

Public Notice of Meeting
WILTON-LYNDEBOROUGH COOPERATIVE SCHOOL BOARD MEETING
Tuesday, June 12, 2018
Wilton-Lyndeborough Cooperative MS/HS-Media Room
6:30 p.m.

I. CALL TO ORDER-Harry Dailey-Chair

II. ADJUSTMENTS TO THE AGENDA

III. PUBLIC COMMENTS: This is the public's opportunity to speak to items on the agenda. This is also the public's opportunity to speak to any topic concerning the school district. No complaints regarding specific staff members will be heard during a public meeting. The District has established separate procedures for complaints against individual employees.

IV. BOARD CORRESPONDENCE

a. Reports

- i. Superintendent's Report
- ii. Business Administrator's Report
- iii. Principals' Reports
- iv. Director of Student Support Services Report
- v. Director of Technology's Report
 - i. Recycle List
- vi. Curriculum Coordinator's Report

b. Letters/Information

- i. NHDOE-NAEP Testing
- ii. Enrollment
- iii. Food Service Upgrades
- iv. District Van Accounting

V. CONSENT AGENDA

- i. Treasurer's Report-March 2018

VI. ACTION ITEMS

- a. Approve Minutes of Previous Meeting**
- b. Bus Contract**
- c. WLC Parking Lot Proposals**
- d. Appoint School Board Representative for Nominations**
- e. Policy IHCD-Advanced Course Work/Advanced Placement Courses/Revision**
- f. Board Procedure**

VII. COMMITTEE REPORTS

- i. Policy Committee
- ii. Budget Liaison

VIII. RESIGNATIONS/APPOINTMENTS/LEAVES

a. Resignation

- i. Kathleen Wilson-WLC Special Education Teacher
- ii. Ashley Power-WLC MS English Teacher

IX. PUBLIC COMMENTS

X. SCHOOL BOARD MEMBER COMMENTS

XI. NON-PUBLIC SESSION RSA 91-A: 3 II (A) (C)

- i. Staff Matter

XII. ADJOURNMENT

INFORMATION: Next School Board Meeting-August 14, 6:30 PM at LCS-Multipurpose Room

The Wilton-Lyndeborough Cooperative School District does not discriminate on the basis of race, color, religion, national origin, age, sex, handicap, veteran status, sexual orientation, gender identity or marital status in its administration of educational programs, activities or employment practice.

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road
Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

SUPERINTENDENT'S REPORT
June 12, 2018

As the school year draws to a close I reflect on the positives that have come from our collective efforts. I am very pleased at the progress that we have made in implementing the STAR 360 program and data that we have gathered to inform instruction. The implementation of the new reading program at FRES and the work that the staff has done to change instructional practice. At WLC the change in the schedule has been a positive one and the staff has done a great job in working through the New England Association of Schools and Colleges process. The work done by the entire staff through the Curriculum Coordinator to collaborate in aligning curriculum and the beginning of creating an articulated process for all grades. The addition of staff development through the budget and grants as well as the willingness of staff to step up and get involved. The future looks bright with some really great hires and a plan for improvement as we move ahead.

I am very pleased with all of the summer professional development opportunities that will be in place for our staff this year. They are delineated in the Curriculum Coordinators report.

Our current teacher evaluation system has a specific focus on student engagement as determined through administrative "walk through". The system does not look at instructional practices, assessment practices or student achievement. I have sent a teacher evaluation process to the new President of the WLCTA, Molly Moore Lazar, to use as a pilot for the coming school year. The process includes observations for all teachers, a focus on curriculum/ assessment and a standard for student achievement. The plan is to look at this for one year, meet with the teaching staff in early May to see what has worked and what has been problematic and then implement this in full for the 2019-20 school year. I have included a copy of the draft document in this report.

In the new collective bargaining agreement with the support staff there was an article that required the creation of a new evaluation system for para-educators. The contract indicated that the system should be goal driven with specific criteria and on-going communication between staff and supervisors. I have given a copy of the proposed documents to the leadership of the support staff and will work over the summer with them if they have any concerns. I have included a copy of the draft document in this report.

I am working with the administration at WLC to revise the expectations for department heads for the coming school year.

I will be attending the statewide superintendent's conference June 24 to 27.

I will be away on vacation from July 13 to July 19.

TEACHER EVALUATION PROCESS

The purpose of teacher evaluation process is to create an environment for teachers to develop their craft in an effort to enhance instructional and assessment practices. The district recognizes that the needs of teachers will change as they become more experienced and therefore the process must change to adapt to the needs of the teaching staff. While there are specific events in the process that will take place, the evaluation process is a continual effort to enhance teaching practices. Communication between teachers and supervisors is essential throughout the process in order to meet the needs of the student, teacher and the district.

NEW TEACHER PATHWAY

Any teacher who is new to the WLC School District will be placed on the New Teacher Pathway regardless of their years of experience as a teacher. The elements of this pathway have been implemented to support the new teacher in our school community by giving them the resources to grow as an educator.

Each new teacher will meet with a supervisor weekly for the first year of their employment with the WLC School District. The purpose of these meetings will be to provide resources and feedback to the teacher. It will be the responsibility of the supervisor to schedule these meetings and document the substance of the meeting to the new teacher with a follow up memo in writing. It will be the responsibility of the new teacher to discuss goals they wish to work toward, create plans to meet the goals, and any concerns that may arise.

A teacher mentor be assigned to each new teacher to the district to help them transition into the school community. The teacher mentor's role is to act as a resource for the new teacher. The mentor will meet with the new teacher at least twice a month in the first year of employment with the WLC School District to discuss progress being made toward meeting goals set with the supervisor, logistical procedures, concerns with students, classroom management techniques, instructional strategies, time management and any issues that may arise.

A teacher will be on the New Teacher Pathway for five years for those teachers who have not been on a continuing contract in New Hampshire. For teachers who have earned continuing contract status with another school district in New Hampshire, the new teacher will be on the New Teacher Pathway for three years. Once these milestones have been completed, the teacher may be placed on the Experienced Teacher Pathway.

The new teacher will be formally observed at least three times per year in the first three years of employment with the WLC School District by at least two different people each year. For those teachers who remain on the New Teacher Pathway for years four and five, they will be observed at least one time per year. The purpose for classroom observations is to provide constructive feedback to teachers for developing and maintaining strong instructional, assessment as well as management techniques. The three areas of focus for this observation will be instructional practices, assessment practices, and classroom environment.

Scheduling Observations

- First year teacher- all observations scheduled for date and time.
- Second year teacher- one observation scheduled and two observations scheduled within a two week window

- Teachers in years 3 to 5- all observations scheduled in a two week window.

The first observation for a teacher in their first year of service to the district will be scheduled by October 15th of each year.

Procedures for Teacher Observations

Teachers will meet with the observer prior to the observation. For observations scheduled for a specific time and date, goals and objectives for the lesson presented will be discussed. For those observations that are scheduled in a two week window, lesson plans for that time period will be discussed with the observer. After the observation is completed a follow-up meeting will be scheduled. The teacher will receive a draft copy of the observation report prior to the follow up meeting by at least one school day. The observation report will not be finalized until after the teacher has had an opportunity to comment on the perceptions of the observer and to give feedback to the observer after reflecting on the lesson presented. Once the observation report is finalized the teacher will have the opportunity to include any statement of support or disagreement with the report created.

If a teacher who is being observed within a scheduled two week window wishes to waive off the observation on a given day, they may do so with no negative consideration given. The observation will need to take place at some point within the scheduled window of time.

New teachers will be evaluated with a rating scale to include:

Effective
Emerging strategies
Improvement necessary
Deficient

It will be the goal of all staff to move toward the effective rating.

The teacher will need to sign the observation report. The signature of the teacher is recognition of the meeting that has occurred and receiving the observation report. The signature of the teacher is not a recognition that the teacher agrees or disagrees with the observation report.

It will be the expectation for the observer to complete the draft form of any observation report within ten (10) school days. Finalized documents will become part of the teacher's personnel file and used in creating a summative evaluation of the teacher.

Summative evaluation

Prior to June 5 of each school year every teacher will be given a summative evaluation. A summative evaluation meeting will be scheduled with the supervisor to discuss the progress being made, in reaching or maintaining an effective status, goals/objectives for the coming school year, and to bring forward any concerns either person has. The supervisor will make a recommendation on the status of each teacher at this time. A draft copy of the summative evaluation will be provided to the teacher at least one day prior to the scheduled meeting. Each teacher will have the opportunity to comment on the summative evaluation.

The five areas to be considered in the summative evaluation are:

- Professional Responsibilities*

- Classroom Environment
- Instructional Strategies
- Assessment Strategies
- Student Achievement

New teachers will be evaluated with a rating scale to include:

- Effective
 - Emerging strategies
 - Improvement necessary
 - Deficient
- Professional Responsibilities will be rated as either Effective or Deficient.

It will be the goal of all staff to move toward the effective rating.

The teacher will need to sign the summative evaluation. The signature of the teacher is recognition of the meeting that has occurred and receiving the observation report. The signature of the teacher is not a recognition that the teacher agrees or disagrees with the summative evaluation. Finalized documents will become part of the personnel file.

Walk Through Feedback

Supervisors can do a walk through visit at any time. This is a five to ten minute observation of a class by any person who is responsible for supervising staff. Feedback will be given to the teacher within 24 hours of a walk through visit. If the person doing the walk through is not the immediate supervisor, the feedback will also be given to the immediate supervisor.

The standard for student achievement is documented at the end of the Experienced Teacher Pathway.

EXPERIENCED TEACHER PATHWAY

Every teacher on the experienced teacher pathway will have a meeting prior to the end of each school year to discuss goals and objectives for the coming school year. Each teacher will have a minimum of three goals. These recorded on My Learning Plan documents. These will include a district goal, a building goal and a personal goal. All professional development activities that are approved and funded by the school district will need to be linked to one of these three goals. This will allow staff to work toward goals and objectives over the summer if they wish to. A meeting will be held between December 15 and February 15 with the supervisor to document progress toward stated goals. The supervisor will be responsible to document this meeting in writing for each teacher they supervise.

Procedures for Teacher Observations

Teachers will meet with the observer prior to the observation. Observations that are scheduled in a two week window, lesson plans for that time period will be discussed with the observer. After the observation is completed a follow up meeting will be scheduled. The teacher will receive a draft copy of the observation report prior to the follow up meeting by at least one school day. The observation report will not be finalized until after the teacher has had an opportunity to comment on the perceptions of the observer and to give feedback to the observer after reflecting on the lesson presented. Once the observation report is finalized the teacher will have the opportunity to include any statement of support or disagreement with the report created.

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- Effective
- Improvement necessary
- Deficient

It will be the goal of all staff to move toward the effective rating.

The teacher will need to sign the observation report. The signature of the teacher is recognition of the meeting that has occurred and receiving the observation report. The signature of the teacher is not a recognition that the teacher agrees or disagrees with the observation report.

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Summative Evaluation

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The five areas to be considered in the summative evaluation are:

- Professional Responsibilities*
- Classroom Environment
- Instructional Strategies
- Assessment Strategies
- Student Achievement
- Achievement of personal goals

Experienced teachers will be evaluated with a rating scale to include:

- Effective
- Improvement necessary
- Deficient

*Professional Responsibilities will be rated as either effective or deficient.

It will be the goal of all staff to move toward the effective rating.

The teacher will need to sign the summative evaluation. The signature of the teacher is recognition of the meeting that has occurred and receiving summative evaluation. The signature of the teacher is not a recognition that the teacher agrees or disagrees with the evaluation. Finalized documents will become part of the personnel file.

Walk Through Feedback

Supervisors can do a walk through visit at any time. This is a five to ten minute observation of a class by any person who is responsible for supervising staff. Feedback will be given to the teacher within 24 hours of a walk through visit. If the person doing the walk through is not the immediate supervisor, the feedback will also be given to the immediate supervisor.

STUDENT ACHIEVEMENT

In grades K-5 student achievement will be measured by the percentage of students who have gained one year's growth in reading and math as determined by the district wide assessment given throughout the year. Baseline information will be gathered in September of each year to determine a student's skill level. A summative evaluation will be given in May of each school year. Student who enter after the beginning of the school year will be have their scores pro-rated for the time they spend in the district.

For grades 6-12 the districts standard for meeting achievement goals will be 85% of students assigned to a teacher meeting the standards for competency as designed through student mastery assessments or a body of evidence.

Students whose attendance is less than 70% of the school year will be excluded from the calculation for student achievement.

In order to meet the "effective" district standard for student achievement:

1. In grades Pre K-5- 85 % of students will need to be:
 - performing at or above grade level or;
 - for those students performing below grade level have one year of growth from their baseline or;
 - for those students on IEP's who are not required to take standardized testing to have met the goals of their IEP.
2. In grades 6-12- 85% of students assigned to a teachers need to be:
 - Successfully mastering all competencies through student mastery assessments or;
 - Successfully mastering all competencies through a body of evidence or;
 - for those students on IEP's who are not required to take standardized testing to have met the goals of their IEP.

Student achievement will not be a factor in determining whether or not a teacher is placed on the Teacher in Need Pathway but may be part of goal setting for the following year.

PROFESSIONAL RESPONSBLITIES

Successful completion of professional responsibilities will be determined by the following criteria. If there are concerns during the school year that a teacher is not meeting these standards, they will be informed in writing by their building administration. If there is no communication to the contrary, teachers should assume they are meeting district expectations.

- Arrives and leaves school in accordance with posted school day
- Attendance reports are accurate and in as scheduled by administration
- Provides lesson plans in a timely manner to supervisor or department head
- Implements curriculum as prescribed by the district
- Grading reports are accurate and presented as scheduled by administration
- Supervises students appropriately
- Classroom meet all safety and fire standards that are described in the teacher handbook
- Implements Individual Education Plans provided
- Actively participates in PLC and or department meetings
- Implements 504 plans as prescribed
- Participates in staff development opportunities that reflect stated goals
- Documents staff development in accordance with district protocol
- Is responsible to manage their recertification on a three-year basis
- Communicates in a respectful manner with all constituencies in the school community
- Follows district policies, procedures and protocols

TEACHER IN NEED PATHWAY

If a teacher on the experienced pathway is not performing at an effective level they will be placed on the teacher in need pathway. **Exclusive of the student achievement designation**, a teacher will be considered to be in need if on a summative evaluation they have any areas of deficiency, if there are two areas of needs improvement on any one summative evaluation or two areas of needs improvement on any two consecutive summative evaluations. Teachers may also be placed on the teacher need pathway if there is evidence during a school year that they are deficient in any one area of the summative evaluation as long as the deficiencies are documented prior to February 1st of any given school year.

If a teacher is placed on the needs pathway an action plan will be created to remediate the area of need. The purpose of the plan will be to support the teacher in moving to a level of effectiveness in the identified area. A teacher who is identified in the summative evaluation to be in place on the teacher in need pathway will have the plan created prior to the end of the school year. That plan will be created by June 1. A teacher who is identified as being in need by February 1 will have a plan crafted prior to March 1 of that school year.

The teacher will have until April 1 of the following school year to remediate the areas of deficiency or in need of improvement and become proficient in that area. If the teacher is not able to remediate the area of concern to be considered effective, that teacher will be terminated from the WLC School District at the end of the year that school year.

A teacher who is on this pathway will have monthly meetings scheduled in the first week of each month to review the progress being made toward meeting the goals and objectives of the plan. Feedback will be provided to the teacher in writing within ten (10) school days of the progress meeting.

All documents will become part of the teacher's personnel file.

A teacher who successfully completes the goals of the improvement plan will be placed on the experienced teacher pathway for the coming school year.

If a teacher is placed on the teacher in need pathway a second time within five years by having any areas of deficiency or if there are two areas of needs improvement on any one summative evaluation or two areas of needs improvement on any two consecutive summative evaluations will be terminated at the end of that school year, no additional plan will be created.

A teacher who is placed on the Teacher in Need Pathway three times will automatically be terminated at the end of that school year they are identified in need by having any areas of deficiency, if there are two areas of needs improvement on any one summative evaluation or two areas of needs improvement on any two consecutive summative evaluations

All aspects of the Experienced Teacher Pathway will also be in place for those teachers on the Teacher in Need Pathway.

In accordance with the collective bargaining agreement between the Wilton-Lyndeborough Cooperative School District and the WLCSSA, an evaluation process will be developed that provides that:

Each bargaining unit member shall be evaluated on their job performance annually through formal and informal observation, goal setting and meeting work expectations. The process and criteria for this evaluation will be provided to each member annually in the first week of the school year. The goals set shall be in writing. Periodic meetings should occur throughout the school year to determine that progress toward goals is being made towards goals.

PARA-EDUCATOR EVALUATION PROCESS

The purpose of staff evaluation process is to create an environment for para-educators to develop their craft in an effort to enhance instructional and assessment practices. The District recognizes that through strong communication and identification of goals, the services provided to students will be enhanced.

NEW PARA-EDUCATORS

Each para-educator will meet with their administrative supervisor in the first three weeks of the school year. For new staff, the administrator will identify the areas that need to be attended to and a list of specific goals will be identified depending on the needs of the student(s) the para-educator will be working with. These goals will be recorded in writing and shared with both the administrator and the para-educator. The administrator will meet with the new para-educator prior to the end of the 90-day probationary period. In this meeting it will be determined if the employment of this individual will be continued. An additional progress meeting will take place in 60 days after the probationary period. The administrative supervisor will meet with the new para-educator in June to discuss the summative evaluation form and the progress made on the goals that were created for the specific para-educator. Input from the Case Manager will be taken into account for the summative evaluation. Prior to the June meeting, the para-educator will provide a summative evaluation of the efforts to meet the stated goals and objectives and provide evidence of those efforts.

EXPERIENCED PARA-EDUCATORS

Each para-educator will meet with their administrative supervisor in the first three weeks of the school year. The para-educator will come to the meeting prepared to identify specific goals for themselves in an effort to enhance their expertise in working with students. These goals will be recorded in writing and shared with both the administrator and the para-educator. The administrator and para-educator will create measurable standards to determine whether or not goals are being met. The administrator will have progress meetings with each para-educator in November and in February. The administrative supervisor will meet with the para-educator in June to discuss the summative evaluation form and the progress made on the goals that were created for the specific para-educator. Input from the Case Manager will be taken into account for the summative evaluation. Prior to the June meeting, the para-educator will provide a summative evaluation of the efforts to meet the stated goals and objectives and provide evidence of those efforts

Para-educator Annual Goals

Name : _____

School: _____

Assignment: _____

Goals for the coming school year:

Method of measurement for stated goals:

Para-Educator Signature

Date

Administrator Signature

Date

**Wilton/Lyndeborough Cooperative School District
Para-educators Summative Evaluation Form**

Employee:

Date:

Evaluator:

Meets Expectation

Needs Improvement

Not Applicable

A. Maintains Professional Standards:

Demonstrates positive work habits by showing initiative: dependability and productivity.

Demonstrates responsible behavior regarding attendance and work schedule.

Performs in a professional manner when interacting with students, parents, faculty, administration and co-workers.

Follows the guidelines of confidentiality as established by the school district.

Attends and participates in relevant training sessions, meetings and professional growth activities as requested and/or required.

Follows and enforces school district policies and school based procedures.

Comments:

B. Provides student academic, medical, and/or behavioral support:

Provides skill building activities according to supervisor/teacher direction or IEP

Reinforces teacher's directions and instruction.

Provides appropriate feedback to students.

Demonstrates effective instructional and behavioral techniques.

Monitors student behavior in coordination with the teacher and according to the IEP

Uses positive building, program and/or classroom motivational and behavioral strategies

Interacts appropriately with students and displays appropriate patience, warmth and caring.

Performs daily care/medical services approved by the district with proper training and supervision by appropriate personnel

Encourages student's independence.

Comments:

C. Demonstrates Effective Collaboration/Communication:						
	Cooperates with all staff.					
	Communicates effectively/appropriately with parents and community.					
	Provides feedback and shares other pertinent information based on observations of students to the classroom teacher and other service personnel					
	Refers all inquires/concerns about the student(s) to the classroom teacher.					
	Utilizes suggestions made by classroom teacher, supervisor, or related service personnel					
	Maintains home/school communication when requested.					
Comments:						
D. Performs Assigned Tasks/Duties:						
	Prepares instructional materials as requested by teacher according to supervisor/teacher direction or IEP when applicable.					
	Documents student data.					
	Monitors student progress on goals and objectives according to supervisor/teacher direction or IEP when applicable.					
	Adaptable, flexible and willing to assist in daily and emergency situations.					
Comments:						
E.: Goals and objectives						
	Meets all goals and objectives for the school year as designed by the para-educator					
Comments:						
Signature of Employee: _____				Date: _____		
Signature of Evaluator: _____				Date: _____		

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road,
Lyndeborough, NH 03082

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Superintendent of Schools

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Director of Student Support Services

Lise Tucker
Business Administrator

BUSINESS OFFICE REPORT
June 12, 2018

Lise is working on our Open Enrollment process with a lot of help from the SAU. Packets went out by Friday, May 4th. As you are aware, every year, we contact the employees to give them a chance to review their benefits and make any necessary changes. This also involves working with the benefit vendors to ensure changes are made in a timely manner and are in accordance with union agreements.

