

April 27, 2021

Attachment #1

**WESTFIELD  
BOARD OF EDUCATION**

**UNION  
COUNTY**

**2021-2022  
SCHOOL YEAR**

**BID SPECIFICATIONS**

**FOR**

**IN DISTRICT ROUTES & OUT OF DISTRICT ROUTE**

**STUDENT TRANSPORTATION SERVICES**

**BID NUMBER ID 2021-01**

**FR 10 ALPS UCV30  
TRANSK TES13 RIS21**

**LEGAL NOTICE  
SPECIFICATIONS  
PRESCRIBED QUESTIONNAIRE  
STOCKHOLDERS' DISCLOSURE STATEMENT  
AFFIRMATIVE ACTION QUESTIONNAIRE/STATEMENT  
NON-COLLUSION AFFIDAVIT  
BID SHEET**

**SPECIFICATIONS FOR SCHOOL RELATED ACTIVITY**  
**STUDENT TRANSPORTATION SERVICES**

WESTFIELD BOARD OF EDUCATION

2021-2022 School Year

**GENERAL PROVISIONS**

1. All contractors shall comply with current applicable New Jersey statutes, regulations and with the policies and procedures of the district board of education governing student transportation.
2. The term of the contract shall, in general, be from September 1 through June 30. Student transportation contracts are deemed to include all the rules and procedures pertaining to student transportation though not expressly stated.
3. It is the intent of the Board of Education to award a contract for transportation as soon as possible after the date set for the opening of bids and to require the successful contractor to provide transportation in accordance with the school calendar. The school calendar, copy attached, is part of these specifications and of the contract.
4. The successful bidder will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the board of education.
5. As authorized by the district board of education, only enrolled eligible public and private school students, adults serving as chaperones or school personnel shall be transported. The vehicle(s) assigned to the transportation specified herein shall not be utilized for other purposes during the time periods designated.
6. Vehicle(s) shall arrive and/or depart the assigned schools as indicated on the enclosed route descriptions.
7. No transportation contract shall be subcontracted without the prior written approval of the board of education.
8. Bids shall be submitted in a sealed envelope, addressed to the Westfield Board of Education, bearing name and address, including contact name and email address, and clearly marked "BID" with the contract title and/or bid number on the outside of the envelope. Bids must be submitted in a sealed envelope and delivered to the Office of the School Business Administrator/Board Secretary of Westfield Board of Education *on or before* April 29<sup>th</sup> 2:00pm. Bids should be mailed, or hand delivered to the Westfield Board of Education; 302 Elm Street, Westfield, NJ 07090. Bids received after 2:00pm on April 29, 2021, will not be accepted.

9. If awarded a contract, your company/firm will ensure compliance with all applicable federal, state and local regulations and will certify such compliance to the board of education upon request.
10. The Board of Education reserves the right to transfer transportation contracts awarded under these specifications to another Board of Education.
11. If any litigation should arise between the Board of Education and the successful bidder pursuant to the award of this contract, the venue for any suit shall be laid in the Superior Court of New Jersey, Law Division, in the county where the Board of Education administering the contract is located.
12. All equipment shall meet the current specifications for transportation as set forth in the rules of the New Jersey Department of Transportation, the State Board of Education, federal regulations and any additional specifications of the board of education.
13. Commingling of students from other school districts is not allowed unless authorized, in writing, by the board of education.

### **VEHICLES**

1. Transportation equipment shall be properly registered by the Motor Vehicle Commission, as appropriate, and meet all current specifications in accordance with Federal and State law, the rules of the State Board of Education, and any additional specifications of this district's board of education.
2. All vehicles shall be systematically inspected twice within the year and display a school bus certification inspection sticker to ensure that such vehicles and equipment are in safe and proper operating condition.
3. The contractor shall provide and maintain an adequate number of school buses, including spares, to safely transport any and all students assigned to the routes contained in this bid and to assure uninterrupted service in the event of mechanical breakdown.

