

Sussex County Regional Cooperative
P. O. Box 1029
Hopatcong, NJ 07843
973-398-3583

MEMO

TO: School Official
DATE: March 4, 2013
RE: **JOINT RESOLUTION FOR PARTICIPATION OF
TRANSPORTATION SERVICES**

Enclosed is the joint resolution for participation of transportation services for the 2013-2014 school year. PLEASE READ AND COMPLETE ALL BLANK SPACES ACCORDINGLY. If your school district is located in Sussex County, please make TWO copies of the joint resolution, sign all 3 copies by hand (do not photocopy or stamp) and return with 3 copies of certified sealed extracts of your board minutes that approve participation. If your school district is located in a county outside of Sussex County, please make THREE copies of the joint resolution, sign all 4 copies by hand (do not photocopy or stamp) and return with 4 copies of certified sealed extracts of your board minutes that approve participation.

A student transportation form and deletion form have been included for your district's utilization. Please make copies of these forms for your use. If additional forms are required, please call. To ensure the most cost efficient route, please submit summer student transportation forms by: **April 30, 2013**. The 2013-2014 school year transportation student list will be required by **June 3, 2013** and student transportation forms will be required by **June 14, 2013**.

Each year a sincere effort to bus all non-public students is processed. It is imperative that the non-public information, B6T forms, is submitted by: **APRIL 30, 2013**.

I would appreciate any comments or questions concerning your participation in the Cooperative. The Cooperative is an extension of your school district and was formed to service your school district with safe and cost efficient pupil transportation.

SUSSEX COUNTY REGIONAL COOPERATIVE
PO BOX 1029
HOPATCONG, NJ 07843

RESOLUTION FOR PARTICIPATION IN JOINT TRANSPORTATION AGREEMENT

WHEREAS, the following Boards of Education: Hopatcong Borough, Allamuchy, Andover Regional, Bayonne, Bedminster, Bergenfield, Blairstown, Bloomsbury, Byram Township, Caldwell/West Caldwell, Cedar Grove, Chester Twp., Clifton, Essex Fells, Essex Regional Educational Services, Fairfield, Franklin Borough, Franklin Twp./Somerset, Fredon Twp., Great Meadows, Green Twp., Greenwich, Hackensack, Hackettstown, Hamburg Borough, Hampton Twp., Hardyston Twp., Hazlet Twp., High Point Reg. H.S., Hoboken, Hope, Hunterdon Central, Jefferson Twp., Jersey City, Kinnelon, Kittatinny Reg., Lafayette Twp., Lenape Valley Regional, Linden, Livingston, Mansfield, Mendham Borough, Mendham Twp., Millburn, Montague, Morris County Education Services Commission, Mount Arlington, Mount Olive, Mt. Lakes, Netcong, Newton, North Caldwell, North Hunterdon, North Warren, Nutley, Ogdensburg, Orange, Oxford, Park Ridge, Paterson, Pennsville, Perth Amboy, Pohatcong, Quinton Twp., Ramapo Indian Hills, Randolph, Rockaway Twp., Roseland, Roxbury, Secaucus, Somerset Hills, Somerville Borough, South Orange/Maplewood, Sparta Twp., Stanhope, Sussex Wantage, Teaneck, Tewksbury, Toms River, Trenton, Union Twp., Vernon Twp., Verona, Warren County Special Services School District, Warren Hills, Warren Twp., Washington Borough, Washington Twp./Morris, Washington Twp./Warren, Watchung, Wayne, West Essex, West Milford, West Morris Reg., West Orange, Wharton, White Twp., Woodbridge, Wood-Ridge and Twp of Union desire to transport students to specific destinations; and

WHEREAS, the Hopatcong Borough Board of Education is willing to ~~provide the services to coordinate transportation for the above-referred-to~~ Boards of Education for transportation to special education, private, vocational-technical, and other school students to specific destinations in order to attempt to achieve the maximum cost effectiveness;

WHEREAS, the Hopatcong Board of Education shall provide such services under the name of Sussex County Regional Cooperative.