Lise attended the annual "NH Government Finance Officers' (GFOA)" conference. The District Treasurer attended as well. The treasurers focused on online banking safety and internal controls. Other agenda items included accounting for capital assets, social security and retirement planning, and the latest from the Government Accounting Standards Board (GASB).

We received a lot of positive feedback from the Wellness Fair that was held on May 16th. Almost 80% of the employees attended and we raised \$129 from our raffle sales. Vendor participants donated prizes for our raffle. These funds will be put into a special account for next year's supplies.

Lise attended the "2018 Tri-State Association of School Business Official" annual conference in Maine. The primary focus was on Problem Solving. We also had a presentation on the Elementary and Secondary Education Act (ESSA) new "Data Reporting Rule". It will require 'site-based expenditure reporting'. Our State MS-25/DOE-25 requires this as well. It will also require us to split out personnel to non-personnel expenditures for the 'new site-based per-pupil financial reporting rule'.

We had a NH Retirement System Internal Audit on site on June 1st. A letter was sent out prior to the onsite visit that included the request for sample contracts, Form W-2s and pay history reports. Their primary focus was to ensure employers are reporting properly. They anticipate during these audits every five years.

We will have our last Food Service quarterly review meeting in June. We will discuss our plans for the 18-19 program which includes other ways of increasing meal participation and the needs of the LCS facility to accommodate for the program.

We have prepared the Paid Equity Tool for the National School Lunch Program and are within our Lunch price requirement for 18-19. The tool came up with a Lunch price requirement of \$2.92 and we are at \$2.90. We have the flexibility of not raising prices when the variance is within .05c.

WILTON-LYNDEBOROUGH COOPERATIVE
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Brian Bagley, Principal
Susan Ballou, Assistant Principal

Amanda J. Kovaliv, School Counseling Coordinator
Shannon O'Donnell, Middle School Counselor

Principal Report

June 12, 2018

WLC would like to recognize the middle school for their generous contributions and hard work raising money for the 2018 Pennies for Patients Campaign. The purpose of this three week program is to increase awareness and donate money to the Leukemia and Lymphoma Society. By participating in this program, WLC students are able to help fund groundbreaking research to find cures for patients affected by blood cancers. In addition, the money donated also goes towards support services for those who are affected by these deadly diseases. The middle school was able to raise an astounding \$406 donation for the Leukemia and Lymphoma Society. Middle School Peer Leaders worked with school counselor Ms. O'Donnell to organize and implement this fundraising campaign.

WLC Eighth Graders Brooke Lane and Nathan Lachance were honored at the Nineteenth Annual Middle Level Scholar Leader Awards Banquet, held at the Center of New Hampshire (formerly the Radisson Hotel) in Manchester on May 17, 2018. The students were presented with an award whose criteria included demonstrating academic initiative and scholarship, providing service to classmates and school, exemplifying positive attitudes and demonstrating leadership in the classroom and school activities. Over 400 guests, including students, educators, and parents, attended this year's banquet, which celebrated the achievements of middle level students who are representative of the many outstanding young adolescents in middle level schools in New Hampshire.

Congratulations Jacob Yurcak. He was one of ten students chosen from over 375 applications for the Fisher Cats Foundation Scholar-Athlete Scholarship. The Fisher Cats Foundation is dedicated to bettering the lives of young people and is proud to support our youth through these Scholarships. Each year, the foundation awards \$30,000 in scholarships to ten New Hampshire students and two Massachusetts students.

On Tuesday May 29, 2018 the WLC Music Department, led by Mr. Eric Schneider, put on their annual Spring Concert in the cafeteria at WLC. The performance was a variety of different musical styles and instrumentation as well as a combination of different musicians and ensembles. The middle and high school choruses combined for a number that was a greatly successful way to promote cohesiveness in the groups as well as a strong overall department. Several students gave brief lesson descriptions before performances to describe and give examples of the various preparations and lessons given during rehearsals in the classroom to try and give the audience an inside look on what goes on every day. We are greatly looking forward to the next class of musicians coming into the school next year from FRES's very first 4th and 5th grade instrumental band program led by Mrs. Kristina Aparo.

Along with the great performance for the first time the performance was presented with a more complex recording and sound plan. This new setup was designed, facilitated, and operated by Henry Kandt and several of our middle school students. Henry has been preparing a comprehensive guide for future years that he intends on finishing before graduation. This guide will help the department setup for concerts to have better recordings and a better overall sound experience for audience members. We hope to speak with local companies for potential partnerships with sound equipment in the coming years.

The year in music was a great success and we are looking forward to next year's new program ideas!

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"WLC will strive to be a positive learning community that ensures each student has the opportunity to develop to his or her potential."

The NEASC visiting committee spent two days at WLC on May 17th and 18th. The three person visiting team met with teachers, students, parents, and administrators and observed classes and toured the building. With the feedback from the visiting team our WLC self-reflection committee, comprised of Amy White, Julie Heon, Sue Ballou and Brian Bagley, now turns its attention to creating an improvement plan that addresses all the areas of growth identified in the self-reflection. This improvement plan will have short and long term goals with many action items identified. The improvement plan will be shared with the entire WLC community once it is completed.

Spring Sports Snapshot

Varsity Baseball

Head Coach: Dave Finch

Assistant Coach: Tom Brennan

of players: 15

Record: 16-2

Next Game: 6/6 vs #2 Littleton in the D4 Semi-Finals @ Laconia's Robbie Mills Park at 4pm

Varsity Softball

Head Coach: Dennis Claire

Assistant Coaches: Sara Draper and Kelly LoVerme

of players: 12

Record: 16-4

Season Completed: Lost in the D4 Quarterfinals to #5 Colebrook

Varsity Track

Head Coach: Marc Belanger

Assistant Coaches: Michelle Boette and Matt Thompson

of participants: 18

Season Completed: Sam Bailey has qualified for New Englands at UNH on June 9th in the shot put and discus.

Girls Varsity Tennis

Head Coach: Betsie Sullivan

of players: 6

Record: 1-13

Season Completed: Did not qualify for the D-III tournament

Middle School Baseball

Head Coach: Brice Miller

Assistant Coach: Norm Hall

of players: 14

Record: 1-9

Season Completed: Lost to #1 Hopkinton in the Tri-County Quarterfinals

Middle School Softball

Head Coach: BJ Witt

of players: 13

Record: 1-9

Season Completed: Lost to #1 Chester in the Tri-County Quarterfinals

Spring Sport Night will be held Tuesday, June 12th in the WLC gym. The middle school teams will be recognized at 5pm, followed by the varsity teams at 6pm.

Senior class pot luck dinner – June 5

Awards night for Seniors – June 5

5th grade step up day – June 6

5th grade step up night – June 6, 5:30, Library

Top Ten Lunch – June 7

Graduation – Friday, June 15, 7pm, Gym

8th Grade promotion ceremony – June 20

Gym floor refinishing is scheduled to start on June 26th

Friday, June 1 – Rent-A-Senior Day

Class of 2021 hosts a MS Semi-Formal 5:00-7:00, Cafe

Saturday, June 2 –

Sunday, June 3 –

Monday, June 4 –

Tuesday, June 5 – Pot Luck Dinner for senior class, 5pm-6pm, Café

Senior Awards Night, 6:30, Gym

Wednesday, June 6 – 5th Grade step up day

5th Grade step up night, 5:30, Library

Thursday, June 7 – Top 10 luncheon, Giorgios, Milford

Friday, June 8 – Grade 8 field trip to Canobie Lake Park

High School Awards, in classrooms

Saturday, June 9 –

Sunday, June 10 –

Monday, June 11 –

Tuesday, June 12 –

Wednesday, June 13 –

Thursday, June 14 –

Friday, June 15 – Graduation, 7pm, Gym

Saturday, June 16 –

Sunday, June 17 –

Monday, June 18 –

Tuesday, June 19 –

Wednesday, June 20 – 8th grade Promotion Ceremony

Thursday, June 21 – Summer School

Friday, June 22 – Summer School

Saturday, June 23 –

Sunday, June 24 –

Monday, June 25 – Summer School

Tuesday, June 26 – Summer School

Gym floor refinishing

Wednesday, June 27 – Summer School

Gym floor refinishing

Thursday, June 28 – Summer School

Gym floor refinishing

Friday, June 29 – Summer School

Gym floor refinishing

Saturday, June 30 –

FLORENCE RIDEOUT ELEMENTARY SCHOOL

18 TREMONT STREET

WILTON, NEW HAMPSHIRE 03086

(603) 654-6714 Main

(603) 654-3490 Fax

Timothy O'Connell, Principal

Jo Anne Dufour, School Counselor

Principal's Report: 6/12/2018

Lyndeborough Central School/Florence Rideout Elementary School

We have several end of year events planned for the month of June. A highlight of every school year is the annual end of year *Field Day* events. These are planned for *Wednesday, June 13th* at Lyndeborough Central School and *Friday, June 15th* at Florence Rideout Elementary School. Thank you to all of the parent volunteers and community member for supporting these fun events. A very special thank you to Susan Ciatto who planned and organized this event for our students and staff to enjoy.

The Wilton Gregg Fee Library Youth Librarian Chance Joyner will visit Florence Rideout elementary to promote the Summer Reading programs to students at Florence Rideout Elementary School. This year's theme is "Libraries Rock". The *Summer Reading Kick-off* event at Florence Rideout will include a performance by Aaron Jones the afternoon of *Thursday, June 7th*.

We are very proud of our 5th grade students! The *5th grade Celebration* recognizing our 5th grade students at Florence Rideout will take place at the school on *Monday, June 18th* at 1:30 pm in the gymnasium. The 5th grade will be taking a class field trip to *Canobie Lake Park* on *Tuesday, June 12th*.

Research has shown how important it is for kids to keep their minds engaged during their long break from school to prevent a loss of academic progress, known as the "summer slide". To that end, we are very fortunate to be able to offer our students the *W.I.N. Summer Academy* program again. This program is entirely grant funded and we were able to expand the number of staff. As a result, we were able to offer this opportunity to more students. Our student enrollment stands at 32 and increase of 42% from last summer. In addition, transportation to and from the *W.I.N. Summer Academy* will be offered. The program will begin July 17th and conclude August 9th.

Marks close on *Friday, June 8th* and *Learning Profiles* will be distributed on the last day of School *Wednesday, June 20th*. Students will receive their 2018-19 classroom assignment with their report card.

The staff at Florence Rideout Elementary School and Lyndeborough Central School will engage in several professional learning opportunities this summer. On *June 21st and 22nd* we are hosting a *Writer's Workshop* training with all staff. *July 17th – 20th* six classroom teachers will participate in the *Responsive Classroom* Advanced Course in Concord NH. Kindergarten, 1st grade and W.I.N. staff members will attend day long training on *June 29th* for the *Foundations Reading Program*. Several members of our science curriculum committee will attend *Project Lead the Way* training at WPI *July 11th-12th*. Many staff will be attending the week long *WLC Science Institute* for the district *August 13th -17th*.

Respectfully submitted,

Timothy O'Connell

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

Student Support Services Report
June, 2018

As the 2017-18 school year is quickly drawing to a close, Special education teachers and related service providers are working diligently to report on individual student progress and to complete Individualized Education Plans for all of our students for the next school year.

Recommendations were made for forty-nine students to attend an Extended School Year Program; thirty-four students will be attending. Our ESY programs will be held at Lyndeborough Central School and at the Middle/High School from July 9th through August 10th. We are once again, very fortunate to have WLC staff and our current related service providers contracted to work with our students. They are very familiar with the particular needs of our students and provide the continuity of service that is conducive to positive experiences and outcomes for students. Our ultimate goal is for these students to maintain the skills that they have attained during the school year through academic support, structure, routine, and a little FUN.

I would like to extend a sincere thank you to all staff; general educators, special educators, related service providers, paraeducators, support staff, and parents for their continued support throughout the 2017-18 school year.

Respectfully submitted,

Betty Moore
Director of Student Support Services

Wilton-Lyndeborough Cooperative School District-SAU #63
Technology Director

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Kevin P. Verratti, Director of Technology

Technology School Board Report
06/05/2018

- The SAU server has been replaced and the system is functioning. We will connect the SAU network to the greater WLCSD network this summer as well as simplify our wireless network. This will allow for seamless transition of staff from building to building.
- I have solicited quotes for a new data backup system that will allow us to house and access backups in an easier manner. I anticipate that this will be at a decreased cost to the district while providing a better and easier service to use.
- I met with the NEASC visiting team May 17th to provide answers to any questions they may have in regards to technology, infrastructure and instruction.
- Together with the facilities manager and the State Dept. of Homeland Security, we conducted building security assessments the week of May 21st. We will receive a report from DHSEM on their findings and recommendations in approximately 60 days.
- Attached please find my memo for summer recycling.

Respectfully,

Kevin P. Verratti
Director of Technology
SAU #63

Wilton-Lyndeborough Cooperative School District-SAU #63
Technology Director

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Kevin P. Verratti, Director of Technology

To: Bryan Lane
From: Kevin Verratti
CC: Lise Tucker
Date: 06/05/2018
Re: Computer Recycling

The IT department has been working to collect obsolete computer equipment that no longer meets the educational or business needs of the Wilton-Lyndeborough School District. The systems in question are between 7 and 15 years old and do not support current software or are non-functional to the point that replacement was necessary. Per School Board Policy DN it is my recommendation that the attached inventory of items be recycled by Aurum Recovery Group of Goffstown, NH. The estimated market value of each system is between \$0 and \$50. The cost to the district for recycling these systems is \$0.00.

Please see Attached Inventory Schedule.

Thank you.

Kevin Verratti
Director of Technology
SAU #63

Make	Model	Tag	SN	Type	
Promethean	ActivBoard		C1207060077	Board	\$0
Promethean	ActivBoard		C1207060078	Board	\$0
Promethean	ActivBoard		C1105100342	Board	\$0
Acer	VS461	1287	POV49000003849006842704	Desktop	\$0
Dell	Optiplex 755		4BBHFG1	Desktop	\$0
Dell	Optiplex 755		59SGFG1	Desktop	\$0
Dell	Optiplex 380	1921	2ZSF0R1	Desktop	\$15
Dell	Optiplex 380	1923	2ZSM0R1	Desktop	\$15
Dell	Optiplex 380	1925	2ZSL0R1	Desktop	\$15
Dell	Optiplex 380	1936	2ZQN0R1	Desktop	\$15
Dell	Optiplex 380	1943	2ZRK0R1	Desktop	\$15
Dell	Optiplex 380	1944	2ZVD0R1	Desktop	\$15
Dell	Optiplex 380	1945	2ZRM0R1	Desktop	\$15
Dell	Optiplex 380	1948	2ZSK0R1	Desktop	\$15
Dell	Optiplex 380	1949	2ZS90R1	Desktop	\$15
Dell	Optiplex 380	1950	2ZV90R1	Desktop	\$15
Dell	Optiplex 380	1951	2ZRF0R1	Desktop	\$15
Dell	Optiplex 380	1952	2ZRN0R1	Desktop	\$15
Dell	Optiplex 380	1953	2ZQK0R1	Desktop	\$15
Dell	Optiplex 380	1954	2ZT90R1	Desktop	\$15
Dell	Optiplex 380	1955	2ZQM0R1	Desktop	\$15
Dell	Optiplex 380	1960	2P4DNH1	Desktop	\$15
Dell	Optiplex 380	1961	1P4DNH1	Desktop	\$15
Dell	Optiplex 755	1653	4S4DNH1	Desktop	\$0
Dell	Optiplex 755	1804	7NBCVG1	Desktop	\$0
Dell	Optiplex 755	1510	3S4DNH1	Desktop	\$0
Dell	Optiplex 755	2154	BNNLKH1	Desktop	\$0
Dell	Optiplex 745	1695	5ZZXPC1	Desktop	\$0
Dell	Optiplex 745	1713	FR8JFC1	Desktop	\$0
Dell	Optiplex 380	2095	6K9Z9P1	Desktop	\$0
Dell	Optiplex 390	1605	1H0TYQ1	Desktop	\$15
HP	ProBook 450 G1	1156	2CE3480YJ1	Laptop	\$0
Dell	Latitude e5520	1078	d1zmkq1	Laptop	\$0
Lenovo	ThinkPad t500	1266	L3-AGC7G	Laptop	\$0
Lenovo	ThinkPad 11e	1308	LR0353T0	Laptop	\$0
Lenovo	ThinkPad 11e	1221	LR0353SV	Laptop	\$0
Dell	Dell Laptop	1878		Laptop	\$0
Dell	Latitude E5540	2119	g3l5wz1	Laptop	\$0
Dell	Latitude E5520	2146	GR086S1	Laptop	\$0
Dell	Latitude E5520	2143	GQZY5S1	Laptop	\$0
Dell	Latitude E5440	2141	9n3sm32	Laptop	\$0
Dell	Latitude E6440	2134	h5w3z52	Laptop	\$0
Dell	Latitude E6440	2135	g2k6z52	Laptop	\$0
Dell	Latitude E5520	2150	BFZSBT1	Laptop	\$15
Dell	Latitude E5440	2117	BZ0PM12	Laptop	\$15
Dell	Latitude D630	1670	9LBSPD1	Laptop	\$0
Dell	Latitude D630	1669	GPTTQD1	Laptop	\$0

Dell	Latitude E5520	2153	6jvmbw1	Laptop	\$15
Dell	Latitude E5520	2142	GQZX5S1	Laptop	\$15
Dell	Latitude E5520	2003	GR016S1	Laptop	\$0
Acer	v173			Monitor	\$20
Acer	v173			Monitor	\$20
NEC	Multi_Sync 1700m+			Monitor	\$15
Acer	V176L		MMLZFAA001505124288510	Monitor	\$20
Acer	V176L		MMLZFAA00150602A0B8510	Monitor	\$20
Acer	V176L		MMLZFAA001506029C68510	Monitor	\$20
Acer	V176L		MMLZFAA00150602A118510	Monitor	\$20
Acer	V176L		MMLZFAA001506029BF8510	Monitor	\$20
Acer	V176L		MMLZFAA0015051224F8510	Monitor	\$20
Acer	V176L		MMLZFAA0015051259B8510	Monitor	\$20
Acer	V176L		MMLZFAA0015051245D8510	Monitor	\$20
Acer	V176L		MMLZFAA001506027688510	Monitor	\$20
Acer	V176L		MMLZFAA0015060275C8510	Monitor	\$20
Acer	V176L		MMLZFAA001506029C08510	Monitor	\$20
Acer	V176L		MMLZFAA001506027C28510	Monitor	\$20
Acer	V176L		MMLZFAA00150602A138510	Monitor	\$20
Acer	V176L		MMLZFAA001505125638510	Monitor	\$20
Acer	V176L		MMLZFAA00150602A0E8510	Monitor	\$20
Acer	V176L		MMLZFAA0015051255A8510	Monitor	\$20
Acer	V176L		MMLZFAA0015060275E8510	Monitor	\$20
Acer	V176L		MMLZFAA00150602A128510	Monitor	\$20
Acer	V176L		MMLZFAA001505121C08510	Monitor	\$20
Acer	V176L		MMLZFAA001506029C98510	Monitor	\$20
Dell	LCD		CN0J66427161854PACSK	Monitor	\$20
Acer	LCD		ETLJE0W1681130F0C54309	Monitor	\$20
PolyCom	ip450		122 QTY	Phones	\$0
HP	DeskJet D1530			Printer	\$0
HP	4600DN	1678		Printer	\$0
Samsung	ML-3051	1510		Printer	\$0
Apple	PowerMac G4		XB043005JMV	Server	\$50
Viconet	Viconet Camera Serv 1674			Server	\$0
Netgear	FS726T			Switch	\$0
Total					\$875

Wilton-Lyndeborough Cooperative School District-SAU #63
District Curriculum Coordinator

Julie S. Heon, Ed. D.
192 Forest Road Lyndeborough, NH 03082
603-732-9273

Curriculum Report: June 12, 2018

Professional Learning

The recent regional curriculum, instruction, and assessment meetings focused on announcements regarding the state test, changes to state education rules, and resources used by other districts.