### **ACCIDENT REPORTING**

1. Contractors shall ensure that every school bus driver will: a) immediately inform the principal(s) of the receiving school(s) and the school business administrator or designee of the district board of education providing the transportation following an accident which involves an injury, death, or property damage, b) complete and file the accident report as prescribed by the Commissioner of Education and deliver it to the principal(s) of the receiving school(s) by the conclusion of the next working day, and c) deliver the report to the school business administrator or designee of the district board of education providing the transportation after it is signed by the principal(s) of the receiving school(s) in accordance with *N.J.A.C. 6A:27-12.2*. In addition, the driver must also complete and file a motor vehicle accident report in accordance with *N.J.S.A. 39-4:130*.

## **REPORTING STUDENT LEFT UNATTENDED ON THE SCHOOL BUS**

1. Every owner/operator of a school vehicle shall immediately inform the administrator or principal of the receiving school and the chief school administrator of the district board of education providing for the transportation or their designee following an incident in which it has been determined that a student has been left unattended on the school bus at the end of the route. School district or school bus contractor personnel who discover, or to whom it is reported, that a student has been left on a school bus shall immediately report the incident to the owner/operator of the vehicle. A student is considered to have been left unattended on the school bus at the end of the route when the driver has left the vicinity of the bus.

## **DRIVERS/AIDES**

1. The driver shall be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, *N.J.S.A. 18A:39-17 through 20* (background check) (Note: This requirement also applies to Certified Mobility Assistance Vehicle (MAV) Technicians transporting students with medical needs to and from school or school related activities in mobility assistance vehicles.), and tuberculosis testing.
2. If a student assigned to a special education route is not present at the assigned bus stop for three consecutive days, the contractor shall report this absence to the district transportation supervisor.
3. The bus driver shall be in full charge of the school bus at all times and will be required to report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.
4. A bus aide assigned to a route awarded by this bid shall be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and will be required to comply with the criminal background check and tuberculosis testing as prescribed by law.
5. Bus aides shall attend to the special needs of students, maintain order on the vehicle to ensure the safety of all students, assist students getting on and off the vehicle as needed, and other duties which may be specified by the board of education.
6. If, in the judgment of the Board of Education, any driver or aide assigned to a vehicle operating under a contract awarded by this bid shall be deemed to be an unsuitable person for their position because of lack of skills necessary to perform their duties, inability to control students, failure to comply with the rules and regulations, incapacity, unbecoming conduct, or other good cause, the contractor may be required to remove the driver and/or aide from the route or all district routes. If the contractor fails to comply with this provision, the contractor may be required to show cause why this failure to comply is not deemed to constitute a breach of contract and may set aside and annul the contract.

## **COUNTY SUPERINTENDENT APPROVAL**

1. All transportation contracts require the approval of the Executive County Superintendent of Schools.

## **PAYMENT TERMS**

1. Contracts will be calculated based on the actual services performed. Payments to contractors shall be made on or about the 30th day of the month. Payments will be made monthly, provided an appropriate invoice is submitted by the middle of the month.
2. The contractor shall execute the contract and submit it to the district board of education with all required related documents in order for the district board of education to comply with the timeline for submission of contracts to the county superintendent. Failure to do so may result in a delay in the scheduled payment of services. Contractors shall visit the Department of Education's Student Transportation website to become familiar with the contract to be executed.
3. Payments are subject to approval by the board of education. Therefore, payments may be delayed depending on the Board's meeting schedule.
4. Per Diem contracts will be calculated on the actual number of days transportation services were performed.

## **EMERGENCY PROVISIONS**

1. In the event the school is closed due to inclement weather or other emergencies, the contractor shall be notified as soon as possible by the public school authorities providing transportation. Contractors are also advised to listen to school closing announcements broadcast over the local networks.
2. In an emergency where the contractor cannot meet the schedule, or if the school has a change in schedule, the party responsible for any change shall immediately notify the other party.