NOW THEREFORE, BE IT RESOLVED by the Twp of Union Board of Education that pursuant hereto, the President and Secretary of the Twp of Union Board of Education are hereby authorized and directed to execute a duplicate of the Resolution which shall act as an agreement between the Twp of Union Board of Education and the Sussex County Regional Cooperative for the coordination of transportation of special education, private, vocational-technical, or their school students to specific destinations upon the following terms and conditions:

1. The Twp of Union Board of Education shall pay to the Sussex County Regional Cooperative in consideration of the services it shall render pursuant to this agreement an amount to equal four percent (4.0%) of the Twp of Union Board of Education's actual cost paid for transportation of students to special education, private, vocational-technical, or other school students to specific destinations during the 2013-2014 school year, said sum to be paid as follows in each year during the term of this agreement or any extension hereof.

	<u>Payment Due</u>
4.0% Administrative Fees.	07\31\13
(100% of estimated fees)	
Initial Deposit	07\31\13
(20% of estimated charges)	
20% of current annual charges.	10\31\13
20% of current annual charges.	12\31\13
20% of current annual charges:	02\28\14
20% of current annual charges.	04\30\14

June - plus or minus final adjustments

*All 2013 summer routes shall be billed upon completion of transportation.

2. The Sussex County Regional Cooperative will provide the following services:

- a. routes coordinated with other districts to attempt to achieve a maximum cost reduction while maintaining a realistic capacity and travel time (see "Attachment A" for cost calculations);
- b. statements prepared on appropriate vouchers according to the above schedule delineating costs per route;
- c. computer print-outs of student lists for all routes coordinated by the Sussex County Regional Cooperative for the ASSA reporting deadlines;
- d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
- ~~e. timely review and revision of routes;~~
- f. provide transportation within three days or sooner after receipt of the formal written request;
- g. timely submission of contracts, renewals or addenda to the county office for approval.

3. The Twp of Union Board of Education will provide the Sussex County Regional Cooperative with the following:

- a. requests for any special, private, vocational-technical on approved forms to be provided by the Sussex County Regional Cooperative, completed in full and signed by Twp of Union Board of Education Secretary or other designated district personnel;
- b. withdrawal for any special, private, vocational-technical on approved forms to be provided by the Sussex County Regional Cooperative, completed in full and signed by the Twp of Union Board of Education Secretary or other designated district personnel; no billing adjustment will be made without this completed form; and
- c. strict adherence to the above payment schedule.

4. Additional Cost - all additional costs generated by unique requests, including but not limited to mid-day runs, early dismissals, change in number of children being transported on each route, or change in

mileage during the year, will be borne by the Twp of Union Board of Education.

5. Length of Agreement - This agreement and obligations and requirements therein shall be in effect between July 1, 2013 and June 30, 2014.

6. It is a condition of this agreement that it shall automatically be renewed annually without amendment and may not be terminated without a notice by certified mail, return receipt requested having been delivered to the Secretary of either party hereto at least 180 days before June 30 of any year. In the event this agreement is renewed, the consideration to be paid to the Sussex County Regional Cooperative set forth in Paragraph 1 hereof, shall be revised to equal four percent (4.0%) of the Twp of Union Board of Education's actual cost paid for transportation of students to special education, private, vocational-technical, and other school students to specific destinations during the prior year.

7. The Hopatcong Borough Board of Education under the name of Sussex County Regional Cooperative accepts no responsibility for a pupil's use of arranged transportation or attendance on an established route. Once assigned to a route, the billing for the pupil's reserved seat will continue until the Sussex County Regional Cooperative is otherwise notified in writing to delete the pupil for the assigned route.

8. Entire Agreement - This agreement constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.

~~9. It is a condition of this agreement that a representative from each applicable position: School Business Administrator/School Board Secretary, Special Services Director, and Transportation Supervisor attend at least one (1) Sussex County Cooperative meeting on an annual basis to promote and provide effective and efficient transportation services.~~

AUTHORIZED SIGNATURES

HOPATCONG BOARD OF EDUCATION
(SUSSEX COUNTY REGIONAL COOPERATIVE)
ATTEST:

Twp of Union BOARD OF
EDUCATION
ATTEST:

Board President Date

Board President Date

Board Secretary Date

Board Secretary Date

County Superintendent Date

County Superintendent Date

ADDENDUM A

ROUTE COSTS

In addition to each district's proportionate share of the cost of such joint transportation for special education, each district's cost for individual routes will be determined by prorating that cost on a per pupil mileage basis in accordance with the following:

Pupil Miles (Home to School)

District A - 28.5

District B - 7.8

District C - 5.4

41.7 - Total Pupil Miles Home to School

District A - 28.5 / 41.7 = 68%

District B - 7.8 / 41.7 = 19%

District C - 5.4 / 41.7 = 13%

You would then calculate each district's cost by multiplying the percentage by the total contract cost.