We will hold the grant-funded science institute for 20 of our teachers, K-5 classroom teachers and 6-12 science teachers, during August 13-17. Our teachers will learn about best practices for teaching science based upon the new Next Generation Science Standards. The training will be provided by NG SX facilitators and include subscriptions to online resources for one year.

Many of our teachers are attending summer professional development:

- 7: Responsive Classroom, K-5 (6), WLC (1)
- 4: Reading, K-1
- 4: Project Lead the Way (science, technology, engineering, math), K-5
- 4: Math, K-5
- 1+: Competency-based Education, WLC
- 20: Science Institute, K-5 (15), WLC (5)

Curriculum Development

The K-5 and 6-12 science groups have agreed to common science competencies. We are now working on the progressions for each grade/course. The new 6-12 teachers will be visiting at the end of June to work on course curriculum documents with us. Social studies created common 6-12 competencies and next year we will work to align the K-5 competencies with those. Next, we need to align the other subject areas with some common professional development time.

A large number of teachers are writing curriculum June 21-29:

- 14: K-5
- 14: WLC

Assessment

Our students completed the state assessments in May. Although we have raw scores, we do not have the associated levels (1-4) or the comparisons to state averages because those have not been calculated. The so called "standards setting" in July will determine the cut-scores for the levels and then the state averages will also be calculated. We do not have the raw scores for science.

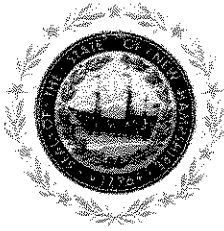
STAR assessment data for grades 1-5 are attached, though there are a few students need to makeup missed tests. An adjusted report will be provided at the board meeting. Middle school testing will take place June 4-8 and be included on the revised report. Please note that for both math and reading, the grade equivalents are .9 of that grade level or above for each grade, with some well into the next grade level.

Respectfully submitted,
Julie Heon, Curriculum Coordinator

STAR 360 Assessment Data

6/3/2018

MATH						READING					
Grade	test time	# students	Scaled Score	Grade Equivalent	Percentile	Grade	test time	# students	Scaled Score	Grade Equivalent	Percentile
1	Jan	NA				1	Sep	NA			
	Nov	12	370	1.8	78		Nov	12	180	2.0	75
	Jan	44	319	1.4	47		Jan	35	132	1.6	43
	March	42	371	1.8	57		March	38	155	1.8	47
	June	42	413	2.1	61		June	42	176	1.9	49
	change	0	42	.3	4		change	4	21	.1	2
2	Sep	37	404	2.1	45	2	Sep	35	212	2.2	43
	Nov	38	462	2.6	63		Nov	35	278	2.7	56
	Jan	38	503	3.0	71		Jan	38	333	3.1	64
	March	35	532	3.3	75		March	34	379	3.5	70
	June	36	552	3.5	75		June	37	389	3.6	66
	change	1	20	.2	0		change	3	10	.1	-4
3	Sep	37	506	3.0	53	3	Sep	37	317	3.0	35
	Nov	39	534	3.3	57		Nov	39	366	3.4	43
	Jan	40	563	3.6	60		Jan	40	401	3.7	48
	March	37	583	3.9	60		March	39	432	3.9	50
	June	36	591	4.0	54		June	39	432	3.9	45
	change	-1	8	.1	-6		change	0	0	0	-5
4	Sep	32	632	4.5	70	4	Sep	32	490	4.4	50
	Nov	34	631	4.5	63		Nov	34	506	4.5	49
	Jan	34	652	4.8	65		Jan	33	515	4.6	49
	March	34	665	5.0	64		March	33	580	5.1	58
	June	35	705	5.7	74		June	32	599	5.3	59
	change	1	40	.7	10		change	0	19	.2	1
5	Sep	43	699	5.5	69	5	Sep	43	634	5.5	56
	Nov	45	704	5.6	66		Nov	45	687	6.0	61
	Jan	47	712	5.8	64		Jan	47	699	6.1	60
	March	45	721	6.0	62		March	46	713	6.2	59
	June	42	752	6.7	67		June	44	749	6.4	60
	change	-3	31	.7	5		change	-2	36	.2	1



Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301

Supt. Bryan Lane
Wilton-Lyndeboro School District
192 Forest Road
Lyndeborough, NH 03082

RECEIVED

MAY 21 2012

**SCHOOL ADMINISTRATIVE
UNIT # 63**

Dear Superintendent Lane,

I am pleased to notify you that a school in your district has been selected to participate in the 2019 administration of the National Assessment of Educational Progress (NAEP). NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in various subjects. It is administered by the National Center for Education Statistics (NCES), within the U.S. Department of Education. Selected schools represent schools across New Hampshire and the nation, and their participation provides an accurate picture of student performance. The school will play an important role by participating, and I am thankful for your support to make this a meaningful experience for your schools and students.

Selected schools are notified in advance so that principals can place the assessment window (January 28 to March 8, 2019) on their calendars and incorporate NAEP into the planned school program. A few additional schools within your school district may also be selected at a later date; your NAEP State Coordinator will contact you should this happen. Starting in June, each school will receive its assessment date. Schools may work with the NAEP State Coordinator if there is a conflict with the scheduled assessment date.

The NAEP 2019 administration will include two main assessment programs. The attached list of district schools selected for NAEP shows the assessment program for each selected school.

- State-level assessments
 - Grades 4 and 8: Mathematics and reading
- National and pilot assessments
 - Grades 4 and 8: Science assessments; mathematics and reading pilots
 - Grade 12: Mathematics, reading, and science assessments

For the state-level assessments, NAEP will administer mathematics and reading assessments to students in grades 4 and 8. Students will take the assessment on tablets provided by NAEP representatives. National and state-level results will be released as The Nation's Report Card. If applicable in your district, American Indian and Alaska Native students participating in the NAEP mathematics and reading assessments at grades 4 and 8 will also be included in the National Indian Education Study (NIES). The NIES describes the condition of education for American Indian and Alaska Native students in the United States.

For the national-level assessments, NAEP will administer science assessments to students in grades 4, 8, and 12. In addition to science, grade 12 students will take mathematics and reading assessments. Most students will take the assessment on tablets provided by NAEP representatives, while a small subset of students will take paper-and-pencil versions. NAEP is administering these assessments via both tablets and paper booklets to evaluate any differences in student performance between the two types of administration. National results will be released as The Nation's Report Card.

NAEP will also administer pilot assessments on tablets. Students in grades 4 and 8 will also participate in mathematics and reading pilots. Results from these pilots will not be released but will be used to ensure that future NAEP assessments continue to be a reliable measure of student achievement.

Selected high schools will participate in the High School Transcript Study, which involves the collection of student transcripts and course catalogues. This information will be used to examine course-taking patterns of students and the relationships with educational achievements through the link to NAEP data. Other special studies may occur in some schools as well. As in previous years, NAEP representatives provide significant support to schools: they bring all necessary materials and equipment, including tablets, and administer the assessment.

In addition, please be aware that there is a voluntary survey included with the NAEP assessment. Per RSA 186:11, IX-d, school districts are required to adopt a policy governing non-academic surveys or questionnaires to students. The policy requires school districts to notify a parent or legal guardian of a non-academic survey or questionnaire and its purpose and make the surveys or questionnaires available, at the school and on the school or school district's website, for review by a student's parent or legal guardian at least 10 days prior to distribution to students. **The policy also must allow a parent or legal guardian to opt in to the non-academic survey or questionnaire either in writing or electronically.**

Please include the NAEP assessment window (January 28 to March 8, 2019) on your district test calendar. Information about NAEP can be found in the enclosures listed below and at <http://nces.ed.gov/nationsreportcard>. Donna Dubey, our NAEP State Coordinator, will contact your staff with additional information.

Thank you for supporting this important assessment and for helping accomplish our goal of 100 percent participation.

Sincerely,



Frank Edelblut
Commissioner of education

Enclosures: List of district schools selected for NAEP:
Wilton-Lyndeboro Middle School

CC: Julie Couch, Assessment Administrator
Donna Dubey, NHDOE NAEP State Coordinator

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). The information each student provides will be used for statistical purposes only. In accordance with the Confidential Information Protection provisions of Title V, Subtitle A, Public Law 107-347 and other applicable Federal laws, student responses will be kept confidential and will not be disclosed in identifiable form to anyone other than employees or agents. By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about students. Electronic submission of student information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Wilton-Lyndeborough Cooperative School District

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

TO: The WLC School Board
FROM: Bryan Lane
DATE: 6/1/18
RE: Food Service Changes

After the meeting with administration and food service the following are the first steps in improving the service and hopefully participation.

- 1) Will get cost on going from disposal to non-disposal dishware and silverware.
Will add ½ hour to personnel time per day if needed for extended dishwashing tasks.
Will use paper straws vs. plastic straws.
- 2) MS/HS add ala carte items to include:
 - a. Salad bar by weight
 - b. Pre order sandwiches/subs – 6” or 12” - priced accordingly. Students will be able to order the sub sandwich prior to school starting and it will be waiting for them when lunch begins to reduce the length of lines and wait time.
- 3) Extensive marketing for menu items – create supplemental page to monthly menu – describing details of products/meals.
- 4) Elaborating on healthy/fresh, information to be sent with monthly school newsletters, posted on cafeteria boards and posted on SAU/schools websites.

LCS Program:

- 1) Will create one menu for the elementary schools – FRES and LCS. Same items and same portions.
- 2) Will use same point of sale and batch system for meal counts, etc.
- 3) LCS staff person to work with FRES (most meal preparation and cooking will be at FRES).

We will continue to look at the quality and presentation of foods offered. If there are local farmers who we can do business with we will be open to building that relationship if it is cost effective.

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

TO: The WLC School Board
FROM: Bryan Lane
DATE: 6/1/18
RE: Transportation Savings

In the 2016-17 school year the District budgeted \$35,000 for transportation to the Career and Technical Education Center at Milford HS.

With the lease of the van, the budget amount was reduced to \$16,690, account number 04.2743.519.03. The line for this account is currently \$21,639 an over expenditure of \$4,949.

The reason for the overage in the spending for this account is because we also used the van for other educational purposes. The van was used to transport a student to Mascenic High School which would have an expense of \$245 for the 174 school days this year, a total cost of \$42,630. We have also used the van for transporting students to the IMPAACT program in Nashua. This was a new program and unbudgeted. If we did send the students to the program in Nashua using our bus service, the cost would have been approximately \$6,000.

Beyond the academic end of things, we have been able to use the van for athletic transportation for some soccer games, basketball games and tennis matches. We have used the van approximately 15 times with the average cost of an athletic trip about \$300. At this rate the cost is about \$4,500. The cost for us to use the van would be about \$80 per trip including gas. This would create a savings of about \$3,300.

Looking at total expenditures versus cost savings:

	Cost	Savings
CTE Transportation	\$21,639	
Special Education		\$42,630
IMPAACT		\$ 6,000
Athletics		\$ 3,300
Total	\$21,639	\$51,930

In the upcoming budget cycle we will be looking at the possibility of leasing two smaller vans for out of district special education transportation to determine if there can be further cost reductions.

Treasurer's Monthly Report
Wilton-Lyndeborough Coop S.D.
Ending March 31, 2018

Cash on Hand June 30, 2017	
Cash on Hand - WLC Checking Account	\$ 704,647.19
Cash on Hand - Food Service Account	\$ 14,999.60
Total Cash on Hand June 30, 2017	<u>\$ 719,646.79</u>

Cash on Hand Previous Month	
Cash on Hand - WLC Checking Account	\$623,070.92
Cash on Hand - Food Service Account	<u>\$71,839.40</u>
	\$694,910.32

Source	Description	March 2018	YTD 2017-2018
Appropriations	Town of Lyndeborough	\$241,131.66	\$ 2,170,275.00
Appropriations	Town of Wilton	\$583,255.42	\$ 5,250,284.76
Tuition	Extended Day Program	\$3,375.00	\$ 26,681.25
Tuition	Preschool Program	\$1,650.00	\$ 7,650.00
Liability Offset	Dental Insurance	\$1,327.23	\$ 10,540.83
Liability Offset	COBRA		\$ 1,447.35
Federal Funds	Medicaid	\$1,886.79	\$ 61,149.47
Federal Funds	Title I	\$15,310.16	\$ 83,869.24
Federal Funds	Title II	\$275.00	\$ 21,634.92
Federal Funds	IDEA	\$27,994.00	\$ 136,711.34
Federal Funds	IDEA Preschool		\$ 2,422.50
US Treasury	REAP		\$ 1,040.88
USAC	E-Rate	\$9,860.82	\$ 21,215.49
State Funds	Building Aid		\$ 64,000.00
State Funds	Refund - NHRS		\$ 12,582.79
Liability Offset	School Care Wellness		\$ 8,355.00
State Funds	Equitable Aid		\$ 945,928.00
State Funds	Special Education - Cat Aid		\$ 141,067.29
State Funds	Preschool Program		\$ 3,378.87
State Funds	Food Service Reimbursables	\$8,522.60	\$ 51,881.28
Local Funds	Food Service Sales	\$8,134.13	\$ 64,981.93
Town of Wilton	C/R Building & Road		\$ 16,510.00
State Funds	Voc Transportation		\$ 2,327.00
NH School Helth Care Coalition	School Care Wellness		\$ 3,565.00
Other	Jean's Friday	\$101.00	\$ 1,309.25
Other	Lyndeborough History Book Sales	\$75.00	\$ 875.00
Other	Lost Book		\$ 51.75
FRES LCS PTO	Playground Gift		\$ 1,500.00
NE Dairy and Food Council	Equipment Grant- FUTD		\$ 8,900.00
State of New Hampshire	Court Case Repayment		\$ 31.09
Wilton Lions	Use of Facility		\$ 395.00
Town of Lyndeborough	WB Mason Paper		\$ 112.10
Employee	Refund-Unpaid Leave (RH)		\$ 588.88
Houghton Mifflin	Refund		\$ 852.50
Quill	Refund-Duplicate Payment		\$ 130.36
American Discovery	Refund-Duplicate Payment		\$ 12.00
Andy's Summer Playhouse	Use of Facility		\$ 90.00
Flying Gravity Circus	Use of Facility	\$160.00	\$ 160.00
Gate City Stiders	Use of Facility	\$300.00	\$ 300.00
Verizon	Refund for Cell Phone		\$ 36.60
FRES LCS PTO	Library Books		\$ 116.20
DD	Replace Chromebook		\$ 215.00
	Total Receipts	\$903,358.81	\$ 9,125,175.92
General Fund	School Board Orders Paid	\$225,764.62	\$ 2,828,838.84
Special Revenue Funds - Grants	School Board Orders Paid	\$16,964.03	\$ 171,517.90
Food Service	School Board Orders Paid	\$5,851.50	\$ 71,100.15
Prior Year Payables	School Board Orders Paid		\$ 176,448.57
Payroll	School Board Orders Paid	\$ 675,233.14	\$ 5,850,951.41
Transfer to Capital Reserve Fund	School Board Orders Paid		\$ 71,510.00
	Total Disbursements	<u>\$ 923,813.29</u>	<u>\$ 9,170,366.87</u>
	Current Activity	\$ (20,454.48)	\$ (45,190.95)
	Month End Cash on Hand Total	\$ 674,455.84	\$ 674,455.84

Cash on Hand - WLC Checking \$594,524.56

Cash on Hand - Food Service \$79,931.28

Month End Cash on Hand Total \$ 674,455.84

To the WLC Coop School Board:

The above is a correct statement of the transactions of the Treasurer to date.

Cindy Marzella
Wilton-Lyndeborough Coop School District Treasurer

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD MEETING
Tuesday, May 22, 2018
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.**

Present: *Harry Dailey, Matt Ballou, Miriam Lemire, Charlie Post, Joyce Fisk, Carol LeBlanc, Jonathan Vanderhoof, and Alex LoVerme.*

Superintendent Bryan Lane and Clerk Kristina Fowler

I. CALL TO ORDER

Chairman Dailey called the meeting to order at 6:31pm.

II. ADJUSTMENTS TO THE AGENDA

Superintendent Lane informed members of an additional nomination (assistant principal) and he is bringing forth nominations for a school nurse and computer science teacher this evening.

III. PUBLIC COMMENTS

There were no public comments to report.

IV. ACTION ITEMS

a. Approve Minutes of Previous Meeting

A MOTION was made by Mr. Ballou and SECONDED by Mr. LoVerme to approve the minutes of May 8, 2018 as written.

Voting: all aye; motion carried unanimously.

A brief discussion was had concerning making motions or taking action regarding topics not on the agenda and/or in board reports and public comment in general; should a practice be set. Superintendent Lane will look to see if we have an existing policy relating to this matter.

b. Meeting Schedule

Superintendent Lane informed members he will be at the state conference, out of district during the time of the June 26 Board meeting and as there are not any pressing issues at this time, he is questioning if members would like to cancel the meeting. He is willing to return for the evening meeting if the Board wishes to maintain the schedule. This was briefly discussed.

A MOTION was made by Ms. Lemire and SECONDED by Ms. Fisk to cancel the June 26, 2018 Board meeting.

Voting: six aye; one abstention from Mr. Vanderhoof, motion carried.

It is possible to schedule a meeting should something come up that is pressing and cannot wait until the next meeting in August. Superintendent Lane will be in touch with the Board Chairman and Vice Chairman should something arise and they would determine if disseminating the information to the rest of the members is warranted.

V. RESIGNATIONS / APPOINTMENTS / LEAVES

a. Appointments

Superintendent Lane reviewed each nomination for appointment. He answered questions regarding the candidates.

i. FRES-School Nurse-Kim Sheridan

52 A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to accept the recommendation
53 and appoint Ms. Kim Sheridan, FRES school nurse.
54 Voting: six aye; one nay from Mr. LoVerme, motion carried.

55
56 **ii. WLC-Computer Science/Education Technology Integrator Teacher-Paul**
57 **Petrimoulx**

58 A MOTION was made by Ms. Lemire and SECONDED by Ms. LeBlanc to accept the recommendation
59 and appoint Mr. Peter Petrimoulx, WLC computer science/technology integrator teacher.
60 Voting: all aye; motion carried unanimously.

61
62 **iii. WLC-Assistant Principal-Sarah Edmunds**

63 A MOTION was made by Mr. Ballou and SECONDED by Mr. LoVerme to accept the recommendation
64 and appoint Ms. Sarah Edmunds, WLC assistant principal.
65 Voting: five aye; one nay from Mr. Post, one abstention from Mr. Vanderhoof, motion carried.

66
67 **VI. ADJOURNMENT**

68 A MOTION was made by Mr. LoVerme and SECONDED by Ms. Fisk to adjourn the Board meeting at
69 7:07pm.
70 Voting: all aye; motion carried unanimously.

71
72 Respectfully submitted,
73 Kristina Fowler
74

**WILTON-LYNDEBOROUGH COOPERATIVE
SCHOOL BOARD WORKSHOP
Tuesday, May 22, 2018
Wilton-Lyndeborough Cooperative M/H School-Media Room
6:30 p.m.**

Present: Harry Dailey, Matt Ballou, Miriam Lemire, Charlie Post, Joyce Fisk, Carol LeBlanc, Jonathan Vanderhoof, and Alex LoVerme.

Superintendent Bryan Lane and Clerk Kristina Fowler

I. SCHOOL BOARD WORKSHOP

i. Strategic Planning Committee-Discuss and Prioritize Items

Each item on the list was reviewed and discussed with various opinions shared. The following items will be removed:

- “Pursue option of full day kindergarten” (completed)
- “Analyze feasibility for reserve fund warrant article” (School Board opted previously not to pursue)

The committee previously researched “Investigate possibility of rolling average funding formula”; this will stay on the list and be addressed through the next draft warrant article process.

The consensus was to make the additional following changes to the document:

- Move “Review SAU Configuration and “Adding Towns” to “Building Utilization & Planning”
- Relabel “School Days vs Hours” as “School Calendar”
- Add “School Administrative Structure” to the list.

Priorities were set for the items on the updated list as follows:

1. School Calendar
2. MS Configuration
3. School Administrative Structure
4. Building Utilization & Planning/Review SAU Configuration/Adding Towns
5. Food Service
6. Alternative Education Programs/Associated Costs

Administration will work on the following items prior to gather information and ideas: School Calendar (consider alternatives, days vs. hours and calendar as one unit, part of budget proposal), MS Configuration (have information for September), Food Service (options such as not participating in state program and potential enhancements, changes to be in place for fall), and Alternative Education Programs/Associated Cost (research additional program potential with Mr. Verratti providing input)

It was noted if any sidebar agreements are necessary with the WLCTA; a School Board representative will be needed.