## **BASIS OF BID AND ADJUSTMENTS**

1. The bidder shall submit the bid on the bid sheet contained in these bid specifications. Bids shall be submitted as indicated on the enclosed bid sheet. Other bid sheets are not acceptable.
2. If any change in the described route results, the amount of the contract shall be adjusted as specified in the bid. Bids which do not include an adjustment amount will not be accepted.

3. The net result of any mileage adjustment to a nonpublic school transportation contract shall not exceed the maximum cost per student in accordance with N.J.S.A. 18A:39-1a. Calculations to determine the per student cost shall include all students on the route, public and nonpublic.
4. In an emergency where the contractor cannot meet the schedule, or if the school has a change in schedule, the party responsible for any change shall immediately notify the other party.

### **INSURANCE COVERAGE**

1. Unless otherwise specified by the board of education, the contractor shall provide automotive liability insurance in the minimum amount required by Motor Vehicle Commission and Department of Education regulations. The board of education requires an insurance coverage greater than the minimum amount, the contractor shall provide automotive liability insurance in the amount of \$1,000,000.00 combined single limit per occurrence. Bidders will be required to provide, with the bid, evidence of their ability to obtain the required insurance coverage. A certificate of insurance for the duration of the contract is to be presented by the successful bidder. The certificate of insurance shall state that the contracting board of education is an additional insured party to the policy.
2. The district board of education and the Executive County Superintendent shall be notified by the insured whenever any policy is cancelled. Notification shall be made within 48 hours of the receipt of the notification of the cancellation by the insured, and before the cancellation takes effect.
3. The contractor will protect, defend, and save harmless the Board of Education from any suits or actions of every nature and description brought against it for or on account of any injuries or damages received or sustained by any party or parties by or from any acts of the contractor, its servants or agents as a result of the performance of the contract.

### **BID GUARANTEE**

1. Each bid shall be accompanied by a bid bond, cashier's or certified check for five percent (5%) of the sum of all individual bid amounts times the number of estimated trips as specified on the enclosed bid sheet, but in no case may the certified check, cashier's check or bid bond exceed \$50,000. No other form of guarantee is authorized. This guarantee shall be made payable to the Board of Education. Such deposit shall be forfeited upon refusal of a bidder to execute a contract; otherwise, checks shall be returned when the contract is executed and a surety (performance) bond is filed with the Board of Education. The bid guarantee shall be identified by the bid number assigned to the bid for which it is submitted. The bid guarantee for all unsuccessful bidders, except for the three lowest bidders, will be returned within 10 days after the bid opening (Saturdays, Sundays and holidays excepted). The annual contract amount of per diem contracts is calculated by multiplying the total per diem cost by 181 days.
2. Each bid shall be accompanied by a Consent of Surety.

## **PERFORMANCE GUARANTEE**

1. A corporate and/or personal performance surety bond shall be required by the successful bidder in an amount equal to the estimated annual contract amount based on the bid amount times the estimated number of trips, or an amount specified by the board. The performance guarantee shall be identified by the multi contract number or route/trip number for which it is submitted. Each bid shall be accompanied by a signed Prescribed Form of Questionnaire, included in these specifications. The bond provided for per diem contracts must be equal to the total per diem bid multiplied by 181 days.
2. If personal bonds are permitted by these specifications, a contractor who submits a personal bond will ensure that the bondspersons providing the performance guarantee provide a list of all school districts in which they are bonding contracts and the amount of the contracts bonded. Additionally, evidence of the value of the property listed as security shall be provided upon request.

## **BREACH OF CONTRACT/PENALTIES**

1. In the event the contractor fails to provide service in accordance with these specifications and stated requirements, the contractor shall be considered in breach of contract. Cancellation of the contract and/or enforcement of contractor's performance bond may result.

