint Transportation Agreement with Delaware Valley Regional High School which shall serve as the lead Educational Authority and Host District for 2020-2021 school year as follows:

Host District		<b>Delaware Valley Reg High Schc</b>								
Joiner District		<b>Warren Cty Special Svcs Schl D</b>								
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)			
Term of the Agreement (if other than the full school year)		Host District's Identification Number	Destination	Contracted Vehicle	Contractor Code (If Applicable)	Basis of the Agreement Per Bus	Per Bus Cost (Based on the Basis of the Agreement)	Aide Cost	Aide Cost Per Hour	Aide Cost Per Trip
Start Date	End Date									
7/1/2020	6/30/2021	Trips	Various	N		\$384 for the first four hours then \$72.00 per hour each additional hour billed in quarter hour increments plus tolls and parking where applicable. Time to and from bus garage				

3. RESOLVED, to approve a transportation addendum contract with SNYDER BUS SERVICE INC., WASHINGTON, Terminal for the 2020-2021 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.

<b>Board of Education:</b>	WCSSSD	<b>Multi-Contract Number:</b>	SNY 201819 2	<b>Route #:</b>	1802	<b>Bid #:</b>	201819 2	<b>Contract Period:</b>	From SEPTEMBER 1, 2020 to JUNE 30, 2021	
<b>Contractor Name:</b>	SNYDER BUS SERVICE INC.	<b>Terminal Location:</b>	WARREN	<b>Contractor Code:</b>	1598	<b>Renewal #:</b>	2	<b>Per Diem Contract Cost:</b>	\$400.31	
(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 # New Pupils	\$300.00 Per Diem Per Vehicle # New Vehicles	\$0.99 Per Diem Per Mile # New Miles	\$50.00 Per Diem Per Aide # New Aides				
1	9/1/2020	NA		2	105.66	2		\$ 804.60	\$ 1,204.91	
<b>Comments:</b> 2 vehicles added with aides and extra miles										

This contract is cancelled effective \_\_\_\_\_ . The final annual adjusted cost is **\$216,883.80** .

4. RESOLVED, to approve a transportation addendum contract with SNYDER BUS SERVICE INC., WASHINGTON, Terminal for the 2020-2021 School Year as follows

<b>Board of Education:</b>	WCSSSD	<b>Multi-Contract Number:</b>	SNY 1415 1	<b>Route #:</b>	1410	<b>Bid #:</b>	2014 15 1	<b>Contract Period:</b>	From SEPTEMBER 1 2020 to JUNE 30, 2021	
<b>Contractor Name:</b>	SNYDER BUS SERVICE INC.	<b>Terminal Location:</b>	WASHINGTON	<b>Contractor Code:</b>	1598	<b>Renewal #:</b>	6	<b>Per Diem Contract Cost:</b>	\$236.94	
(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 # New Pupils	\$0.00 Per Diem Per Vehicle # New Vehicles	\$1.60 Per Diem Per Mile # New Miles	\$0.00 Per Diem Per Aide # New Aides				
1	09/01/20	NA			33.16			\$ 53.06	\$ 290.00	

**Comments:** mileage for additional students 53.06 x 180 bond 9,550.80

This contract is cancelled effective \_\_\_\_\_ . The final annual adjusted cost is \$52,200.00 .

5. RESOLVED, to approve a coordinated Transportation Agreement between the WCSSSD and the following school districts for the 2020-2021 school year:  
CLARK SCHOOLS BOARD OF EDUCATION (UNION COUNTY)

6. RESOLVED, to approve a transportation addendum contract with A MORRIS SCOTT JR INC., BELVIDERE Terminal for the 2020-2021 School Year as follows