District van accounting will be provided at the next meeting.

Information regarding evaluation of HS testing will be brought to the Board.

ii. Community Involvement

This topic refers to an email from The Wilton Economic Team regarding the proposal by Pan Am to discontinue access to the Milford-Bennington Railroad. This was discussed after Goals and Objectives and no action was taken by the Board.

iii. Goals and Objectives

Each goal and objective on the list was reviewed and discussed with various opinions shared. The general consensus was to remove the following items:

- Survey Communities of Wilton-Lyndeborough
- District Wide Calendar

The goals and objectives will be reviewed quarterly.

Relating to “Increase communication with town leadership”, two Board members, one for each town, (Chairman Dailey, Wilton and Mr. Ballou Lyndeborough) were assigned to attend selectmen quarterly meetings. Prior to the selectmen’s meeting, the Board will provide bullet points for the representatives.

Regarding “Explore ways students can navigate the graduation process”, Ms. Amanda Kovaliv, School Counseling Coordinator will attend an upcoming Board meeting to review the process that exists, provide information and take questions. This item will be moved to 0-12 month category. The following year if proven to be effective this item will be removed.

Documents may be provided to the Board Chairman and Vice Chairman in advance of August and September and they would be deciding if disseminating them to the rest of the Board is appropriate.

Chairman Dailey will set up dates set up for the Strategic Planning Committee to meet.

Respectfully submitted,
Kristina Fowler

Wilton-Lyndeborough Cooperative School District
Goals and Objectives

0-12 Months	1-2 Years	3-5 Years
Evaluate/improve/track student achievement <ul style="list-style-type: none"> • Determine best assessment tool • Define process for surveying students out of school • Start/continue discussions with grades 6-10 on where they are going 	Consider developing a program such as trade/career school or working with other districts <ul style="list-style-type: none"> • Bring in outside people to talk about career choices students may not be aware of • Tap into community resources • Explore several options to enhance non college bound student opportunities 	School within a school-charter or gifted program
Increase student and staff pride and morale <ul style="list-style-type: none"> • Move toward recognizing excellence throughout the district by engaging staff and students with expanding opportunities for participation. 	Develop a system to follow up to determine level of preparedness for career/college <ul style="list-style-type: none"> • Start with 2017 graduates and follow up in 18-19 	
Look for opportunities for Interscholastic Academic Competition <ul style="list-style-type: none"> • Granite State Challenge-Determine when WLC is eligible to enter • Math League • Model UN • Quiz Bowl • Lego League • Calculus League 	Increased communication with town leadership <ul style="list-style-type: none"> • Attend quarterly selectmen meetings 	
More student involvement in district <ul style="list-style-type: none"> • Explore student leadership role at board meetings (non-voting member) 	Expand and monetize the RISE program <ul style="list-style-type: none"> • Determine the amount maximum of tuition per state regulation 	
Explore ways students can navigate the graduation process <ul style="list-style-type: none"> • Provide additional guidance support • Provide in house college representation • Affiliation with 2 & 4 year colleges • Provide extra support to those students who may not have a support system 		

Wilton-Lyndeborough Cooperative School District
Strategic Planning Committee

Develop information for the School Board.

Investigate possibility of rolling average funding formula <ul style="list-style-type: none">• <i>Investigated</i>• Outcome-District cannot adjusted apportionment agreement until March 2019
School Calendar <ul style="list-style-type: none">• Consider alternatives
MS Configuration
School Administrative Structure
Building Utilization & Planning /Review SAU Configuration/Adding Towns <ul style="list-style-type: none">• Demographic study
Food Service Options
Alternative Education Programs/Associated Cost

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road
Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

MEMO

To: Bryan Lane, Superintendent of Schools
School Board Members
From: Lise Tucker, Business Administrator
Subject: Transportation Contract Compliance
Date: June 5, 2018

I have been asked by Steve Brown of Steve's School Bus Service to waive the requirement of sending us a Performance Bond or Irrevocable Letter of Credit for 100% of the annual contract price.

This requirement was specified on the Invitation to Bid under General Conditions item 7. He is proposing to cut his initial contract price for the first year of 2018-19 from \$242,200 to \$ 238,700. This would result in a savings of \$3,500 if we decide not to enforce the requirement. This would be an annual savings for the term of the contract – three years.

Please note that this is not recommended by our insurance company and is not considered best practice. This measure is used to protect our district should the company faulty on their contract obligations.

In Summary:

Contract Year	Initial Bid	Contract Price
2018-19	242,200	238,700
2019-20	247,044	243,544
2020-21	251,985	248,485

Proposal to Board – two options:

Motion to waive the transportation requirement of a Performance Bond or Irrevocable Letter of Credit for the term of this contract.

Or No Motion and leave contract requirement as is – requiring Bond or Letter of Credit.

Wilton-Lyndeborough Cooperative School District TRANSPORTATION CONTRACT

This Agreement made this **5th day of March 2018**, is hereby made by and between **Steve's School Bus Service, Inc.** of Lyndeborough, New Hampshire 03082, hereinafter called the "**Carrier**", and the **Wilton-Lyndeborough Cooperative School District** in the towns of Wilton 03086 and Lyndeborough 03082, New Hampshire, hereinafter called the "**District**".

The parties agree as follows:

- 1. Term.** The **District** agrees to employ the **Carrier** as a transporter of school children for a period of three (3) years commencing July 1, 2018, through June 30, 2021.
- 2. Regular Routes.** The **Carrier** agrees to supply buses and drivers to transport pupils assigned by the **District**, on routes and at such times as developed by the **Carrier** approved by the District's Superintendent, for each and every day that school is in session during the term of this agreement. Routes will be assigned to a regular driver. These route assignments will take precedence over assignments to charters and special events.

The **Carrier** shall, with the information provided by the **District**, transport pupils on the routes described which may be altered from time to time by the **District**, without additional expense, provided that the total mileage is not increased. Final determination of the schedules and routes shall be vested in the **District**.

Other Routes (Field Trips, Athletic Trips). These Routes shall be determined based on the needs of students at the discretion of the Principal or designee working in cooperation with the **Carrier**.

- 3. Contract Price and Payment Procedures.** All transportation is to be conducted in accordance with the Contract Documents. The **District** shall pay the **Carrier** per the attached Exhibits – **Cost Statements**.

The **District** shall pay the **Carrier** for its services on a monthly basis on or about the 15th of each month provided that invoices have been sent to the **District** by the first of each respective month.

- 4. Timing.** The Wilton routes should be arranged so that the pupils will arrive at school no earlier than 7:30 a.m. and no later than 7:50 a.m.; in the afternoon, the buses will not leave the school area any earlier than 2:45 p.m. or any later than 3:00 p.m. The Lyndeborough routes should be arranged so that the pupils will arrive at school no earlier than 7:45 a.m. and no later than 8:00 a.m.; in the afternoon, the buses will not leave the school area any earlier than 2:50 p.m. or any later than 3:10 p.m.

Note: these times are subject to change.

- 5. Fuel and Mileage.** The **Carrier** shall provide all the fuel required to operate the buses and the cost of fuel is included in the bid price.

Wilton-Lyndeborough Cooperative School District TRANSPORTATION CONTRACT

- 6. Extended/Shortened School Year.** In the event that the school year is extended beyond one hundred eighty (180) days, payment for such additional days shall be made to the **Carrier** at 45% of the per day rate. The **Carrier** further agrees that if the school year is shortened to less than one hundred eighty (180) days for any cause, the sums of money herein before mentioned shall be reduced by 45% of the per day rate. The calculations are to be made from the terms in Paragraphs 1 above.

In the case of inclement weather, the decision whether or not to operate buses shall be made by the Superintendent or his/her designee. In the event of early dismissal, whether due to inclement weather or any other reason, the **Carrier** agrees to provide the standard quality bus service for such early dismissal, provided that the **District** shall furnish the **Carrier** with notice as soon as possible of such early dismissal.

- 7. Equipment.** The **Carrier** agrees to provide, at the discretion of the **District**, up to five (5) diesel equipped 60-66 or seventy-two (72) student passenger buses for regular routes and one (1) spare bus. All buses must bear "Wilton-Lyndeborough" on both sides of the bus.

The **Carrier** further agrees that all vehicles will be equipped and maintained in accordance with applicable New Hampshire State Statutes and regulations of the Division of Motor Vehicles and the Department of Safety, now in force or hereafter adopted or promulgated and shall conform with all rules and regulations now in force or from time to time adopted and approved by the New Hampshire State Board of Education and/or the School Boards. These vehicles shall be subject to the customary inspections conducted by the State Motor Vehicle Department each year for school buses with copies of the inspection to be forwarded to the District's Superintendent of Schools. Buses shall be inspected by Official State Inspectors. The **Carrier** agrees that any additional buses added during the agreement shall be approved by the District's Superintendent after being inspected by Official State Inspectors.

The **Carrier** agrees to strictly abide by and follow the policies adopted by the **District**, and as the policies may be reasonably amended from time to time, including audio and video tape capabilities.

Prior to August 15th of each school year the **Carrier** will provide the **District** with the vehicle identification numbers of all buses used to perform this agreement. In addition, each bus shall be assigned a route number. All vehicles substituted or added to the list of vehicles as submitted must have prior approval of the Superintendent or his/her designee.

- 8. Spare and Additional Vehicles.** In addition to the regular buses and spare bus to be provided, the **Carrier**, when required and requested by the **District**, will, within thirty (30) days, furnish additional buses to meet unforeseen requirements on a temporary basis and within four (4) months furnish additional buses on a non-temporary basis as required that meet the specifications in Section 6. Any increase in the number of buses needed shall result in an increase in cost to the **District** at the rate of \$269.12 per day as described in the Exhibits – specifically the Cost Statement for Regular Routes. The **District** in its sole discretion has the authority to determine that it is necessary to add additional buses to service the District's needs.

Wilton-Lyndeborough Cooperative School District TRANSPORTATION CONTRACT

- 9. Overloading Buses.** If a bus is threatened to be overloaded on any route, the District's School Board, Superintendent and/or Business Administrator will decide what steps are necessary to resolve the problem. The **Carrier** shall not carry any more students than the capacity of the vehicles used. Additional buses may be placed in service only after obtaining written consent of the District's Superintendent and/or Business Administrator.
- 10. Use of Vehicle.** All vehicles shall be registered in the names of the **Carrier and of the District** and shall use permanent plates issued by the State of New Hampshire. During the entire time that plates in the name of the **District** are attached to any of the Carrier's vehicles, said vehicles are to be for the exclusive use of the **District** or any organization related thereto at the direction of the District's Superintendent. The **Carrier** agrees that if any vehicle covered by this agreement is used for any other purposes, other than as stated, without the written consent of the District's Superintendent, any vehicle so used shall be immediately disqualified from the privilege of being registered in the name of the **District** upon the first improper use thereof, thereby disqualifying the vehicle from eligibility for permanent registration.
- 11. Repairs.** All repairs made to any vehicles under this agreement shall be made under the direction and at the expense of the **Carrier**; any replacement of equipment on a temporary or permanent basis shall be at the expense of the **Carrier**.
- All bus expenses, including but not limited to, tolls, parking fees, cleaning, maintenance, upkeep, repairs, oil, grease, antifreeze, windshield washer fluid, licenses, tools, and the cost of providing overnight electricity to the diesel buses will be the sole responsibility of the **Carrier**. Records of maintenance expenses as well as records of all fuel necessary to operate buses shall be maintained by the **Carrier** and shall be open and available for review by the Superintendent, or his/her designee within seventy-two (72) hours of written notification.
- 12. Operators.** All bus operators, including substitute drivers, shall have a New Hampshire School Bus Certificate and have advanced approval by the **District**. All bus drivers shall be a minimum of twenty-one (21) years of age. A request for a waiver of this clause may be made in writing, to the District's Office of the Superintendent of Schools. Bus operators shall submit a certificate of physical examination in keeping with RSA 200:37. The **District** reserves the right to remove any bus driver at any time during the term of the agreement if the District determines it to be in the best interests of the **District**.

All bus operators, monitors and substitute drivers must have a current criminal history records check paid for by the **Carrier**. They must meet all qualifications set forth by federal statutes and regulations, as well as state statutes and regulations. The **Carrier** shall maintain a personnel file on each bus driver which shall be open for inspection by the **District**. No operator or substitute driver shall be considered an employee of the **District** and the **Carrier** alone shall be responsible for the acts and omissions conduct or control of any and all personnel in its employ. Operators shall not use personal cell phones while operating the school bus or while students are on the bus. Operators shall obey all state and local traffic regulations. No operator shall permit students to leave the bus other than at a scheduled stop,

Wilton-Lyndeborough Cooperative School District TRANSPORTATION CONTRACT

except as authorized by the **District** or in the case of an emergency evacuation. Operators shall remain on the bus at all times while children are aboard, except as authorized by the **District**.

- 13. Insurance.** Automobile and general liability insurance shall be carried by the **Carrier** during the life of the Agreement with a minimum coverage of one million dollars/five million dollars (\$1,000,000/\$5,000,000) per occurrence and no less than fifty thousand dollars (\$50,000) with respect to property damages. The insurance may be arranged under a single policy or by a combination of an underlying policy with the balance provided by an Excess or Umbrella policy. Such policy will name the **District** as an additional insured. A certificate of such insurance must be received by the District's Business Administrator annually or as otherwise appropriate to verify the continuation of the specified insurance without lapse of coverage or uninsured period. Said policy shall not be cancelable without thirty (30) days written notice to the **District**. The **Carrier** will immediately notify the **District** if the **Carrier** receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intends to cancel any part of such insurance upon receipt of the notice; such notice shall be in addition to any obligation of the insurance company or companies to notify the **District** as an additional insured.

The **Carrier** shall, at its sole expense, defend, indemnify and hold harmless the **District** and its respective officers, agents and employees from any and all claims, demands, actions and causes of action, damages, costs, loss of services, expenses, and compensation, including but not limited to any and all claims for personal injury, death and property damage which may, in any way, arise from or out of the operation of the **Carrier** pursuant to the terms of this contract, whether such operations be performed by the **Carrier** itself, or anyone directly or indirectly employed by it or any other person or company retained in any way by it to carry on all or a portion of the operations necessary to abide by the terms of this contract.

The **Carrier** shall, at its sole expense, purchase and provide all such insurances that will properly protect it and the **District**, and their respective officers, agents and employees from any and all claims, demands, actions and causes of action, damages, costs, loss of service, expenses and compensation, including but not limited to any and all claims for personal injury, death and property damage which may, in any way, arise from or out of the operation of the **Carrier** pursuant to the terms of this contract, whether such operations be performed by the **Carrier** itself, or any other person or company retained in any way by it to carry on all or a portion of the operations necessary to abide by the terms of this agreement. Said insurance shall be in the amounts and in the form provided for in paragraph 1 of this Section 13.

The **Carrier** shall maintain Workers' Compensation insurance for all employees engaged in the transportation of students. All bus drivers and other personnel engaged in the transportation activities set forth in the Agreement are the employees of the **Carrier**. A certificate of such insurance must be received by the District's Business Administrator annually or as otherwise appropriate to verify the continuation of the specified insurance without lapse of coverage or uninsured period. The **Carrier** will immediately notify the **District** if the **Carrier** receives any notice from the insurance company or companies providing such insurance coverage, that such company or companies intend to cancel any part of such insurance upon receipt of the notice.

Wilton-Lyndeborough Cooperative School District TRANSPORTATION CONTRACT

- 14. Responsibility.** The **Carrier** agrees that during the entire time of providing transportation services under this agreement it will be solely responsible for the safety, welfare, conduct, and control of the pupils whom it is transporting. **All pupil conduct issues will be reported to the appropriate school administration within 24 hours. The District will be responsible for imposing disciplinary action to the student as they deem appropriate.** The **Carrier** agrees that it will operate in accordance with the general policies of the **District**, but shall be considered an independent contractor to provide transportation for the pupils of the **District**.

The Carrier will report any disruption of service that will delay delivery of students to or from school in excess of 10 minutes to the Superintendent of Schools or designee. This notification must happen as soon as the Carrier becomes aware of the situation. This would include delays that occur during field trips or co-curricular activities.

- 15. Assignment of Interest.** The **Carrier** shall not assign, sublet, or transfer its interest or any part therein, in this agreement without the written consent of the **District**.

- 16. Bid Specification.** The bid specifications dated on or about December 14, 2017, and the bids submitted by the **Carrier** dated January 11, 2018, in response to said specifications are hereby incorporated herein by reference and made a part of this agreement and survive the issuance of this agreement. In the case of a conflict between this Agreement and the bid specifications, the contents of this Agreement shall control.

- 17. Modification and Cancellation.** This agreement may be amended by the mutual consent of both parties at any time. This agreement may be terminated by the **District** for unsatisfactory performance of this agreement, if conditions arise making transportation of **District** students unnecessary, or if the legislative body does not approve funding for this contract. The **District** shall give written notice to the **Carrier** citing the unsatisfactory performance. If the performance of the **Carrier** does not improve to the satisfaction of the **District** within fourteen (14) days, the **District** may terminate this agreement by providing written notice to the **Carrier**, notifying it of final termination fourteen (14) days from the date of receipt of said notice. If conditions arise making transportation of **District** pupils unnecessary, the **District** shall give the **Carrier** fourteen (14) days written notice of the final termination date of this agreement. Any termination by the **District** in the event of unsatisfactory performance, lack of appropriation by the legislative body or because transportation of pupils becomes unnecessary shall be without costs to the **District**. The **District** shall be liable to pay the **Carrier** only such amounts as are due to the date of termination as the Carrier's sole and exclusive remedy.

In addition to any other requirements the **District** may have, the **District** shall have the right to declare the **Carrier** in default if (a) the **Carrier** becomes insolvent; (b) the **Carrier** makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition in bankruptcy court is filed by or against the **Carrier**.

After termination of this agreement, the **District** may employ another carrier to complete the terms of this agreement, and, in the case of termination for unsatisfactory performance, hold the **Carrier** herein responsible for any extra or added expense, loans, or damages suffered by the **District**.

**Wilton-Lyndeborough Cooperative School District
TRANSPORTATION CONTRACT**

18. Compliance with Applicable Federal and State Laws. Notwithstanding any other provisions of this agreement, the **Carrier** shall comply at all times with Federal and State laws and regulations, including, but not limited to New Hampshire Revised Statutes Annotated 200:37, 259:96, 263:24 & 29, 266:7 & 22.

19. Correspondence. All correspondence between the **Carrier** and the **District** shall be directed to the following:

Stephen Brown
Steve's School Bus Service, Inc.
352 Center Road
Lyndeborough, NH 03082

Bryan K. Lane, Superintendent of Schools
Wilton-Lyndeborough Coop School Dist.
192 Forest Road
Lyndeborough, NH 03082

IN WITNESS WHEREOF, the parties hereto have signed this Agreement in duplicate. One counterpart each had been delivered to the **District** and the **Carrier**. All portions of the Contract Documents have been signed or identified by the **District** or its agents.

Steve's School Bus Service, Inc.

**Wilton-Lyndeborough Cooperative
School District**

By: _____

By: _____

Title: Owner

Title: School Board Chair

Witness: _____

Witness: _____

Date: _____

Date: _____

INVITATION TO BID SCHOOL BUS TRANSPORTATION

SECTION I

The Wilton-Lyndeborough Cooperative School District, by its School Board (hereinafter called the "School Board"), invites bids from responsible parties to provide transportation for Wilton/Lyndeborough school students to and from schools and elsewhere, as designated by the School Board. The School Board reserves the right to reject any or all bids as they deem to be in the best interest of the School District.

GENERAL CONDITIONS:

1. The School Board is offering contractors the opportunity to bid on School Transportation. The length of the contract will be for three (3) school years to commence on July 1, 2018, and terminate on June 30, 2021 with an option to extend for two one year terms.
2. All bids must be submitted on the official forms (attached hereto), sealed, labeled "Sealed Transportation Bid" and delivered to the Office of the Superintendent of Schools, 192 Forest Road, Lyndeborough, New Hampshire 03082, by 1:00 P.M., on **Thursday, January 11, 2018.**
3. The bidders are invited to be present at the public bid opening at the Office of the Superintendent of Schools, 192 Forest Road, Lyndeborough, New Hampshire, 1:00 P.M. on **Thursday, January 11, 2018.**
4. Awarding of the contract will be within forty-five (45) days from the bid opening by the School Board.
5. No bid shall be withdrawn for a period of forty-five (45) days from date of submission.
6. All bidders shall submit, with their bids, evidence from a financial institution and an insurance or surety company, licensed to do business in the State of New Hampshire, that it shall provide the bidder with a performance bond or comparable vehicle in the amount required herein if the bidder is successful.
7. A **Performance Bond** or **Irrevocable Letter of Credit** in the total estimated amount of the annual contract shall be furnished before a contract is signed. The contractor shall procure and maintain in force a performance bond or comparable vehicle from a financial institution and an insurance or surety company licensed to do business in the State of New Hampshire or for the benefit of School District conditioned upon the faithful performance of the terms of the contract, in an amount equal to one hundred percent (100%) of the estimated first year's contract and one hundred percent (100%) for each succeeding year of the contract. The cost to maintain this is to be included in the bid price.