## **TRAINING PROGRAMS**

1. The contractor must ensure that drivers and aides are properly trained to perform their duties, which must include, at a minimum, the training requirements listed at NJSA. 18A:39-19.1a and NJAC 6A:27-11.3. This training requirement must be completed twice each calendar year.
2. The contractor must administer a safety education program for all permanent and substitute drivers and bus aides according to NJSA 18A:39-19.1a and NJAC 6A:27-11.3 twice each calendar year.
3. Drivers and aides are required to participate in scheduled school bus evacuation drills

## **ROUTES**

1. Within 10 days of the start of the contract, the contractor shall submit to the district board of education a description of the actual streets traveled for routes for the transportation of special education students and nonpublic school students for which the streets to be traveled are not described by the board of education on the route description contained in the bid.
2. The direction of the vehicle shall be the safest most direct route to and from the destination.

## **CAMERA**

The district is seeking alternate pricing on working cameras which record in each vehicle utilized.

## **GPS TRACKING SOFTWARE**

The contractor will utilize working GPS or other software to locate their buses at all time

## **MODIFICATIONS**

1. Any modifications to these specifications after the public advertisement for bids and prior to the scheduled bid opening, will be made known by certified mail to all bidders who requested specifications.

## **AFFIRMATIVE ACTION**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.



The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

**ANTI-BULLYING BILL OF RIGHTS – REPORTING OF HARASSMENT,  
INTIMIDATION AND BULLYING – CONTRACTED SERVICE**

The contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act – N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. The district shall provide to the contracted service provider a copy of the board’s Anti-Bullying Policy.

In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary

**STOCKHOLDER DISCLOSURE**

1. All bidders are hereby notified that every corporation and partnership, according to the provision of Chapter 33, Laws of 1977 of the State of New Jersey, must submit a statement prior to the receipt of the bid or accompanying the bid, setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all partners in the partnership, who own 10% or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation’s stock, or the individual partner’s 10% or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

**BUSINESS REGISTRATION**

1. All bidders are hereby notified that every business organization must submit with their bid a copy of their Business Registration Certificate, in compliance with P.L. 2004, c 57 of the State of New Jersey.

**DRUG AND ALCOHOL TESTING**

1. If awarded a contract, your company/firm will be required to certify to the board of education that you are in compliance with the drug and alcohol requirements of the Omnibus Transportation Employee Testing Act.

**BACKGROUND CHECK**

1. The contractor shall ensure compliance with the requirements of *N.J.S.A.* 18A:39-17 through 20 governing criminal history background checks, and shall annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers.
2. The contractor shall ensure compliance with the requirements of *N.J.S.A.* 18A:6-7.6 through 12 governing child abuse and sexual misconduct checks. Additional information on this

requirement is available from the Office of Student Protection's "[Pre-Employment Resources](https://www.state.nj.us/education/crimhist/preemployment/)" webpage: <https://www.state.nj.us/education/crimhist/preemployment/>.

### **DRIVER AND AIDE TRAINING**

1. The contractor shall ensure compliance with the requirements of *N.J.S.A. 18A:39-19.2* and 3 governing the training of school bus drivers and aides, and shall annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers and/or aides.

### **TUBERCULOSIS TESTING**

1. The contractor shall ensure that all bus drivers and bus aides are tested for tuberculosis infection in compliance with *N.J.A.C. 6A:32-6.3*.

### **DISCLOSURE OF POLITICAL CONTRIBUTIONS**

1. The contractor is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to *N.J.S.A. 19:44A-20.13* (P.L. 2005, c.271, s.3) if the contractor receives contracts in the aggregate in excess of \$50,000 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

### **MAINTENANCE OF CONTRACT RECORDS**

1. The contractor is advised that relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by the Office of the State Comptroller pursuant to *N.J.S.A. 52:15C-14(d)*. The contractor shall maintain all documentation related to products, transactions, or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

**NOTIFICATION REQUIRED WHEN A SCHOOL BUS DRIVERS LICENSE IS  
SUSPENDED OR REVOKED**

When a contractor providing pupil transportation services under contract with a board of education is notified by the Department of Education that a school bus driver employed by the provider has had their bus driver's license suspended or revoked, the employing transportation provider, within one business day of the notification, must provide a statement to the NJ Department of Education verifying that the school bus driver no longer operates a school bus for the board or contractor.