<b>Board of Education:</b>	WCSSSD	<b>Multi-Contract Number:</b>	9033	<b>Route #:</b>	9033	<b>Bid #:</b>	2009-10-03	<b>Contract Period:</b>	From SEPTEMBER 1, 2020 to June 30, 2021
<b>Contractor Name:</b>	A MORRIS SCOTT JR INC	<b>Terminal Location:</b>	BELVIDERE	<b>Contractor Code:</b>	0238	<b>Renewal #:</b>	11	<b>Per Diem Contract Cost:</b>	\$210.26
(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 # New Pupils	\$0.00 Per Diem Per Vehicle # New Vehicles	\$0.99 Per Diem Per Mile # New Miles	\$0.00 Per Diem Per Aide # New Aides			
1	9/1/2020	NA			50.50		\$ 50.00	\$ 260.26	
<b>Comments:</b> additional stops 50.00 x 180 = \$ 9,000.00									
This contract is cancelled effective _____ . The final annual adjusted cost is <u>\$46,846.80</u> .									

7. RESOLVED, to approve a transportation addendum contract with A MORRIS SCOTT JR INC., BELVIDERE Terminal for the 2020-2021 School Year as follows

<b>Board of Education:</b>	WCSSSD	<b>Multi-Contract Number:</b>	SCOTT 1718	<b>Route #:</b>	1703	<b>Bid #:</b>	2017 18 1	<b>Contract Period:</b>	From SEPTEMBER 1, 2020 to JUNE 30, 2021
<b>Contractor Name:</b>	AMORRIS SCOTT JR INC	<b>Terminal Location:</b>	BELVIDERE	<b>Contractor Code:</b>	0238	<b>Renewal #:</b>	3	<b>Per Diem Contract Cost:</b>	\$242.94
(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 # New Pupils	\$0.00 Per Diem Per Vehicle # New Vehicles	\$1.75 Per Diem Per Mile # New Miles	\$0.00 Per Diem Per Aide # New Aides			
1	090120	NA			44.50		\$ 77.88	\$ 320.82	
<b>Comments:</b> ADDITIONAL STOP 77.88 X 192 = 14,952.96									
This contract is cancelled effective _____ . The final annual adjusted cost is <u>\$61,597.44</u> .									

8. RESOLVED, to approve a Joint Transportation Agreement between the Educational Services Commission and WCSSSD for the 2020-2021 school year with a 2% Administrative fee

9. RESOLVED, to approve a Joint Transportation Agreement with Delaware Valley Regional High School which shall serve as the lead Educational Authority and Host District for 2020-2021 school year as follows

Host District <b>Delaware Valley Reg High School</b>										
Joiner District <b>Warren Cty Special Svcs Sch Dist</b>										
(A)		(B)	(C)	(D)	(E)	(F)	(G)	(H)		
Term of the Agreement (if other than the full school year)		Host District's Identification Number	Destination	Contracted Vehicle	Contractor Code (if Applicable)	Basis of the Agreement Per Bus	Per Bus Cost (Based on the Basis of the Agreement)	Aide Cost	Aide Cost Per Hour	Aide Cost Per Trip
Start Date	End Date									
7/1/2020	6/30/2021	Trips	Various	N		\$324.00 for the first 4 hours, then \$72.00 per hour each additional hour billed in quarter hour increments plus tolls and parking where applicable				

CARRIED: 4-0-1 (Dr. Rosalie Lamonte); 3-0-2 on 3 and 4 (SK and Dr. Rosalie Lamonte)

**O. SUSPENSIONS**

No action.

**P. HARASSMENT, INTIMIDATION AND BULLYING**

No action.

**Q. NEW BUSINESS**

No action

**R. PUBLIC INPUT**

- None.

**S. EXECUTIVE SESSION**

Ms. Sherry Koeppen made a motion, seconded by Ms. Kathi Howell, to enter exec session at 7:15 p.m.:

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

Ms. Kathi Howell made a motion, seconded by Ms. Sherry Koeppen, to exit exec session at 7:42 p.m.:



**T. ADJOURNMENT**

Ms. Kathi Howell made a motion, seconded by Ms. Sherry Koeppen, to adjourn the meeting at 7:43 pm.

CARRIED: 4-0 in a roll call vote.

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.