The School District will consider a **Performance Guarantee** in writing in lieu of a performance bond. In the event that a performance guarantee is accepted by the School District, the cost of the performance guarantee will be deducted from the bid price.

8. The bidder for school transportation shall submit financial statements from the previous fiscal year. The Board may require financial compilations, within fifteen (15) working days, prepared by an outside firm approved by the Board at the expense of the bidder if they deem it to be in their best interest to evaluate the bids.
9. The successful bidder will appoint a qualified supervisor who will have general and overall supervision of the buses operating under the contract. Said person is not to be a regularly scheduled or substitute bus driver and he/she must be available to the School Board or their representative at all times during school hours and school bus transportation hours of each school day during the school year.
10. The Wilton-Lyndeborough Cooperative Schools are scheduled to operate for no more than one hundred eighty (180) days and all eligible children will be provided transportation to and from designated schools for no more than one hundred eighty (180) days as approved by the School Board. The School Board reserves the right to cancel scheduled school days because of weather, epidemics, or other emergencies and to change the school calendar as necessary during the school year. In the event that the school year is extended beyond one hundred eighty (180) days, payment for such additional days shall be made to the successful bidder at 45% of the per day rate. The successful bidder further agrees that if the school year is reduced below one hundred eighty (180) days, the sums of money herein before mentioned shall be reduced by 45% of the per day rate for each day by which the school year is reduced.
11. Should any prospective bidder desire clarification or interpretation of any items in the advertisement, invitation to bid, general conditions and specifications, he shall request such, in writing, from the Business Administrator, S.A.U. #63, Lyndeborough, N. H. and the question put and the answer given by the Business Administrator will be given or sent to all known bidders.
12. Automobile and general liability insurance shall be carried by the contractor during the life of the Agreement in the amount of five million dollars (\$5,000,000) per occurrence. The insurance may be arranged under a single policy or by a combination of an underlying policy with the balance provided by an Excess or Umbrella policy.

Such policy will name the School District as a co-insured and a certificate of such insurance must be received by the Business Administrator by June 1st. The contractor will immediately notify the School District if the contractor receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intends to cancel any part of such insurance; such notice shall be in addition to any obligation of the insurance company or companies to notify the School District as an additional insured.

The contractor shall agree to hold harmless the School District and any of the School District's officials, elected or otherwise, and its employees from claims for damages, including legal expenses, for property damage and/or personal injuries, and/or bodily injuries, including death, which may arise from or out of the operation hereunder.

The contractor shall maintain Workers Compensation insurance for all employees engaged in the transportation of students. All bus drivers and other personnel engaged in the transportation activities set forth in the Agreement are the employees of the contractor. The contractor will immediately notify the School District if the contractor receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intends to cancel any part of such insurance; such notice shall be in addition to any obligation of the insurance company or companies to notify the School District as an additional insured.

13. The School District shall pay the successful bidder for transportation services on a monthly basis on or about the 15th of each month. Payments for regular to and from transportation will be made over a ten (10) month period starting in September and ending in June. The successful bidder must send invoices to the School District by the first of each respective month.
14. The competency, responsibility, experience, reputation, and financial standing of the bidders will be considered in making the award. The School Board reserves the right to reject any or all bids, wholly or in part, to waive any informality therein, to accept any bid even though it may not be the lowest bid, and to make award which in its sole and absolute judgment will best serve the School District's interests. Bidders shall bid specifications and any exceptions must be noted.
15. In addition to any other rights the School Board may have, the School Board shall have the right to declare the contractor in default if (a) the contractor becomes insolvent; (b) the contractor makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition in bankruptcy is filed by or against the contractor.
16. The contract may be terminated by the School Board, together or individually, for unsatisfactory performance of this contract or if conditions arise making transportation of pupils unnecessary. In instances of unsatisfactory performance, the School Board shall give written notice to the contractor citing the unsatisfactory performance and giving the contractor fourteen (14) days to improve its performance to the satisfaction of the School Board. If the performance of the contractor does not improve to the satisfaction of the School Board, within the fourteen (14) day period, the School Board may terminate this contract by providing written notice to the contractor, notifying it of final termination fourteen (14) days from the date of receipt of said notice. If conditions arise making transportation of School District pupils unnecessary, the School Board shall give the contractor fourteen (14) days written notice of the final termination date of this contract.
17. After termination of this contract, the School Board may employ another contractor to complete the terms of this agreement, and, in the case of termination for unsatisfactory

performance, hold the contractor herein responsible for any extra or added expense, loans, or damages suffered by the School District.

18. The contractor will be required to indemnify the School District for any loss that they may sustain from any cause arising out of the performance or lack of performance of this agreement by the contractor.
19. In the event no funds, or insufficient funds, are appropriated and budgeted for payments due under this contract, the District may elect to terminate this Contract in accordance with this article. The District's election to terminate must be exercised by delivering its prior written notice of its intent to terminate, together with a certified statement by an authorized official indicating that insufficient funds have been appropriated for the ensuing fiscal year. Termination under this article shall be effective upon expiration of the applicable fiscal year of the District and payments of all amounts due during that fiscal year.
20. Bidders will return one (1) original bid and two (2) copies. All proposals must be on the forms provided and signed by the individual, partnership or corporation making the same; when made by a corporation, proposals must be signed by the officers thereof authorized to bind it by contract and be accompanied by a copy, under seal, of his authority to sign. Additional pages may be attached, dated, and signed by an authorized representative of the contractor, if additional space is required to provide a complete response.

SECTION II

ROUTES AND SCHEDULES:

The SAU considers route optimization to be of the utmost importance.

1. The contractor shall prepare a bus transportation schedule including routes, scheduling and student pickup lists. The contractor may use a computerized routing system acceptable to the Superintendent of Schools and the Business Administrator to develop the bus routes and stops. The computerized routing system may be used to develop the most efficient bus routes beginning in the first year of the contract, utilizing the least mileage traveled, the shortest ride time for the students, and the least number of buses. A copy of the present routes is available for examination by bidders on the SAU 63 website, www.sau63.org. Route optimization is to be completed and is to be presented to the Superintendent of Schools no later than August 1 of each year. The School Board reserves the right to make changes in the bus routes as the School Board determines to be in the best interest of the School District. Final determination of schedules and routes shall be vested in the School Board and/or Superintendent.
2. The contractor will maintain routes and time schedules as set forth above and will give prompt notice to the Superintendent or Business Administrator if any difficulty develops. Changes in the bus routes or time schedules will be made only when properly authorized by the Superintendent and the Business Administrator. The first priority of the contractor shall be the routine daily transportation of students to and from school. Field trips or other special trips taken by the buses shall not interfere with the regular bus schedule.

Wilton-Lyndeborough Cooperative School District, SAU #63

3. Bidders must satisfy themselves by personal investigation of the area served, by study of the opening and closing schedules, and by study of enrollment statistics as to the length and number of runs necessary and the equipment and personnel needed to supply the transportation called for in the specifications.
4. Contractor agrees to review all routes on an annual basis to maximize efficient use of buses while maintaining student ride times as established by District policy.
5. Estimated number of pupils riding the School District's buses:

	Wilton*	Lyndeborough**
Elementary School	223	85
Middle/High School*	234	80

- * All Students are combined across a single run.
 - ** There is a separate Elementary and MS/HS run.
6. Field trips are scheduled, for the most part, during school hours. There may be occasions when certain trips will run beyond the normal school day.
 7. Athletic events are scheduled, for the most part, after school hours. There may be occasions when certain trips will run into the normal school day.
 8. Routes will be assigned a regular driver. These route assignments will take precedence over assignments to charters and special assignments.
 9. FOR INFORMATION ONLY (subject to change): The School Day:

	Start	Close
Lyndeborough Central School	8:00 A.M.	2:50 P.M.
Florence Rideout Elementary School (Wilton)	8:00 A.M.	2:50 P.M.
Wilton-Lyndeborough Cooperative Middle/Senior High School (Wilton)	7:50 A.M.	2:45 P.M.

SECTION III

BUSES:

1. All vehicles provided by the successful bidder shall comply in every respect with all local, New Hampshire State and Federal Laws, regulations and ordinances applicable and

Wilton-Lyndeborough Cooperative School District, SAU #63

pertaining to the transportation of pupils in effect at the commencement of the contract period and promulgated during the life of the contract period. No vehicle provided by the bidder at the beginning of the contract shall be more than twelve (12) years old.

2. The contractor is encouraged to provide vehicles that have lower emissions and utilize any Green Technology available at the starting date of the contract.
3. The contractor agrees to provide buses, which shall be equipped to handle required student passengers on all routes and meet current State and Federal regulations or local needs. Please submit an equipment list with your bid.
4. The successful bidder shall provide a minimum of one (1) spare bus, which meets the conditions of Section III, Paragraphs 1, 2 and 3.
5. In addition to the regular buses and the spare bus to be provided, the successful bidder, when required and requested by the School Board, will, within thirty (30) days, furnish additional buses to meet unforeseen requirements on a temporary basis and within four (4) months furnish additional buses on a non-temporary basis as required that meet the specifications above. Any increase in the number of buses needed shall result in an increase in cost to the School District at the rate established on the bid forms under "amount per day to add buses" line item.
6. Snow tires or all-weather treads shall be required on all buses during the winter months (October through April), while adhering to all state laws including those pertaining to tires and permitted use of retread tires.
7. Chains may be provided at the discretion of the contractor.
8. All vehicles used under this contract shall be stored at an area provided by the contractor at the contractor's own expense. The contractor shall assume full responsibility and liability therefore.
9. All vehicles under this contract must bear "Wilton-Lyndeborough Coop School District" on both sides and used solely for transporting public school students during the regular school year.
10. All vehicles must be inspected daily before starting out. Daily inspection will include but not be limited to: brakes, lights, tires, radiator, oil, gas, heaters, and all safety appliances and accessories. Records of such inspections shall be maintained, and further, odometer readings shall be recorded in the morning and afternoon of each working day. These records shall be made available to the School Board on demand.
11. A regular schedule for servicing all vehicles shall be maintained and shall include but not be limited to: oil, grease, tires, battery, brakes, and all safety appliances and accessories. All contractual services, maintenance, management operational labor, etc., shall be the responsibility of the contractor. The District reserves the right to review maintenance records.

12. Buses shall not be operated at an excessive speed, but always in a prudent and reasonable manner, with due regard for the safety and welfare of the pupils transported and must at all times comply with Federal, State, and Local laws and regulations.
13. When traveling on school grounds, buses shall follow the traffic patterns established by the School Board and/or Superintendent. All buses shall observe a “no idling” rule.
14. All vehicles supplied by the contractor shall be equipped and maintained in accordance with applicable New Hampshire State Statutes and regulations of the Division of Motor Vehicles and the Department of Safety, now in force or hereafter adopted or promulgated and shall conform with all rules and regulations now in force or from time to time adopted and approved by the New Hampshire State Board of Education and/or the School Board. They shall be subject to the customary inspections conducted by the State Motor Vehicle Department each year for school buses with copies of the inspection to be forwarded to the Superintendent of Schools.
15. All buses will be supplied with video cameras to ensure all parties are being responsible. School Administration will have the authority to review any medium upon request.

SECTION IV

DRIVERS - BUS OPERATORS:

The successful bidder shall be required to provide bus operators who possess the following qualifications prior to the appointment:

1. All bus operators shall have a New Hampshire School Bus Certificate and have advanced approval by the School Board.
2. All bus operators shall be a minimum of twenty-one (21) years of age. A request for a waiver of this clause may be made, in writing, to the Superintendent of Schools of the School District.
3. In keeping with RSA 200:37, a certificate of physical examination is to be submitted every two (2) years thereafter, either prior to the commencement of the school year or prior to the reemployment except those attaining the age of 70. They shall be required to submit a certificate annually.
4. All bus operators shall be careful, courteous, of good health and reputable character, and must be capable of maintaining discipline and good public relations between the students and the public and between the School Board and the public.
5. The successful bidder shall be required to furnish the Superintendent of Schools, prior to the annual opening of school, and thereafter before the employment of other operators or substitute operators, the following information:

- a. Name of Operator
 - b. Residence Address
 - c. Telephone Number
 - d. Certificate of Physical Examination
 - e. Record of Previous Driving Experience
 - f. Date and Number of Current School Bus Certificate
 - g. Bus or Route Assignment
 - h. Evidence that Satisfactory References have been Received and Verified
 - i. Evidence of Criminal Record Check including fingerprinting
6. The School District has established guidelines, rules and regulations relating to student conduct and discipline while the pupils are being transported by the contractor. The contractor certifies that it is familiar with such guidelines, rules and regulations and agrees to abide by them. The contractor will be responsible to carry out those guidelines, rules, and regulations. No student may be refused transportation except by order of the Superintendent of Schools or his/her designee.
 7. No operator shall allow children to leave the bus except at scheduled stops unless authorized by the Superintendent of Schools or his/her designee.
 8. Operators are to remain on the bus at all times when children are aboard; unless relieved by authorization of the bus contractor.
 9. Drivers shall not use any tobacco products while in a bus.
 10. Drivers shall make certain that all children are seated before moving the bus after each bus stop.
 11. Bus drivers do not have the authority to refuse any child, who is eligible for transportation, the right to ride a bus and do not have the authority to remove any child from a bus, with the exception of instances when the safety and well-being of others are threatened.
 12. All buses and operators must be available on one (1) hour notice for early closing of one or more schools in emergencies and upon one (1) day notice for early closing of school for all staff workshops, in-service meetings, parent conferences, or other activities scheduled in advance.

SECTION V

FUEL/MILEAGE:

1. The contractor shall provide all the fuel required to operate the buses and the cost of fuel is to be included in the bid price. The bidder is responsible for noting, in the bid documents, the price per gallon for fuel used in calculating the bid price.

GOOD FAITH STATEMENT

To Whom It May Concern:

The undersigned represents that this proposal is made in good faith, without fraud, collusion or connection of any kind with any other bidder for the same work; that he/she has informed self fully in regard to the Specifications for furnishing School Bus Transportation, dated July 1, 2018, to June 30, 2021, for the Wilton-Lyndeborough Cooperative School District of Wilton and Lyndeborough, New Hampshire, and has made his/her own examinations and estimates and from them makes this proposal.

The undersigned understands that the Wilton-Lyndeborough Cooperative School Board reserves the right to waive any formalities, to reject any and all proposals or any part thereof, and/or accept any proposal or part thereof, or to select a bidder whose bid is not the lowest, which it considers to be for the best interest of the Wilton-Lyndeborough Cooperative School District.

With the above understanding, the undersigned proposes to furnish to the School District's bus transportation and to comply in all respects with said specifications for the sum or sums stated.

COMPANY: _____

ADDRESS: _____

NAME (printed): _____

SIGNATURE: _____

TITLE: _____

DATE: _____

STATEMENT OF BUSINESS EXPERIENCE AND ABILITY TO PERFORM

1. How long have you been in the School Transportation Business? _____ Years
2. How many school buses do you own at present? _____ Buses
3. Which software system do you currently use for route planning? _____
4. What School District contracts do you now hold? (Add separate sheet if necessary)
 - a. _____ No. of Buses _____
 - b. _____ No. of Buses _____
 - c. _____ No. of Buses _____
5. State office personnel, telephone numbers, maintenance staff, maintenance facilities, optional motor vehicle equipment, other.

6. State plan for location and garaging of buses used to provide transportation services to the **Wilton-Lyndeborough Cooperative School District**.

7. Other
 - a. The Bidder shall provide copies of the company's employee training program, safety program, personnel policies, and work rules.
 - b. The Bidder shall provide three (3) current references.
 - c. The Bidder shall disclose any active or pending litigation against the Bidder in New England.
 - d. Evidence from an insurance company licensed to do business in the State of New Hampshire of the bidder's insurability.

BIDDER: _____

ADDRESS: _____

NAME: _____

Signature

Title

Date

COST STATEMENT
"INDIVIDUAL BID FORM"
BID SPECIFICATIONS

All vehicles, including, but not limited to, bus chassis, motor, and bus body, shall be no older than twelve (12) years at the starting date of the contract and no older than twelve (12) years at each succeeding contract anniversary date.

2018-2019 2019-2020 2020-2021

REGULAR ROUTES

COST PER DAY PER BUS
FOR FIVE(5) BUSES

YEARLY TOTAL FOR ALL BUSES
(180 DAYS)

COST PER MILE FOR ADDITIONAL
MILEAGE/ROUTE EXTENSIONS

AMOUNT PER DAY TO ADD
BUSES (BASED ON 180 DAYS)
(SEE SECTION III PART 5)

ESTIMATED REGULAR ROUTE MILEAGE (PER DAY ALL ROUTES): 270 (established for Bid)

FIELD TRIPS

COST PER MILE PER BUS

COST PER HOUR/
CONTINUOUS WAIT TIME

MINIMUM CHARGE/IN DISTRICT

MINIMUM CHARGE/OUT DISTRICT

COST PER GALLON FOR FUEL USED IN BID: _____

BIDDER: _____

ADDRESS: _____

NAME: _____

Signature

Title

Date

COST STATEMENT
"INDIVIDUAL BID FORM"
BID SPECIFICATIONS

All vehicles, including, but not limited to, bus chassis, motor, and bus body, shall be no older than twelve (12) years at the starting date of the contract and no older than twelve (12) years at each succeeding contract anniversary date.

2018-2019 2019-2020 2020-2021

ATHLETIC TRIPS

COST PER MILE PER BUS

COST PER HOUR/
CONTINUOUS WAIT TIME

MINIMUM CHARGE/IN DISTRICT

MINIMUM CHARGE/OUT DISTRICT

COST PER GALLON FOR FUEL USED IN BID: _____

BIDDER: _____

ADDRESS: _____

NAME: _____

Signature

Title

Date

Wilton-Lyndeborough Cooperative School District, SAU #63

COST STATEMENT
"INDIVIDUAL BID FORM"
BID SPECIFICATIONS

All vehicles, including, but not limited to, bus chassis, motor, and bus body, shall be no older than twelve (12) years at the starting date of the contract and no older than twelve (12) years at each succeeding contract anniversary date.

2018-2019 2019-2020 2020-2021

REGULAR ROUTES

COST PER DAY PER BUS
 FOR FIVE(5) BUSES

269.12 274.50 279.99

YEARLY TOTAL FOR ALL BUSES
 (180 DAYS)

242,200.00 247,044.00 251,985.00

Note deduct 3500.00 per year if bond or letter of credit is waived

COST PER MILE FOR ADDITIONAL
 MILEAGE/ROUTE EXTENSIONS

4.00 4.00 4.00

AMOUNT PER DAY TO ADD
 BUSES (BASED ON 180 DAYS)
 (SEE SECTION III PART 5)

269.12 274.50 279.99

ESTIMATED REGULAR ROUTE MILEAGE (PER DAY ALL ROUTES): 270 (established for Bid)

FIELD TRIPS

COST PER MILE PER BUS

2.70 2.90 3.10

COST PER HOUR/
 CONTINUOUS WAIT TIME

24.00 25.00 26.00

MINIMUM CHARGE/IN DISTRICT

137.00 138.00 139.00

MINIMUM CHARGE/OUT DISTRICT

137.00 138.00 139.00

COST PER GALLON FOR FUEL USED IN BID: 2.82

BIDDER: Steve's School Bus Service

ADDRESS: 352 Center Rd Unit 1 Lyndeborough N.H. 03082

NAME: Stephen A. Brown

Signature

owner

Title

01/11/2018

Date

RECEIVED
 JAN 11 2018
 Wilton-Lyndeborough
 SAU # 63

COST STATEMENT
"INDIVIDUAL BID FORM"
BID SPECIFICATIONS

All vehicles, including, but not limited to, bus chassis, motor, and bus body, shall be no older than twelve (12) years at the starting date of the contract and no older than twelve (12) years at each succeeding contract anniversary date.