**THE FOLLOWING DOCUMENTS MUST BE COMPLETED AND SUBMITTED IN  
ORDER FOR YOUR BID TO BE CONSIDERED:**

Bidder's Guarantee  
Business Registration Certificate  
Evidence of the Bidder's Ability to Obtain the Required Insurance Coverage  
Omnibus Transportation Employee Testing Act Compliance Assurance  
School Bus Driver Annual Certification Compliance Assurance  
Disclosure of Investment Activities in Iran  
Prescribed Questionnaire  
Consent of Surety  
Stockholder's Disclosure Statement  
Coordinated Transportation Services Agency Membership Form (CTSA only)  
Affirmative Action Documentation or Questionnaire  
Non-Collusion Affidavit  
Bid Sheet

**Westfield Board of Education, Student Transportation Services**

- Bids which do not include an adjustment amount will not be accepted.
- In the event bid submissions for a route cost result in a tie bid, the award shall be based on the lowest aide cost (if applicable). If there is no aide cost, or if that cost also results in a tie bid, the award shall be based on the lowest increase/decrease adjustment cost unless otherwise specified by the board.
- Alternate bids not solicited by the Board of Education will not be accepted.
- The following routes are to be bid on a **PER DIEM** basis.

I hereby submit the following bid(s) to transport students to during the 2021-2022 school year in accordance with your advertisement, specifications and route description.

ROUTE	PER DIEM ROUTE COST WITH CAMERA	PER DIEM ROUTE COST WITHOUT CAMERA	INCREASE / DECREASE ADJUSTMENT COST	PER DIEM AIDE COST IF APPLICABLE
FR-10	\$	\$	\$	\$
ALPS	\$	\$	\$	\$
UCV30	\$	\$	\$	\$
TRANSK	\$	\$	\$	\$
TES13	\$	\$	\$	\$
RIS21	\$	\$	\$	\$

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Bidder's Name

-----  
Company Name

-----  
Company Address and Telephone Number

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Bidder's Signature

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Date

Westfield Public Schools  
Route Descriptions

Route: TRANS K

Route Descriptions: Transitional Kindergarten Special Needs Students

Destination: Lincoln Early Childhood Center  
728 Westfield Avenue  
Westfield NJ 07090

Vehicle Capacity: 16 passenger school bus

Aide: An aide is needed on this route

Equipment: Seatbelts are required. Equipment shall also include a means of communications with dispatch, either a radio or telephone. Car seats and or booster seats may be required for some children

Date: First day of School is Thursday September 9<sup>th</sup>  
Last day of School is Thursday June 23<sup>rd</sup>

Times: Program hours are 8:45am-3:00pm  
Arrival time at Lincoln School is 8:35am  
Arrival time at Lincoln School is 2:50pm

Stops: Door to door pick up at the students homes.

The direction of the vehicle from the last stop shall be along the safest and most direct route to the destination. Within 10 days of the start of the contract, the contractor must submit to the Westfield Board of Education a description of the actual route traveled.

