

**WARREN COUNTY SPECIAL SERVICES SCHOOL DISTRICT
682 OXFORD RD, OXFORD, NEW JERSEY 07863**

**RESOLUTION FOR PARTICIPATION IN
COORDINATED TRANSPORTATION
2025-2026 School Year**

WHEREAS, the TOWNSHIP OF UNION PUBLIC SCHOOLS (UNION COUNTY) Board of Education desires to transport students for the purpose of special education, non-public school education, or their own public school students to specific destinations; and

WHEREAS, the Warren County Special Services School District, hereinafter referred to as WCSSSD, offers coordinated transportation services; and

WHEREAS, the WCSSSD will organize and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of pro-rated contract costs, plus a 4.5% administration fee as presented to the TOWNSHIP OF UNION PUBLIC SCHOOLS (UNION COUNTY) Board of Education as calculated by the billing formula adopted by the WCSSSD's Board of Education and according to the following schedule:

Due Date	Charges	Adjustments: Prior month credits or charges, virtual days, etc.
8/1/2025	ESY billings to date	
9/1/2025	September as billed	n/a
10/1/2025	October as billed	n/a
11/1/2025	November as billed	Less: Sept (and/or prior) adjustments
12/1/2025	December as billed	Less: Oct (and/or prior) adjustments
1/1/2026	January as billed	Less: Nov (and/or prior) adjustments
2/1/2026	February as billed	Less: Dec (and/or prior) adjustments
3/1/2026	March as billed	Less: Jan (and/or prior) adjustments
4/1/2026	April as billed	Less: Feb (and/or prior) adjustments
5/1/2026	May as billed	Less: Mar (and/or prior) adjustments
6/1/2026	June as billed	Less: Apr (and/or prior) adjustments
6/30/2026	True up for June and any remaining adjustments for the year. If a net credit is due, it will be applied against the next billing unless requested otherwise.	Less: May (and/or prior) adjustments

- I. The WCSSSD will provide the following services for Special Education Transportation:**
- a. Routes coordinated with other districts to achieve maximum cost efficiency while maintaining a realistic capacity and travel time;
 - b. Statements prepared on appropriate vouchers according to the above schedule delineating costs per route;
 - c. Reports of all routes, including directions, coordinated by Special Services for your district;
 - d. All necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
 - e. Ongoing review and revision of routes;
 - f. Transportation provided within five days or sooner after receipt of the completed electronic request form found on the WCSSSD website;

- g. Arrange all field and extra-curricular trips as requested by the Board of Education;
- h. Monthly billings of all special education children;
- i. Contractor will notify parents of pickup location and time;
- j. WCSSSD will supply all core route information to complete DRTRS.

II. The WCSSSD will provide the following services for Non Public Transportation:

- a. Routes coordinated with other districts to achieve maximum cost efficiency while maintaining a realistic capacity and travel time;
- b. Statements prepared on appropriate vouchers according to the above schedule delineating costs per route;
- c. Reports of all routes, including directions, coordinated by Special Services for your district;
- d. All necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- e. Transportation provided within five days or sooner after receipt of the completed electronic request form found on the WCSSSD website and B6T form;
- f. Monthly billings of all Non-Public children;
- g. WCSSSD will provide host school district a spreadsheet detailing pickup locations and times for inclusion in their student/parent information system;
- h. WCSSSD will supply all core route information to complete DRTRS.

III. The WCSSSD will provide the following services for Public Transportation:

- a. Routes coordinated to achieve a realistic capacity and travel time;
- b. Statements prepared on appropriate vouchers according to the above schedule delineating costs per route;
- c. Reports of all routes, with student names and addresses;
- d. Transportation provided within five days or sooner after receipt of the completed electronic request form found on the WCSSSD website;
- e. Arrange all field and extra-curricular trips as requested by the Board of Education;
- f. Monthly billings of all Regular Education Routes;
- g. WCSSSD will provide school district a spreadsheet detailing pickup locations and times for inclusion in their student/parent information system;
- h. WCSSSD will supply all core route information to complete DRTRS.

It is further agreed that the TOWNSHIP OF UNION PUBLIC SCHOOLS (UNION COUNTY) Board of Education will provide the WCSSSD with the following:

- a. Requests for transportation on approved WCSSSD-provided forms completed in full and signed by the Business Administrator or other designated district personnel;
- b. Withdrawal or long term suspension (over 15 days) for any special education transportation via approved WCSSSD electronic forms, completed in full by the Business Administrator or other designated district personnel; **no billing adjustments will be made without this completed form;** and

c. Strict adherence to the above payment schedule.

IV. Other costs:

- a. All other costs generated by requests including, but not limited to, mid-day runs, early dismissals, additions and deletions of students from a route will be borne equally by all of the districts on the affected route.
- b. Data provided by the WCSSSD to the District for the purposes of completing the DRTRS and/or for upload into the District's student management system shall consist of core data required by statute and otherwise necessary for the process of creating routes. The WCSSSD is not responsible for additional information or formatting required by the District's student management system. Any requests by the District for the WCSSSD to manage additional data or provide specific data formats may be subject to a data management and/or data conversion fee.

V. Length of agreement: this agreement and obligations and requirements therein shall be in effect between July 1, 2025 and June 30, 2026.

VI. Entire agreement: this agreement constitutes the entire and only agreement between the parties and may only be amended by an instrument in writing over authorized signatures.

AUTHORIZED SIGNATURES

WCSSSD

WCSSSD Board President Date

Business Administrator Date

County Superintendent Date

TOWNSHIP OF UNION PUBLIC SCHOOLS (UNION COUNTY)

District Board President Date

District Business Administrator Date

County Superintendent Date