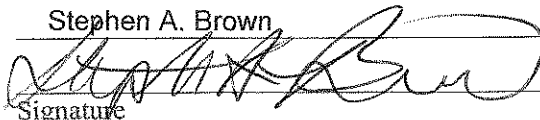
	2018-2019	2019-2020	2020-2021
ATHLETIC TRIPS			
COST PER MILE PER BUS	<u>2.70</u>	<u>2.90</u>	<u>3.10</u>
COST PER HOUR/ CONTINUOUS WAIT TIME	<u>24.00</u>	<u>25.00</u>	<u>26.00</u>
MINIMUM CHARGE/IN DISTRICT	<u>137.00</u>	<u>138.00</u>	<u>139.00</u>
MINIMUM CHARGE/OUT DISTRICT	<u>137.00</u>	<u>138.00</u>	<u>139.00</u>

COST PER GALLON FOR FUEL USED IN BID: 2.82

BIDDER: Steve's School Bus Service Inc.

ADDRESS: 352 Center Rd Unit 1 Lyndeborough N.H. 03082

NAME: Stephen A. Brown


Signature

owner
Title

01/11/2018
Date

GOOD FAITH STATEMENT

To Whom It May Concern:

The undersigned represents that this proposal is made in good faith, without fraud, collusion or connection of any kind with any other bidder for the same work; that he/she has informed self fully in regard to the Specifications for furnishing School Bus Transportation, dated July 1, 2018, to June 30, 2021, for the Wilton-Lyndeborough Cooperative School District of Wilton and Lyndeborough, New Hampshire, and has made his/her own examinations and estimates and from them makes this proposal.

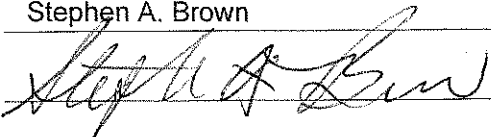
The undersigned understands that the Wilton-Lyndeborough Cooperative School Board reserves the right to waive any formalities, to reject any and all proposals or any part thereof, and/or accept any proposal or part thereof, or to select a bidder whose bid is not the lowest, which it considers to be for the best interest of the Wilton-Lyndeborough Cooperative School District.

With the above understanding, the undersigned proposes to furnish to the School District's bus transportation and to comply in all respects with said specifications for the sum or sums stated.

COMPANY: Steve's School Bus Service Inc.

ADDRESS: 352 Center Road Lyndeborough

NAME (printed): Stephen A. Brown

SIGNATURE: 

TITLE: Owner

DATE: 11/14/2017

STATEMENT OF BUSINESS EXPERIENCE AND ABILITY TO PERFORM

1. How long have you been in the School Transportation Business? 22 years Years
2. How many school buses do you own at present? 8 Buses
3. Which software system do you currently use for route planning? NA
4. What School District contracts do you now hold? (Add separate sheet if necessary)
 - a. Wilton-Lyndeborough No. of Buses 6
 - b. _____ No. of Buses _____
 - c. _____ No. of Buses _____
5. State office personnel, telephone numbers, maintenance staff, maintenance facilities, optional motor vehicle equipment, other.
Office Manager/Receptionist 654 7035 two mechanics garage/shop at 352 Center Road Lyndeborough

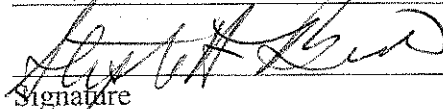
6. State plan for location and garaging of buses used to provide transportation services to the **Wilton-Lyndeborough Cooperative School District**.
Current location 352 Center Road Lyndeborough

7. Other
 - a. The Bidder shall provide copies of the company's employee training program, safety program, personnel policies, and work rules.
 - b. The Bidder shall provide three (3) current references.
 - c. The Bidder shall disclose any active or pending litigation against the Bidder in New England.
 - d. Evidence from an insurance company licensed to do business in the State of New Hampshire of the bidder's insurability.

BIDDER: Steve's School Bus Service Inc.

ADDRESS: 352 Center Road Lyndeborough

NAME: Stephen A. Brown

	owner	11/14/2017
Signature	Title	Date

**Wilton-Lyndeborough Cooperative School District
TRANSPORTATION CONTRACT**

RECEIVED

JUL 06 2015

This Agreement made this **30th day of June 2015**, is hereby made by and between **Steve's School Bus Service, Inc.** of Lyndeborough, New Hampshire 03082, hereinafter called the "**Carrier**", and the **Wilton-Lyndeborough Cooperative School District** in the towns of Wilton 03086 and Lyndeborough 03082, New Hampshire, hereinafter called the "**District**".

The parties agree as follows:

1. **Term.** The **District** agrees to employ the **Carrier** as a transporter of school children for a period of three (3) years commencing July 1, 2015, through June 30, 2018.
2. **Regular Routes.** The **Carrier** agrees to supply buses and drivers to transport pupils assigned by the **District**, on routes and at such times as developed by the **Carrier** approved by the District's Superintendent, for each and every day that school is in session during the term of this agreement. Routes will be assigned to a regular driver. These route assignments will take precedence over assignments to charters and special events.

The **Carrier** shall, with the information provided by the **District**, transport pupils on the routes described which may be altered from time to time by the **District**, without additional expense, provided that the total mileage is not increased. Final determination of the schedules and routes shall be vested in the **District**.

Other Routes (Field Trips, Athletic Trips, Vocational Routes). These Routes shall be determined based on the needs of students at the discretion of the Principal or designee working in cooperation with the **Carrier**.

3. **Contract Price and Payment Procedures.** All transportation is to be conducted in accordance with the Contract Documents. The **District** shall pay the **Carrier** per the attached Exhibits – **Cost Statements**.

The **District** shall pay the **Carrier** for its services on a monthly basis on or about the 15th of each month provided that invoices have been sent to the **District** by the first of each respective month.

4. **Timing.** The Wilton routes should be arranged so that the pupils will arrive at school no earlier than 7:40 a.m. and no later than 8:05 a.m.; In the afternoon, the buses will not leave the school area any earlier than 2:45 p.m. or any later than 3:00 p.m. The Lyndeborough routes should be arranged so that the pupils will arrive at school no earlier than 8:15 a.m. and no later than 8:25 a.m.; In the afternoon, the buses will not leave the school area any earlier than 3:00 p.m. or any later than 3:20 p.m.

Note: these times are subject to change.

5. **Fuel and Mileage.** The **Carrier** shall provide all the fuel required to operate the buses and the cost of fuel is included in the bid price. The price for fuel at the time of the bid is \$2.249 per gallon. The **District** will reimburse the **Carrier** the per gallon fuel costs that exceed a ceiling

 Initials

Wilton-Lyndeborough Cooperative School District
TRANSPORTATION CONTRACT

price of \$2.449 per gallon. This reimbursement will be monthly upon submission of proper documentation from the **Carrier**. The **Carrier** will reimburse the **District** the per gallon fuel cost that is below the floor price of \$2.049 per gallon. This reimbursement will be monthly. The total per day mileage for regular routes shall be established annually on the first school day in October for each year of the contract.

6. **Extended/Shortened School Year.** In the event that the school year is extended beyond one hundred seventy five (175) days, payment for such additional days shall be made to the **Carrier** at 45% of the per day rate. The **Carrier** further agrees that if the school year is shortened to less than one hundred seventy five (175) days for any cause, the sums of money herein before mentioned shall be reduced by 45% of the per day rate. The calculations are to be made from the terms in Paragraphs 1 above.

In the case of inclement weather, the decision whether or not to operate buses shall be made by the Superintendent or his/her designee. In the event of early dismissal, whether due to inclement weather or any other reason, the **Carrier** agrees to provide the standard quality bus service for such early dismissal, provided that the **District** shall furnish the **Carrier** with notice as soon as possible of such early dismissal.

7. **Equipment.** The **Carrier** agrees to provide, at the discretion of the **District**, up to five (5) diesel equipped 60-66 or seventy-two (72) student passenger buses for regular routes and one (1) spare bus. All buses must bear "Wilton-Lyndeborough" on both sides of the bus.

The **Carrier** further agrees that all vehicles will be equipped and maintained in accordance with applicable New Hampshire State Statutes and regulations of the Division of Motor Vehicles and the Department of Safety, now in force or hereafter adopted or promulgated and shall conform with all rules and regulations now in force or from time to time adopted and approved by the New Hampshire State Board of Education and/or the School Boards. These vehicles shall be subject to the customary inspections conducted by the State Motor Vehicle Department each year for school buses with copies of the inspection to be forwarded to the District's Superintendent of Schools. Buses shall be inspected by Official State Inspectors. The **Carrier** agrees that any additional buses added during the agreement shall be approved by the District's Superintendent after being inspected by Official State Inspectors.

The **Carrier** agrees to strictly abide by and follow the policies adopted by the **District**, and as the policies may be reasonably amended from time to time, including audio and video tape capabilities.

Prior to August 20th of each school year the **Carrier** will provide the **District** with the vehicle identification numbers of all buses used to perform this agreement. In addition, each bus shall be assigned a route number. All vehicles substituted or added to the list of vehicles as submitted must have prior approval of the Superintendent or his/her designee.

8. **Spare and Additional Vehicles.** In addition to the regular buses and spare bus to be provided, the **Carrier**, when required and requested by the **District**, will, within thirty (30) days, furnish additional buses to meet unforeseen requirements on a temporary basis and within four (4)

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Wilton-Lyndeborough Cooperative School District


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months furnish additional buses on a non-temporary basis as required that meet the specifications in Section 6. Any increase in the number of buses needed shall result in an increase in cost to the **District** at the rate of \$239.50 per day as described in the Exhibits – specifically the Cost Statement for Regular Routes. The **District** in its sole discretion has the authority to determine that it is necessary to add additional buses to service the District's needs.

9. **Overloading Buses.** If a bus is threatened to be overloaded on any route, the District's School Board, Superintendent and/or Business Administrator will decide what steps are necessary to resolve the problem. The **Carrier** shall not carry any more students than the capacity of the vehicles used. Additional buses may be placed in service only after obtaining written consent of the District's Superintendent and/or Business Administrator.
10. **Use of Vehicle.** All vehicles shall be registered in the names of the **Carrier** and of the **District** and shall use permanent plates issued by the State of New Hampshire. During the entire time that plates in the name of the **District** are attached to any of the Carrier's vehicles, said vehicles are to be for the exclusive use of the **District** or any organization related thereto at the direction of the District's Superintendent. The **Carrier** agrees that if any vehicle covered by this agreement is used for any other purposes, other than as stated, without the written consent of the District's Superintendent, any vehicle so used shall be immediately disqualified from the privilege of being registered in the name of the **District** upon the first improper use thereof, thereby disqualifying the vehicle from eligibility for permanent registration.
11. **Repairs.** All repairs made to any vehicles under this agreement shall be made under the direction and at the expense of the **Carrier**; any replacement of equipment on a temporary or permanent basis shall be at the expense of the Carrier.

All bus expenses, including but not limited to, tolls, parking fees, cleaning, maintenance, upkeep, repairs, oil, grease, antifreeze, windshield washer fluid, licenses, tools, and the cost of providing overnight electricity to the diesel buses will be the sole responsibility of the **Carrier**. Records of maintenance expenses as well as records of all fuel necessary to operate buses shall be maintained by the **Carrier** and shall be open and available for review by the Superintendent, or his/her designee within seventy-two (72) hours of written notification.
12. **Operators.** All bus operators, including substitute drivers, shall have a New Hampshire School Bus Certificate and have advanced approval by the **District**. All bus drivers shall be a minimum of twenty-one (21) years of age. A request for a waiver of this clause may be made in writing, to the District's Office of the Superintendent of Schools. Bus operators shall submit a certificate of physical examination in keeping with RSA 200:37. The **District** reserves the right to remove any bus driver at any time during the term of the agreement if the District determines it to be in the best interests of the **District**.

All bus operators, monitors and substitute drivers must have a current criminal history records check paid for by the **Carrier**. They must meet all qualifications set forth by federal statutes and regulations, as well as state statutes and regulations. The **Carrier** shall maintain a personnel file on each bus driver which shall be open for inspection by the **District**. No

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Wilton-Lyndeborough Cooperative School District TRANSPORTATION CONTRACT

operator or substitute driver shall be considered an employee of the **District** and the **Carrier** alone shall be responsible for the acts and omissions conduct or control of any and all personnel in its employ. Operators shall not use personal cell phones while operating the school bus or while students are on the bus. Operators shall obey all state and local traffic regulations. No operator shall permit students to leave the bus other than at a scheduled stop, except as authorized by the **District** or in the case of an emergency evacuation. Operators shall remain on the bus at all times while children are aboard, except as authorized by the **District**.

13. **Insurance.** Automobile and general liability insurance shall be carried by the **Carrier** during the life of the Agreement with a minimum coverage of one million dollars/five million dollars (\$1,000,000/\$5,000,000) per occurrence and no less than fifty thousand dollars (\$50,000) with respect to property damages. The insurance may be arranged under a single policy or by a combination of an underlying policy with the balance provided by an Excess or Umbrella policy. Such policy will name the **District** as an additional insured. A certificate of such insurance must be received by the District's Business Administrator annually or as otherwise appropriate to verify the continuation of the specified insurance without lapse of coverage or uninsured period. Said policy shall not be cancelable without thirty (30) days written notice to the **District**. The **Carrier** will immediately notify the **District** if the **Carrier** receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intends to cancel any part of such insurance upon receipt of the notice; such notice shall be in addition to any obligation of the insurance company or companies to notify the **District** as an additional insured.

The **Carrier** shall, at its sole expense, defend, indemnify and hold harmless the **District** and its respective officers, agents and employees from any and all claims, demands, actions and causes of action, damages, costs, loss of services, expenses, and compensation, including but not limited to any and all claims for personal injury, death and property damage which may, in any way, arise from or out of the operation of the **Carrier** pursuant to the terms of this contract, whether such operations be performed by the **Carrier** itself, or anyone directly or indirectly employed by it or any other person or company retained in any way by it to carry on all or a portion of the operations necessary to abide by the terms of this contract.

The **Carrier** shall, at its sole expense, purchase and provide all such insurances that will properly protect it and the **District**, and their respective officers, agents and employees from any and all claims, demands, actions and causes of action, damages, costs, loss of service, expenses and compensation, including but not limited to any and all claims for personal injury, death and property damage which may, in any way, arise from or out of the operation of the **Carrier** pursuant to the terms of this contract, whether such operations be performed by the **Carrier** itself, or any other person or company retained in any way by it to carry on all or a portion of the operations necessary to abide by the terms of this agreement. Said insurance shall be in the amounts and in the form provided for in paragraph 1 of this Section 13.

The **Carrier** shall maintain Workers' Compensation insurance for all employees engaged in the transportation of students. All bus drivers and other personnel engaged in the transportation activities set forth in the Agreement are the employees of the **Carrier**. A certificate of such insurance must be received by the District's Business Administrator annually or as otherwise appropriate to verify the continuation of the specified insurance without lapse of coverage or

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TRANSPORTATION CONTRACT

uninsured period. The **Carrier** will immediately notify the **District** if the **Carrier** receives any notice from the insurance company or companies providing such insurance coverage, that such company or companies intend to cancel any part of such insurance upon receipt of the notice.

- 14. Responsibility.** The **Carrier** agrees that during the entire time of providing transportation services under this agreement it will be solely responsible for the safety, welfare, conduct, and control of the pupils whom it is transporting. The **Carrier** agrees that it will operate in accordance with the general policies of the **District**, but shall be considered an independent contractor to provide transportation for the pupils of the **District**.
- 15. Assignment of Interest.** The **Carrier** shall not assign, sublet, or transfer its interest or any part therein, in this agreement without the written consent of the **District**.
- 16. Bid Specification.** The bid specifications dated January 29, 2015, and the bids submitted by the **Carrier** dated February 10, 2015 and June 22, 2015, in response to said specifications are hereby incorporated herein by reference and made a part of this agreement and survive the issuance of this agreement. In the case of a conflict between this Agreement and the bid specifications, the contents of this Agreement shall control.
- 17. Modification and Cancellation.** This agreement may be amended by the mutual consent of both parties at any time. This agreement may be terminated by the **District** for unsatisfactory performance of this agreement, if conditions arise making transportation of **District** students unnecessary, or if the legislative body does not approve funding for this contract. The **District** shall give written notice to the **Carrier** citing the unsatisfactory performance. If the performance of the **Carrier** does not improve to the satisfaction of the **District** within fourteen (14) days, the **District** may terminate this agreement by providing written notice to the **Carrier**, notifying it of final termination fourteen (14) days from the date of receipt of said notice. If conditions arise making transportation of **District** pupils unnecessary, the **District** shall give the **Carrier** fourteen (14) days written notice of the final termination date of this agreement. Any termination by the **District** in the event of unsatisfactory performance, lack of appropriation by the legislative body or because transportation of pupils becomes unnecessary shall be without costs to the **District**. The **District** shall be liable to pay the **Carrier** only such amounts as are due to the date of termination as the Carrier's sole and exclusive remedy.

In addition to any other requirements the **District** may have, the **District** shall have the right to declare the **Carrier** in default if (a) the **Carrier** becomes insolvent; (b) the **Carrier** makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition in bankruptcy court is filed by or against the **Carrier**.

After termination of this agreement, the **District** may employ another carrier to complete the terms of this agreement, and, in the case of termination for unsatisfactory performance, hold the **Carrier** herein responsible for any extra or added expense, loans, or damages suffered by the **District**.

- 18. Compliance with Applicable Federal and State Laws.** Notwithstanding any other provisions of this agreement, the **Carrier** shall comply at all times with Federal and State laws and

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**Wilton-Lyndeborough Cooperative School District
TRANSPORTATION CONTRACT**

regulations, including, but not limited to New Hampshire Revised Statutes Annotated 200:37, 259:96, 263:24 & 29, 266:7 & 22.

19. Correspondence. All correspondence between the **Carrier** and the **District** shall be directed to the following:

Stephen Brown
Steve's School Bus Service, Inc.
352 Center Road
Lyndeborough, NH 03082

Superintendent and/or Business Administrator
Wilton-Lyndeborough Cooperative Sch. Dist.
One Chalet Drive, PO Box 1149
Wilton, NH 03086

Steve's School Bus Service, Inc.

By: Stephen A. Brown
Title: OWNER

Witness: Melina K...
Date: 7-2-15

**Wilton-Lyndeborough Cooperative
School District**

By: Christine Regie
Title: SUPERINTENDENT

Witness: Kristina...
Date: 7/7/15

AB/C Initials

COST STATEMENT
"INDIVIDUAL BID FORM"
BID SPECIFICATIONS

2015-2016 2016-2017 2017-2018

REGULAR ROUTES

COST PER DAY PER BUS
FOR FIVE(5) BUSES

1197.⁵⁰ 1220.⁰⁰ 1240.⁰⁰

YEARLY TOTAL FOR ALL BUSES
(175 DAYS)

209562.⁵⁰ 213500.⁰⁰ 217000.⁰⁰

COST PER MILE FOR ADDITIONAL
MILEAGE/ROUTE EXTENSIONS

2.35 2.45 2.55

AMOUNT PER DAY TO ADD
BUSES (BASED ON 175 DAYS)
(SEE SECTION III PART 5)

239.⁵⁰ 244.⁰⁰ 248.⁰⁰

ESTIMATED REGULAR ROUTE MILEAGE (PER DAY ALL ROUTES): 270 (established for Bid)

FIELD TRIPS

COST PER MILE PER BUS

2.35 2.45 2.55

COST PER HOUR/
CONTINUOUS WAIT TIME

22.00 22.50 23.00

MINIMUM CHARGE/IN DISTRICT

149.00 152.⁰⁰ 155.⁰⁰

MINIMUM CHARGE/OUT DISTRICT

149.⁰⁰ 152.⁰⁰ 155.⁰⁰

COST PER GALLON FOR FUEL USED IN BID:

(to be completed by Contractor with proof of purchase)

2.24⁹

BIDDER:

Steve's School Bus
Service, Inc.