Westfield Public Schools  
Route Descriptions

Route: FR 10

Route Descriptions: Franklin Elementary School to Lincoln Early Childhood Center

Destination: Lincoln Early Childhood Center  
728 Westfield Avenue  
Westfield NJ 07090

Vehicle Capacity: 54 passenger school bus

Aide: An aide is not needed on this route

Equipment: Seatbelts are required. Equipment shall also include a means of communications with dispatch, either a radio or telephone. Car seats and or booster seats may be required for some children

Date: First day of School is Thursday September 9<sup>th</sup>  
Last day of School is Thursday June 23<sup>rd</sup>

Times: AM Session starts at 9:05am to 11:40am  
PM Session starts at 12:45pm to 3:20pm

AM SCHEDULE

Bus will arrive at Franklin Elementary School at 8:30am  
Bus will depart Franklin Elementary School at 8:40am for Lincoln School  
Bus will arrive at Lincoln School at 8:55am

Bus will arrive at Lincoln School at 11:30am  
Bus will depart Lincoln School at 11:50am for Franklin Elementary School  
Bus will arrive at Franklin Elementary School at 12:10am

PM SCHEDULE

Bus will arrive at Franklin Elementary School at 12:15pm  
Bus will depart Franklin Elementary School at 12:25pm for Lincoln School  
Bus will arrive at Lincoln School at 12:35pm

Bus will arrive at Lincoln School at 3:15pm  
Bus will depart Lincoln School at 3:30pm for Franklin Elementary School  
Bus will arrive at Franklin Elementary School at 3:45pm

Westfield Public Schools  
Route Descriptions

Route: RIS 21

Route Descriptions: Special Needs Students and Distance Students

Destination: Roosevelt Intermediate School  
301 Clark Street  
Westfield, NJ 07090

Vehicle Capacity: 54 passenger school bus

Aide: An aide is not needed on this route

Equipment: Seatbelts are required. Equipment shall also include a means of communications with dispatch, either a radio or telephone.

Date: First day of School is Thursday September 9<sup>th</sup>  
Last day of School is Thursday June 23<sup>rd</sup>

Times: Program hours are 8:15am-2:47pm  
Arrival time at Roosevelt is 8:05am  
Arrival time at Roosevelt is 2:35pm

Stops: Door to door pick up at Special Needs students homes and centralized stops for students meeting distance requirements.

The direction of the vehicle from the last stop shall be along the safest and most direct route to the destination. Within 10 days of the start of the contract, the contractor must submit to the Westfield Board of Education a description of the actual route traveled.



Westfield Public Schools  
Route Descriptions

Route: TES 13

Route Descriptions: Special Needs Students to Tamaques Elementary School

Destination: Tamaques Elementary School  
641 Willow Grove Road  
Westfield NJ 07090

Vehicle Capacity: 16 passenger school bus

Aide: An aide is needed on this route

Equipment: Seatbelts are required. Equipment shall also include a means of communications with dispatch, either a radio or telephone. Car seats and or booster seats may be required for some children

Date: First day of School is Thursday September 9<sup>th</sup>  
Last day of School is Thursday June 23<sup>rd</sup>

Times: Program hours are 8:40am-3:05pm  
Arrival time at Tamaques Elementary School is 8:30am  
Arrival time at Tamaques Elementary School is 2:55pm

Stops: Door to door pick up at the students homes.

The direction of the vehicle from the last stop shall be along the safest and most direct route to the destination. Within 10 days of the start of the contract, the contractor must submit to the Westfield Board of Education a description of the actual route traveled.

Westfield Public Schools  
Route Descriptions

Route: ALPS

Route Descriptions: Westfield Elementary Schools and Edison Intermediate School

Destination: Edison Intermediate School  
800 Rahway Avenue  
Westfield NJ 07090  
908-489-4470

Vehicle Capacity: 54 passenger

Aide: An aide is not needed on this route

Equipment: Seatbelts are required. Equipment shall also include a means of communications with dispatch, either a radio or telephone.