EXAMPLE OF HOW A DISTRICT SHARES ROUTE COST

ORIGINAL ROUTE COSTS \$100.00 PD OR \$18,000 ANNUAL

In addition to each district's proportionate share of the cost of such joint transportation for special education, each district's cost for individual routes will be determined by prorating that cost on a per pupil mileage basis in accordance with the following:

Pupil Miles (Home to School) Shared Cost	District % of Share	District
District A - 28.5	28.5 /41.7 = 68%	68% of \$100 = \$68.00 PD
District B - 7.8	7.8 /41.7 = 19%	19% of \$100 = \$19.00 PD
District C - 5.4	5.4 /41.7 = 13%	13% of \$100 = \$13.00 PD
Total Route Miles 41.7		

ADDENDUM TO ROUTE: ADD 1 STUDENT FROM DISTRICT B (SAME RESIDENCE), INCREASES ROUTE MILES FOR BILLING. BUT DOES NOT INCREASE THE ROUTE MILES FOR THE BUS COMPANY

Pupil Miles (Home to School) Shared Cost	District % of Share	District
District A - 28.5	28.5 /49.5 = 58%	58% of \$100 = \$58.00 PD
District B - 7.8	15.6 /49.5 = 32%	32% of \$100 = \$32.00 PD
District B - 7.8		
District C - 5.4	5.4 /49.5 = 10%	10% of \$100 = \$10.00 PD
Total Route Miles 49.5		

ADDENDUM TO ROUTE: ADD 1 STUDENT FROM DISTRICT B THAT ADDS ROUTE MILES FOR THE BUS COMPANY. ADDENDUM TO ROUTE COST = 10.8 - 7.8 = 3 MILES A.M + 3 MILES P.M. = 6 MILES X \$2.00 PER INCREASE/DECREASE (As reported by Bus Company) = \$12.00 + \$100.00 = \$112.00 PD.

Pupil Miles (Home to School) Shared Cost	District % of Share	District
District A - 28.5	28.5 /52.5 = 51%	51% of \$112 = \$57.18 PD
District B - 7.8	18.6 /52.5 = 35%	35% of \$112 = \$39.20 PD
District B - 10.8		
District C - 5.4	5.4 /52.5 = 14%	14% of \$112 = \$15.62 PD
Total Route Miles 52.5		

REGIONAL TRANSPORTATION COOPERATIVE

PO Box 1029

Hopatcong, NJ 07843

Route # _____

Bus Co. _____

Special Education Transportation Request Form

Start Date _____

Phone: 973-398-3583 973-398-3582 Fax: 973-398-3683

* _____ Board of Education 20____ - 20____ School Year

Check One: _____ New Renewal _____ Summer _____ Split Session

Name: B I Sex: m D.O.B. * 12/14/92
Last First MI

Parent or Guardian: D.B. Active Phone: * _____

Exact Address: * 22 Route 519, Newton, NJ (Willowglen Group Home)
Street Name & Residing Town

Mailing Address: * Same

Emergency Phone: * _____ Contact Person: * Susan Hackett

Relationship: Principal Name of Co.: Willowglen Academy

School to be attended: * Willowglen Academy

School Address: * 293 Route 206, Newton

School Phone: * 973-579-5117 Grade: * 12 App. Mileage: 6.49

Starting Date: * ASAP Hours: * 8:40 a.m. * 2:20 p.m.

Classification: * ED Bus Aide Required: * NO

Comments: _____
(Example: Subject to Seizures, Allergies, Medications, Recommendations to ensure safe transportation)

IMPORTANT! Must be completed if applicable!
CONFINED TO A WHEELCHAIR: _____ TYPE OF CHAIR: _____

Car Seat Required: _____ Harness Required: _____

Gail Calderone Supervisor 9/16/13
Required Signature Title Date

Transportation Department Use

Route #: _____ LD. #: _____ Effective Date: _____

A.M./P.M. Contractor: _____ Contractor Phone: _____