ADDRESS:

352 Center Road, Unit 1
Lyndeborough, NH 03082

NAME:

Stephen A. Brown

Stephen A. Brown
Signature

Owner
Title

2-10-15
Date

COST STATEMENT
"INDIVIDUAL BID FORM"
BID SPECIFICATIONS

2015-2016 2016-2017 2017-2018

ATHLETIC TRIPS
COST PER MILE PER BUS

2.35 2.45 2.55

COST PER HOUR/
CONTINUOUS WAIT TIME

22.00 22.50 23.00

MINIMUM CHARGE/IN DISTRICT

149.00 152.00 155.00

MINIMUM CHARGE/OUT DISTRICT

149.00 152.00 155.00

VOCATIONAL ROUTES
COST PER MILE PER BUS

COST PER HOUR/
CONTINUOUS WAIT TIME

MINIMUM CHARGE/IN DISTRICT

MINIMUM CHARGE/OUT DISTRICT

COST PER GALLON FOR FUEL USED IN BID: _____
(to be completed by Contractor with proof of purchase)

BIDDER:

Steve's School Bus
Service, Inc.

ADDRESS:

352 Center Road, Unit 1
Lyndeborough, NH 03082

NAME:

Stephen A. Brown

Stephen A. Brown
Signature

owner
Title

2-10-15
Date

COST STATEMENT
"INDIVIDUAL BID FORM"
BID SPECIFICATIONS

RECEIVED

2015-2016 2016-2017 2017-2018

JUN 26 2015

SCHOOL ADMINISTRATIVE
UNIT # 63

ATHLETIC TRIPS

COST PER MILE PER BUS

COST PER HOUR/
CONTINUOUS WAIT TIME

MINIMUM CHARGE/IN DISTRICT

MINIMUM CHARGE/OUT DISTRICT

VOCATIONAL ROUTES

COST PER MILE PER BUS

1.25 1.35 1.45

COST PER HOUR/
CONTINUOUS WAIT TIME

25.⁰⁰ 25.⁵⁰ 26.⁰⁰

MINIMUM CHARGE/IN DISTRICT

75.⁰⁰ 76.⁰⁰ 77.⁰⁰

MINIMUM CHARGE/OUT DISTRICT

75.⁰⁰ 76.⁰⁰ 77.⁰⁰

COST PER GALLON FOR FUEL USED IN BID:

(to be completed by Contractor with proof of purchase)

279.⁹⁹

BIDDER:

Steve's School Bus
Service, Inc.
352 Center Road, Unit 1
Lyndeborough, NH 03082

ADDRESS:

NAME:

Steve A. Brown
Signature

owner
Title

6-22-15
Date

INVITATION TO BID SCHOOL BUS TRANSPORTATION

SECTION I

The Wilton-Lyndeborough Cooperative School District, by its School Board (hereinafter called the "School Board"), invites bids from responsible parties to provide transportation for Wilton/Lyndeborough school students to and from schools and elsewhere, as designated by the School Board. The School Board reserves the right to reject any or all bids as they deem to be in the best interest of the School District.

GENERAL CONDITIONS:

1. The School Board is offering contractors the opportunity to bid on School Transportation. The length of the contract will be for three (3) school years to commence on July 1, 2015, and terminate on June 30, 2018 with an option to extend for two one year terms.
2. All bids must be submitted on the official forms (attached hereto), sealed, labeled "Sealed Transportation Bid" and delivered to the Office of the Superintendent of Schools, 1134 Gibbons Highway, Wilton, New Hampshire 03086, by 1:00 P.M., on **Thursday, February 12, 2015.**
3. The bidders are invited to be present at the public bid opening at the Office of the Superintendent of Schools, 1134 Gibbons Highway, Wilton, New Hampshire, 1:00 P.M. on **Thursday, February 12, 2015.**
4. Awarding of the contract will be within forty-five (45) days from the bid opening by the School Board.
5. No bid shall be withdrawn for a period of forty-five (45) days from date of submission.
6. All bidders shall submit, with their bids, evidence from a financial institution and an insurance or surety company, licensed to do business in the State of New Hampshire, that it shall provide the bidder with a performance bond or comparable vehicle in the amount required herein if the bidder is successful.
7. A **Performance Bond** or **Irrevocable Letter of Credit** in the total estimated amount of the annual contract shall be furnished before a contract is signed. The contractor shall procure and maintain in force a performance bond or comparable vehicle from a financial institution and an insurance or surety company licensed to do business in the State of New Hampshire or for the benefit of School District conditioned upon the faithful performance of the terms of the contract, in an amount equal to one hundred percent (100%) of the estimated first year's contract and one hundred percent (100%) for each succeeding year of the contract. The cost to maintain this is to be included in the bid price.

Wilton-Lyndeborough Cooperative School District, SAU #63

The School District will consider a **Performance Guarantee** in lieu of a performance bond. In the event that a performance guarantee is accepted by the School District, the cost of the performance guarantee will be deducted from the bid price.

8. The bidder for school transportation shall submit financial statements from the previous fiscal year. The Board may require financial compilations, within fifteen (15) working days, prepared by an outside firm approved by the Board at the expense of the bidder if they deem it to be in their best interest to evaluate the bids.
9. The successful bidder will appoint a qualified supervisor who will have general and overall supervision of the buses operating under the contract. Said person is not to be a regularly scheduled or substitute bus driver and he/she must be available to the School Board or their representative at all times during school hours and school bus transportation hours of each school day during the school year.
10. The Wilton-Lyndeborough Cooperative Schools are scheduled to operate for no more than one hundred seventy five (175) days and all eligible children will be provided transportation to and from designated schools for no more than one hundred seventy five (175) days as approved by the School Board. The School Board reserves the right to cancel scheduled school days because of weather, epidemics, or other emergencies and to change the school calendar as necessary during the school year. In the event that the school year is extended beyond one hundred seventy five (175) days, payment for such additional days shall be made to the successful bidder at 45% of the per day rate. The successful bidder further agrees that if the school year is reduced below one hundred seventy five (175) days, the sums of money herein before mentioned shall be reduced by 45% of the per day rate for each day by which the school year is reduced.
11. Should any prospective bidder desire clarification or interpretation of any items in the advertisement, invitation to bid, general conditions and specifications, he shall request such, in writing, from the Business Administrator, S.A.U. #63, Wilton, N. H. and the question put and the answer given by the Business Administrator will be given or sent to all known bidders.
12. Automobile and general liability insurance shall be carried by the contractor during the life of the Agreement in the amount of five million dollars (\$5,000,000) per occurrence. The insurance may be arranged under a single policy or by a combination of an underlying policy with the balance provided by an Excess or Umbrella policy.

Such policy will name the School District as a co-insured and a certificate of such insurance must be received by the Business Administrator by June 1st. The contractor will immediately notify the School District if the contractor receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intends to cancel any part of such insurance; such notice shall be in addition to any obligation of the insurance company or companies to notify the School District as an additional insured.

The contractor shall agree to hold harmless the School District and any of the School District's officials, elected or otherwise, and its employees from claims for damages, including legal expenses, for property damage and/or personal injuries, and/or bodily injuries, including death, which may arise from or out of the operation hereunder.

The contractor shall maintain Workers Compensation insurance for all employees engaged in the transportation of students. All bus drivers and other personnel engaged in the transportation activities set forth in the Agreement are the employees of the contractor. The contractor will immediately notify the School District if the contractor receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intends to cancel any part of such insurance; such notice shall be in addition to any obligation of the insurance company or companies to notify the School District as an additional insured.

13. The School District shall pay the successful bidder for transportation services on a monthly basis on or about the 15th of each month. Payments for regular to and from transportation will be made over a ten (10) month period starting in September and ending in June. The successful bidder must send invoices to the School District by the first of each respective month.
14. The competency, responsibility, experience, reputation, and financial standing of the bidders will be considered in making the award. The School Board reserves the right to reject any or all bids, wholly or in part, to waive any informality therein, to accept any bid even though it may not be the lowest bid, and to make award which in its sole and absolute judgment will best serve the School District's interests. Bidders shall bid specifications and any exceptions must be noted.
15. In addition to any other rights the School Board may have, the School Board shall have the right to declare the contractor in default if (a) the contractor becomes insolvent; (b) the contractor makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition in bankruptcy is filed by or against the contractor.
16. The contract may be terminated by the School Board, together or individually, for unsatisfactory performance of this contract or if conditions arise making transportation of pupils unnecessary. In instances of unsatisfactory performance, the School Board shall give written notice to the contractor citing the unsatisfactory performance and giving the contractor fourteen (14) days to improve its performance to the satisfaction of the School Board. If the performance of the contractor does not improve to the satisfaction of the School Board, within the fourteen (14) day period, the School Board may terminate this contract by providing written notice to the contractor, notifying it of final termination fourteen (14) days from the date of receipt of said notice. If conditions arise making transportation of School District pupils unnecessary, the School Board shall give the contractor fourteen (14) days written notice of the final termination date of this contract.
17. After termination of this contract, the School Board may employ another contractor to complete the terms of this agreement, and, in the case of termination for unsatisfactory

Wilton-Lyndeborough Cooperative School District, SAU #63

performance, hold the contractor herein responsible for any extra or added expense, loans, or damages suffered by the School District.

18. The contractor will be required to indemnify the School District for any loss that they may sustain from any cause arising out of the performance or lack of performance of this agreement by the contractor.
19. In the event no funds, or insufficient funds, are appropriated and budgeted for payments due under this contract, the District may elect to terminate this Contract in accordance with this article. The District's election to terminate must be exercised by delivering its prior written notice of its intent to terminate, together with a certified statement by an authorized official indicating that insufficient funds have been appropriated for the ensuing fiscal year. Termination under this article shall be effective upon expiration of the applicable fiscal year of the District and payments of all amounts due during that fiscal year.
20. Bidders will submit return one (1) original bid and two (2) copies. All proposals must be on the forms provided and signed by the individual, partnership or corporation making the same; when made by a corporation, proposals must be signed by the officers thereof authorized to bind it by contract and be accompanied by a copy, under seal, of his authority to sign. Additional pages may be attached, dated, and signed by an authorized representative of the contractor, if additional space is required to provide a complete response.

SECTION II

ROUTES AND SCHEDULES:

The SAU considers route optimization to be of the utmost importance.

1. The contractor shall prepare a bus transportation schedule including routes, scheduling and student pickup lists. The contractor may use "Edu-Log" or another such computerized routing system acceptable to the Business Administrator to develop the bus routes and stops. The computerized routing system may be used to develop the most efficient bus routes beginning in the first year of the contract, utilizing the least mileage traveled, the shortest ride time for the students, and the least number of buses. A copy of the present routes is available for examination by bidders on the SAU 63 website, www.sau63.org. Route optimization is to be completed and is to be presented to the Superintendent of Schools no later than August 1 of each year. The School Board reserves the right to make changes in the bus routes as the School Board determines to be in the best interest of the School District. Final determination of schedules and routes shall be vested in the School Board and/or Superintendent.
2. The contractor will maintain routes and time schedules as set forth above and will give prompt notice to the Superintendent or Business Administrator if any difficulty develops. Changes in the bus routes or time schedules will be made only when properly authorized by the Superintendent or Business Administrator. The first priority of the contractor shall be

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the routine daily transportation of students to and from school. Field trips or other special trips taken by the buses shall not interfere with the regular bus schedule.

3. Bidders must satisfy themselves by personal investigation of the area served, by study of the opening and closing schedules, and by study of enrollment statistics as to the length and number of runs necessary and the equipment and personnel needed to supply the transportation called for in the specifications.
4. Contractor agrees to review all routes on an annual basis to maximize efficient use of buses while maintaining student ride times as established by District policy.
5. Estimated number of pupils riding the School District's buses:

	Wilton*	Lyndeborough**
Elementary School	255	95
Middle/High School*	247	90

- * All Students are combined across a single run.
- ** There is a separate Elementary and MS/HS run.

6. Field trips are scheduled for the most part during school hours. There may be occasions when certain trips will run beyond the normal school day.
7. Athletic events are scheduled for the most part after school hours. There may be occasions when certain trips will run into the normal school day.
8. Routes will be assigned a regular driver. These route assignments will take precedence over assignments to charters and special assignments.
9. FOR INFORMATION ONLY (subject to change): The School Day:

	Start	Close
Lyndeborough Central School	7:54 A.M.	2:41 P.M.
Florence Rideout Elementary School (Wilton)	7:54 A.M.	2:41 P.M.
Wilton-Lyndeborough Cooperative Middle/Senior High School (Wilton)	7:45 A.M.	2:50 P.M.

SECTION III

BUSES:

1. All vehicles provided by the successful bidder shall comply in every respect with all local, New Hampshire State and Federal Laws, regulations and ordinances applicable and pertaining to the transportation of pupils in effect at the commencement of the contract period and promulgated during the life of the contract period.
2. The contractor is encouraged to provide vehicles that have lower emissions and utilize any Green Technology available at the starting date of the contract.
3. The contractor agrees to provide buses, which shall be equipped to handle required student passengers on all routes and meet current State and Federal regulations or local needs. Please submit an equipment list with your bid.
4. The successful bidder shall provide a minimum of one (1) spare bus, which meets the conditions of Section III, Paragraphs 1, 2 and 3.
5. In addition to the regular buses and the spare bus to be provided, the successful bidder, when required and requested by the School Board, will, within thirty (30) days, furnish additional buses to meet unforeseen requirements on a temporary basis and within four (4) months furnish additional buses on a non-temporary basis as required that meet the specifications above. Any increase in the number of buses needed shall result in an increase in cost to the School District at the rate established on the bid forms under "amount per day to add buses" line item.
6. Snow tires or all-weather treads shall be required on all buses during the winter months (October through April), while adhering to all state laws including those pertaining to tires and permitted use of retread tires.
7. Chains may be provided at the discretion of the contractor.
8. All vehicles used under this contract shall be stored at an area provided by the contractor at the contractor's own expense. The contractor shall assume full responsibility and liability therefore.
9. All vehicles under this contract must bear "Wilton-Lyndeborough Coop School District" on both sides and used solely for transporting public school students during the regular school year.
10. All vehicles must be inspected daily before starting out. Daily inspection will include but not be limited to: brakes, lights, tires, radiator, oil, gas, heaters, and all safety appliances and accessories. Records of such inspections shall be maintained, and further, odometer readings shall be recorded in the morning and afternoon of each working day. These records shall be made available to the School Board on demand.

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11. A regular schedule for servicing all vehicles shall be maintained and shall include but not be limited to: oil, grease, tires, battery, brakes, and all safety appliances and accessories. All contractual services, maintenance, management operational labor, etc., shall be the responsibility of the contractor. The District reserves the right to review maintenance records.
12. Buses shall not be operated at an excessive speed, but always in a prudent and reasonable manner, with due regard for the safety and welfare of the pupils transported and must at all times comply with Federal, State, and Local laws and regulations.
13. When traveling on school grounds, buses shall follow the traffic patterns established by the School Board and/or Superintendent. All buses shall observe a “no idling” rule.
14. All vehicles supplied by the contractor shall be equipped and maintained in accordance with applicable New Hampshire State Statutes and regulations of the Division of Motor Vehicles and the Department of Safety, now in force or hereafter adopted or promulgated and shall conform with all rules and regulations now in force or from time to time adopted and approved by the New Hampshire State Board of Education and/or the School Board. They shall be subject to the customary inspections conducted by the State Motor Vehicle Department each year for school buses with copies of the inspection to be forwarded to the Superintendent of Schools.

SECTION IV

DRIVERS - BUS OPERATORS:

The successful bidder shall be required to provide bus operators who possess the following qualifications prior to the appointment:

1. All bus operators shall have a New Hampshire School Bus Certificate and have advanced approval by the School Board.
2. All bus operators shall be a minimum of twenty-one (21) years of age. A request for a waiver of this clause may be made, in writing, to the Superintendent of Schools of the School District.
3. In keeping with RSA 200:37, a certificate of physical examination is to be submitted every two (2) years thereafter, either prior to the commencement of the school year or prior to the reemployment except those attaining the age of 70. They shall be required to submit a certificate annually.
4. All bus operators shall be careful, courteous, of good health and reputable character, and must be capable of maintaining discipline and good public relations between the students and the public and between the School Board and the public.

5. The successful bidder shall be required to furnish the Superintendent of Schools, prior to the annual opening of school, and thereafter before the employment of other operators or substitute operators, the following information:
 - a. Name of Operator
 - b. Residence Address
 - c. Telephone Number
 - d. Certificate of Physical Examination
 - e. Record of Previous Driving Experience
 - f. Date and Number of Current School Bus Certificate
 - g. Bus or Route Assignment
 - h. Evidence that Satisfactory References have been Received and Verified
 - i. Evidence of Criminal Record Check including fingerprinting
6. The School District has established guidelines, rules and regulations relating to student conduct and discipline while the pupils are being transported by the contractor. The contractor certifies that it is familiar with such guidelines, rules and regulations and agrees to abide by them. The contractor will be responsible to carry out those guidelines, rules, and regulations. No student may be refused transportation except by order of the Superintendent of Schools or his/her designee.
7. No operator shall allow children to leave the bus except at scheduled stops unless authorized by the Superintendent of Schools or his/her designee.
8. Operators are to remain on the bus at all times when children are aboard; unless relieved by authorization of the bus contractor.
9. Drivers shall not use any tobacco products while in a bus.
10. Drivers shall make certain that all children are seated before moving the bus after each bus stop.
11. Bus drivers do not have the authority to refuse any child, who is eligible for transportation, the right to ride a bus and do not have the authority to remove any child from a bus, with the exception of instances when the safety and well-being of others are threatened.
12. All buses and operators must be available on one (1) hour notice for early closing of one or more schools in emergencies and upon one (1) day notice for early closing of school for all staff workshops, in-service meetings, parent conferences, or other activities scheduled in advance.

SECTION V

FUEL/MILEAGE:

1. The contractor shall provide all the fuel required to operate the buses and the cost of fuel is to be included in the bid price. The bidder is responsible for noting, in the bid documents, the price per gallon for fuel used in calculating the bid price. The bidder will provide copies of fuel invoices.

If the cost of fuel increases by more than \$.20 per gallon, the School District will reimburse the contractor for that amount in excess of the \$.20 per gallon (example: price at the time of the bid is \$4.00 per gallon, future price is \$4.25 per gallon; reimbursement rate to be \$.05 per gallon). If the cost of fuel decreases by more than \$.20 per gallon, the contractor will reimburse the School District that amount in excess of the \$.20 per gallon as in the example above.

The total estimated per day mileage for regular routes is to be established by the School District and noted in the bid documents.

SECTION VI

SPECIAL EDUCATION AND VOCATIONAL EDUCATION TRANSPORTATION:

Special Education Transportation varies based on individual student needs. For example, Passenger Vans equipped to hold two (2) wheelchairs and eighteen (18) additional students. Wheelchair Lift Vans equipped to hold two (2) wheelchairs and eight (8) additional students.

Current Vocational Education Transportation varies based on program and student enrollment. There are currently two runs (am and pm) transporting between 7 to 10 students to the Milford Applied Technology Center.

1. The School District **does not** guarantee a minimum number of buses in any year over the life of this contract. Decisions regarding the number of buses shall be made by the School District and conveyed to the contractor by July 1st of the contract year.
2. The transportation follows the schedules of the school or programs, at which the students are attending. Transportation is to be provided to the schools or programs for the duration of their school year and during the approved summer programs for the appropriate students.
3. The contractor shall, with the information provided by the School District prepare a bus transportation schedule including routes, scheduling and student pickup lists. Final determination of schedules and routes shall be vested in the appropriate School Administrator, i.e. Director of Student Services and/or School Principal.

Wilton-Lyndeborough Cooperative School District, SAU #63

4. The contractor will maintain routes and time schedules as listed and will give prompt notice to the appropriate School Administrator if any difficulty develops. Changes in the bus routes or time schedules may occur as a result of the needs of the children. Any such changes will be implemented only when properly authorized by the School Administrator.
5. Routes and schedules will assure that these students are arriving at school programs at appropriate times and picked up for return home according to the school day of the program.

GOOD FAITH STATEMENT

To Whom It May Concern:

The undersigned represents that this proposal is made in good faith, without fraud, collusion or connection of any kind with any other bidder for the same work; that he/she has informed self fully in regard to the Specifications for furnishing School Bus Transportation, dated July 1, 2015, to June 30, 2018, for the Wilton-Lyndeborough Cooperative School District of Wilton and Lyndeborough, New Hampshire, and has made his/her own examinations and estimates and from them makes this proposal.

The undersigned understands that the Wilton-Lyndeborough Cooperative School Board reserves the right to waive any formalities, to reject any and all proposals or any part thereof, and/or accept any proposal or part thereof, or to select a bidder whose bid is not the lowest, which it considers to be for the best interest of the Wilton-Lyndeborough Cooperative School District.

With the above understanding, the undersigned proposes to furnish to the School District's bus transportation and to comply in all respects with said specifications for the sum or sums stated.