Date: First day of this route: Tuesday, September 21, 2021  
Last day of this route: Thursday, June 9, 2022

Time: Pick up time will begin at the first elementary school at 9:05am  
Drop off time will begin at 2:10pm

Stops: Grade bus will go to each elementary school  
Tuesday: Third Grade  
Wednesday: Fourth Grade  
Thursday: Fifth Grade

Westfield Public Schools  
Route Descriptions

Route: V TECH 30

Route Descriptions: Westfield High School to/from Union County Vocational School

Destination: Union County Vocation School  
1776 Raritan Road  
Scotch Plains NJ  
908-889-8288

Vehicle Capacity: 54 passenger

Aide: An aide is not needed on this route

Equipment: Seatbelts are required. Equipment shall also include a means of communications with dispatch, either a radio or telephone.

Date: First day of School is TBD  
Last day of School is TBD

**AM session:**

7:30am Depart Westfield High School (board bus at 7:20)  
7:45am Arrive at Union County VoTech

**Midday AM Session:**

10:07am Pickup at Union County VoTech  
10:25am Arrive at Westfield High School

**Midday PM Session:**

12:10pm Depart Westfield High School  
12:25pm Arrive at Union County VoTech

**PM Session:**

3:00pm Depart Union County VoTech  
3:25pm Arrive at field by Lincoln School  
3:35pm Arrive at Westfield High School

If Westfield Public Schools are closed due to inclement weather – this route will not run

**STATEMENT OF ASSURANCE**

**OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT COMPLIANCE**

(To accompany bid)

The following firm

\_\_\_\_\_ is currently under contract

\_\_\_\_\_ will be contracted with

to provide a controlled substance testing program to our company as required by the Omnibus Transportation Employee Testing Act:

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Authorized Bidder's Name and Title \_\_\_\_\_  
(Print or Type)

Authorized Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

**STATEMENT OF ASSURANCE**

**SCHOOL BUS DRIVER ANNUAL CERTIFICATION TO THE EXECUTIVE COUNTY  
SUPERINTENDENT OF SCHOOLS**

(To accompany bid)

I certify compliance with the requirements of *N.J.S.A.* 18A:39-17 through 20 governing criminal history background checks, and shall annually submit required documents to the Executive County Superintendent of Schools on or before August 31 or upon employment for newly hired drivers.

I also certify that prior to assigning a newly hired, currently approved school bus driver to a bus route, a school bus driver transmittal form is completed and submitted to the New Jersey Department of Education Criminal History Review Unit.

Authorized Bidder's Name and Title \_\_\_\_\_  
(Print or Type)

Authorized Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_



**STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY**

33 WEST STATE STREET, P.O. BOX 230  
TRENTON, NEW JERSEY 08625-0230

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM**

**BID SOLICITATION #:** \_\_\_\_\_

**VENDOR/BIDDER:** \_\_\_\_\_

**PART 1**

**CERTIFICATION**

**VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of the Treasury's Chapter 25 list as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a Vendor's/Bidder's proposal non-responsive. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**CHECK THE APPROPRIATE BOX**

**A.** I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). Disregard Part 2 and complete and sign the Certification below.

**OR**

**B.** I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such information will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2**

**PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

**ENTITY NAME:** \_\_\_\_\_

**RELATIONSHIP TO VENDOR/BIDDER:** \_\_\_\_\_

**DESCRIPTION OF ACTIVITIES:** \_\_\_\_\_

**DURATION OF ENGAGEMENT:** \_\_\_\_\_

**ANTICIPATED CESSATION DATE:** \_\_\_\_\_

**VENDOR/BIDDER CONTACT NAME:** \_\_\_\_\_

**VENDOR/BIDDER CONTACT PHONE No.:** \_\_\_\_\_

*Attach Additional Sheets If Necessary.*

**CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

**PRESCRIBED FORM OF QUESTIONNAIRE**

(To accompany bid)

**SURETY BOND**

\_\_\_\_\_ CORPORATE – Consent of Surety Attached

\_\_\_\_\_ PERSONAL – Consent of Surety Attached

**FAMILIARITY WITH CONDITIONS OF CONTRACT**

Have you read carefully the applicable New Jersey Statutes, regulations, procedures, the rules of the local board of education pertaining to student transportation, the specifications upon the basis of which the accompanying bid is submitted, and the contract which the successful bidder will be required to execute?