COMPANY: _____

ADDRESS: _____

NAME (printed): _____

SIGNATURE: _____

TITLE: _____

DATE: _____

STATEMENT OF BUSINESS EXPERIENCE AND ABILITY TO PERFORM

1. How long have you been in the School Transportation Business? _____ Years
2. How many school buses do you own at present? _____ Buses
3. Which software system do you currently use for route planning? _____
4. What School District contracts do you now hold? (Add separate sheet if necessary)
 - a. _____ No. of Buses _____
 - b. _____ No. of Buses _____
 - c. _____ No. of Buses _____
5. State office personnel, telephone numbers, maintenance staff, maintenance facilities, optional motor vehicle equipment, other.

6. State plan for location and garaging of buses used to provide transportation services to the **Wilton-Lyndeborough Cooperative School District**.

7. Other
 - a. The Bidder shall provide copies of the company's employee training program, safety program, personnel policies, and work rules.
 - b. The Bidder shall provide three (3) current references.
 - c. The Bidder shall disclose any active or pending litigation against the Bidder in New England.
 - d. Evidence from an insurance company licensed to do business in the State of New Hampshire of the bidder's insurability.

BIDDER: _____

ADDRESS: _____

NAME: _____

Signature

Title

Date

COST STATEMENT
"INDIVIDUAL BID FORM"
BID SPECIFICATIONS

2015-2016 2016-2017 2017-2018

REGULAR ROUTES

COST PER DAY PER BUS
FOR FIVE(5) BUSES

YEARLY TOTAL FOR ALL BUSES
(175 DAYS)

COST PER MILE FOR ADDITIONAL
MILEAGE/ROUTE EXTENSIONS

AMOUNT PER DAY TO ADD
BUSES (BASED ON 175 DAYS)
(SEE SECTION III PART 5)

ESTIMATED REGULAR ROUTE MILEAGE (PER DAY ALL ROUTES): 270 (established for Bid)

FIELD TRIPS

COST PER MILE PER BUS

COST PER HOUR/
CONTINUOUS WAIT TIME

MINIMUM CHARGE/IN DISTRICT

MINIMUM CHARGE/OUT DISTRICT

COST PER GALLON FOR FUEL USED IN BID: _____
(to be completed by Contractor with proof of purchase)

BIDDER: _____

ADDRESS: _____

NAME: _____

Signature

Title

Date

COST STATEMENT
"INDIVIDUAL BID FORM"
BID SPECIFICATIONS

2015-2016 2016-2017 2017-2018

ATHLETIC TRIPS

COST PER MILE PER BUS

COST PER HOUR/
CONTINUOUS WAIT TIME

MINIMUM CHARGE/IN DISTRICT

MINIMUM CHARGE/OUT DISTRICT

VOCATIONAL ROUTES

COST PER MILE PER BUS

COST PER HOUR/
CONTINUOUS WAIT TIME

MINIMUM CHARGE/IN DISTRICT

MINIMUM CHARGE/OUT DISTRICT

COST PER GALLON FOR FUEL USED IN BID: _____

(to be completed by Contractor with proof of purchase)

BIDDER: _____

ADDRESS: _____

NAME: _____

Signature

Title

Date

COST STATEMENT
"INDIVIDUAL BID FORM"
SPECIAL EDUCATION BID SPECIFICATIONS

All vehicles, including, but not limited to, bus chassis, motor, and bus body, shall be no older than ten (10) years at the starting date of the contract and no older than ten (10) years at each succeeding contract anniversary date.

2015-2016 2016-2017 2017-2018

VEHICLE COST PER DAY

NINE PASSENGER VAN/BUS	_____	_____	_____
WHEELCHAIR LIFT VAN/BUS	_____	_____	_____
FOURTEEN PASSENGER VAN/BUS	_____	_____	_____
WHEELCHAIR LIFT VAN/BUS	_____	_____	_____
COST PER MILE FOR ADDITIONAL MILEAGE/ROUTE EXTENSIONS	_____	_____	_____
OOD – WILTON TO CROTCHED MTN	_____	_____	_____
OOD – WILTON TO LIGHTHOUSE	_____	_____	_____
OOD – WILTON TO MILFORD HIGH	_____	_____	_____
OOD – WILTON TO CONTOOCCOOK	_____	_____	_____
OOD – WILTON TO RSEC	_____	_____	_____

EXISTING ROUTE MILEAGE ESTIMATE - PER WEEK ALL ROUTES _____ **MILES**

CURRENT DAILY TIME ESTIMATE - PER BUS/VAN _____ **HRS**

COST PER GALLON FOR FUEL USED IN BID: _____
(to be completed by Contractor with proof of purchase)

BIDDER: _____

ADDRESS: _____

NAME: _____

Signature

Title

Date

Wilton-Lyndeborough Cooperative School District
School Administrative Unit #63

192 Forest Road
Lyndeborough, NH 03082
603-654-8088

Bryan K. Lane
Superintendent of Schools

Betty Moore, M.Ed.
Director of Student Support Services

Lise Tucker
Business Administrator

MEMO

To: Bryan Lane, Superintendent of Schools
School Board Members
From: Lise Tucker, Business Administrator
Buddy Erb, Facilities Manager
Subject: WLC Paving
Date: June 5, 2018

Per your request, we have attached the three proposals/estimates we received in regards to the WLC parking lot paving.

Scope of Work:

Buddy made various calls to vendors to visit the site for their recommendations. It was communicated that the main purpose of this project was to repair the broken up pavement in the parking lot. It was also communicated that the edges needed to be addressed as well. There was no mention of drainage or curbing because of snow removal and the need to pitch the flow.

Based on that information, three vendors replied with proposals. They are attached for your reference. Please note that these vendors answered according to what they saw and recommended. Therefore, we received different interpretations. We felt that if we were too specific, we may not get what we need so we left it to the experts.

\$18,900	Tate Brothers – one option for basic patching
\$36,400	Hudson Paving – one option to start from stretch They felt the need to start from stretch because they said the foundation was inadequate and caused the damage.
\$30,250	Champion Paving – potential phased in option to accommodate the patching as well as the overall repair of the parking lot. They also felt that the foundation was inadequate.

Proposal to Board – two options:

Motion to award the project to Champion Paving and address sections C, E and F for \$19,120 and to withdraw the funds from the Building/Equipment Capital Reserve Fund (CRF).

Motion to award the project to Champion Paving for the total of \$30,250 and to withdraw the funds from the Building/Equipment Capital Reserve Fund (CRF). The Capital Improvement Plan (CIP) will be adjusted accordingly.

Proposal

Page 140.

01

Pages

TATE BROS. PAVING CO., INC.
72 Old Derry Road
HUDSON, NEW HAMPSHIRE 03051
(603) 882-0527 • FAX (603) 598-6786
www.tatebros.com

PROPOSAL SUBMITTED TO Wilton/Lyndeborough SAI 63		PHONE 732-9176	DATE 10-23-17
STREET 192 Forest Rd		JOB NAME Patching and resurfacing	
CITY, STATE AND ZIP CODE Lyndeborough NH 03082		JOB LOCATION 56 School Rd Wilton	
ARCHITECT Attn: Buddy Feb 235-6655	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Patching around school: Several area have failed asphalt due to failed compaction mostly on edge of roadway around school. These areas will be excavated to remove asphalt only, regraded adding crushed gravel as needed for grading purposes; compact, finish grade and pave with 1 1/2 inches of base and 1 1/2 inches of finish asphalt. Total area is approximately 6,408 sq ft. This would cost: \$18,900.00

Roadway from bottom of hill all the way up to beginning of parking lot approx. 34,950 sq ft. Resurface with 1 1/2 inches of wearing asphalt including tack coating. This would cost: \$45,045.00

**All suitable excavated materials removed from site.
No finish landscaping included.**

The Propozse hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

SEE ABOVE dollars (\$ **SEE ABOVE**).

Payment to be made as follows:

All material is guaranteed to be as specified, All work to be completed in a workmanlike manner according to standard practices; Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature **Harry Peters**

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

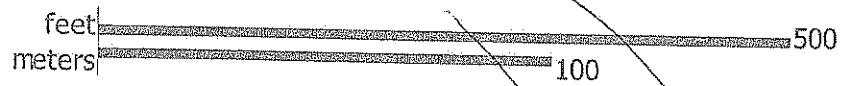
Date of Acceptance: _____

Signature _____

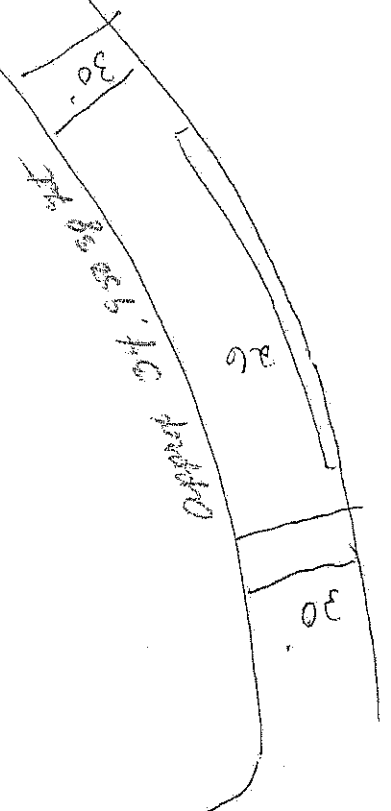
Signature _____



Google earth



approx patch areas
6 408 sq feet





Proposal

19 Barretts Hill Road, Hudson, NH 03051

(603) 882-6854 Fax (603) 886-1433

Date: 12/2/15

Paving - Drainage - Water - Sewer - Site Work

www.hudsonpe.net

To: Wilton- Lyndeborough Corporation
Middle High School
57 School Road
Wilton, NH 30386

Job Name: Misc. Paving
Location: 57 School Road
Wilton, NH
Phone:
Fax:

We hereby submit specifications and estimates for:

Approx. 944 syds

Saw cut

Remove asphalt

Excavate to a depth of 9" below finish grade

Install, grade and compact 6" crushed gravel

Pave 1 1/2" base and 1 1/2" top \$36,400.00

Road - 30' x 1,500'

Cold plane joints

Apply tack coat

Install 1 1/2" top course \$45,000.00

We Propose hereby to furnish material - complete in accordance with these specifications, for the sum of:

Payment Terms: Net Due 30 Days

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices

Any alteration or deviation from above specifications will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Our Workers are fully covered by Worker's Compensation Insurance.

Authorized

Signature _____

Laurence P. Taylor

Note: This proposal may be withdrawn if not accepted within _____ days

Hudson Paving & Excavation will not be held responsible for puddles or area slow to drain in areas with less than 2% pitch.

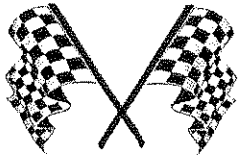
All Prices are based on the current cost of materials at date of this proposal. Prices may be adjusted at to reflect current cost of materials.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above. The purchaser agrees that all charges will be paid, and that all collection fees, attorney fees, court costs, or any expense involved in the collection of these charges will be borne

Customer Signature _____

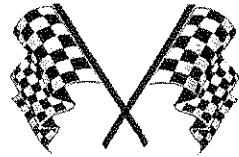
Date _____



CHAMPION PAVING LLC

Quality  First!

(603) 673-2349



ESTIMATE

Wilton-Lyndeborough School District
57 School Road
Wilton, NH 03086

Date: 5/1/2018
Estimate #: 18180

Project:

Description:	Amount:
Standard Preparation: Sawcut and remove area and sub-grade as needed. Add gravel as needed and regrade; compact. Pave 1-1/2" of 3/4" binder; compacted. Pave 1-1/2" of 3/8" top; compacted. Tack and sand joints.	
Area "A"	1,210.00
Area "B"	3,400.00
Area "C" - Parking Spaces 3-21	9,120.00
Area "D"	3,420.00
Area "E" - Parking Spaces 3-5	2,400.00
Area "F" - Parking Spaces 8-14	7,600.00
Area "G"	1,700.00
Alternate Area "H"	1,400.00
Total:	\$30,250.00

Proposal as listed is subject to change after 30 days, or at price change of supplied materials. Payment is due upon completion. Work scheduled to take two days or more will require a 50% deposit at the start of work and the remaining balance upon completion. Payment options include cash and check. Credit cards will include an additional 3% charge. Any alterations or deviations from this proposal will become an additional charge. All paving jobs that are 8" gravel or RAP, 1 1/2" binder and 1 1/2" top, completed entirely by Champion Paving consecutively are warranted for two years against frost heaves, cracks and puddles (driveways must be 1% pitch or more). We do not provide a warranty on items buried beneath the driveway, including but not limited to: irrigation, electrical conduit, drainage pipes and culverts. Champion Paving is not responsible for wheel marks, indents made by ladders, trailers, bicycles, motorcycles or any other damage made by the users. Asphalt will remain soft for several years especially in high temperatures; use caution when turning vehicle wheels; put down plywood for bike stands, trailers, jack stands and other items that exert pressure to only a few small points of contact. Refrain from driving on the edges. Wheel marks and other damages made by the user can be repaired for a small fee. Champion paving is not responsible for the quality or defects of the supplied materials. Landscaping at driveway edges is not included; we recommend loaming and seeding to the driveway edges.

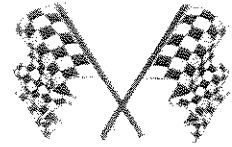


CHAMPION PAVING LLC

Quality  First!

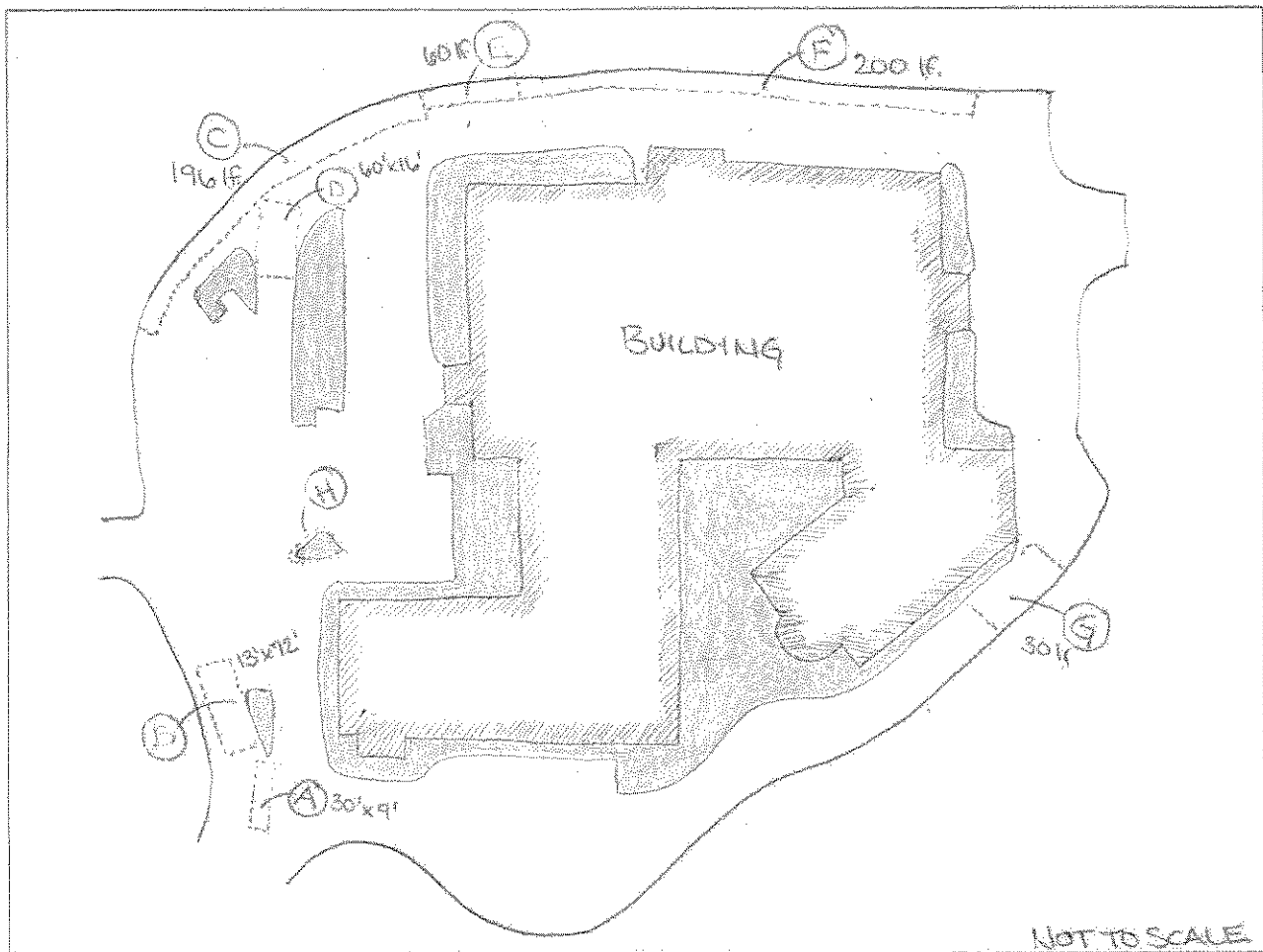
(603) 673-2349

championpaving3@yahoo.com



LAYOUT PLAN

Address: 57 School Road, Wilton, NH



IHCD - ADVANCED COURSE WORK/ADVANCED PLACEMENT COURSES

Any student who is capable of and wishes to do advanced course work or take advanced placement classes while in high school should be permitted to do so. Wilton-Lyndeborough Cooperative School District administrators and guidance counselors will provide assistance to students who wish to enroll in such courses. If advanced course work or advanced placement courses are not available within the school district, administrators or guidance counselors are instructed to assist students in identifying alternative means of taking such classes. These means may include taking courses at a different public school or a private school, or through distance education courses or other suitable means.

Any student whose eligibility for taking advanced course work is recommended by his/her counselor may enroll in a course. Credit may be given, provided the course comports with applicable District policies and state standards. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

High School and Career Technical Education Center students in grades 11 and 12 may participate in the Dual and Concurrent Enrollment Program, through which a student may earn both high school and college credits by enrolling in a course designated by the Community College System of New Hampshire ("CCSNH") as part of the Dual and Concurrent Enrollment Program. The Superintendent shall designate a point of contact for the program who can provide for student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses. The Superintendent or his/her designee shall establish regulations for the program which:

1. Require compliance with measurable educational standards and criteria approved by the CCSNH;
2. Require that courses meet the same standard of quality and rigor as courses offered on campus by CCSNH;
3. Require that program and courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment Partnerships;
4. Establish criteria for student eligibility to participate in the program;
5. Establish standards for course content;
6. Establish standards for faculty approval;
7. Establish program coordination and communication requirements;
8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting, and a process for renewal of the agreement;
9. Requires annual notification to high school students and their parents of Dual and Concurrent Enrollment opportunities.

Legal References:

RSA 188-E:25 through RSA 188-E:28

Ed 306.141(a)(6), Advanced Course Work

First Reading: May 11, 2010

Second Reading: June 2, 2010

Final Adoption: June 2, 2010

Revision:

DRAFT

Kathleen Wilson
34 Wildflower Way
Milford, N.H. 03055

Bryan Lane
Superintendent
Wilton-Lyndeborough School District
152 Forest Dr.
Lyndeborough, N.H. 03082

May 23, 2018

Dear Mr. Lane,

Please accept my resignation from my position as a special education teacher at Wilton-Lyndeborough Cooperative HS/MS. My last day will be June 20, 2018.

My students have given me great pleasure over the past two years, and the administration has been very supportive during my tenure with the school district.

I wish you all the best.

If I can be of any assistance to you during the remainder of the school year, please let me know.

Sincerely yours,

Signature

Kathleen M. Wilson 5/23/18

Kathleen Wilson

cc: Brian Bagley, Principal, Betty Moore, Special Education Director

RECEIVED

MAY 25 2018

SCHOOL ADMINISTRATIVE
UNIT # 63

78 Allds Street Unit 3

Nashua, NH 03060

603-440-1919

Bryan Lane

Superintendent

Wilton-Lyndeboro Public Schools

Dear Mr. Lane,


June 1, 2018

I want to thank you again for offering me the position of English teacher at the Wilton-Lyndeboro Middle School. Unfortunately, due to unforeseen circumstances, I am forced to rescind your generous offer.

I again deeply apologize for the inconvenience this causes. I was very impressed with the Wilton-Lyndeboro district, and I was looking forward to the opportunity to be part of it.

Thank you again for this opportunity, as well as your time and effort. I wish you nothing but the best moving forward.

All best,

A handwritten signature in cursive script, appearing to read "Ashley Power", written in dark ink.

Ashley Power