Yes \_\_\_\_\_ No \_\_\_\_\_

**EXPERIENCE OF BIDDER**

1. Have you had previous experience in school or other bus transportation? \_\_\_Yes \_\_\_No
2. If yes, how many years experience? \_\_\_\_\_
3. Briefly state the nature of this experience. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Authorized Bidder's Name and Title \_\_\_\_\_

(Print or Type)

Authorized Signature \_\_\_\_\_

**CONSENT OF SURETY – PERSONAL BONDS**

(To accompany the bid – if applicable)

Issued to the \_\_\_\_\_ Board of Education

On behalf of \_\_\_\_\_, as contractor

Bid Date \_\_\_\_\_ Bid Number \_\_\_\_\_

We hereby agree to issue the required Personal Surety Bond for the transportation services to be provided by the award of a mutually agreed upon contract between the referenced Board of Education and Contractor.

**Two Bondspersons Required**

(Please print or type.)

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
State location and value over all encumbrances thereon of real estate owned in the county of \_\_\_\_\_ Property Value \$ \_\_\_\_\_  
Location \_\_\_\_\_

If you are providing a personal bond in any other school district, list all school districts in which you are bonding contracts and the amount of the contracts bonded.

\_\_\_\_\_  
\_\_\_\_\_

Bondsperson Signature \_\_\_\_\_

2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
State location and value over all encumbrances thereon of real estate owned in the county of \_\_\_\_\_ Property Value \$ \_\_\_\_\_  
Location \_\_\_\_\_

If you are providing a personal bond in any other school district, list all school districts in which you are bonding contracts and the amount of the contracts bonded.

\_\_\_\_\_  
\_\_\_\_\_

Bondsperson Signature \_\_\_\_\_



**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.**

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type)       Limited Liability Company (LLC)
- Partnership     Limited Partnership               Limited Liability Partnership (LLP)
- Other (be specific): \_\_\_\_\_

**Part II**

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the <name of contracting unit> is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with <type of contracting unit> to notify the <type of contracting unit> in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the <type of contracting unit> to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**Coordinated Transportation Services Agency Membership Form**

(To accompany the bid – CTSA only)

BOARD OF EDUCATION

CHIEF SCHOOL ADMINISTRATOR

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Agency Name

\_\_\_\_\_

Address

\_\_\_\_\_

Authorized Representative Name and Title

\_\_\_\_\_

(Print or Type)

Authorized Signature

\_\_\_\_\_

**AFFIRMATIVE ACTION**  
**QUESTIONNAIRE**  
(To accompany bid)

COMPANY NAME \_\_\_\_\_

1. Our company has a federal Affirmative Action Plan approval.

\_\_\_ YES     \_\_\_ NO

A. If yes, a copy of said approval shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

\_\_\_ YES     \_\_\_ NO

A. If yes, a copy of the New Jersey State Certificate shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program  
P.O. Box 206, Trenton, NJ 08625. A copy shall be submitted to the board of education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

AUTHORIZED BIDDER \_\_\_\_\_  
(Print or Type)

TITLE \_\_\_\_\_ DATE \_\_\_\_\_  
(Print or Type)

SIGNATURE \_\_\_\_\_

**FORM OF NON-COLLUSION AFFIDAVIT**  
(To accompany the bid)

STATE OF NEW JERSEY, COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ of the \_\_\_\_\_,  
(city, town, borough)

of \_\_\_\_\_, in the County of \_\_\_\_\_,

State of \_\_\_\_\_, of full age, being duly sworn according to law on  
my oath depose and say that:

I am \_\_\_\_\_ of the firm/agency of \_\_\_\_\_, the bidder making the Proposal for the Student Transportation Contracts, and that I executed the said Proposal with full authority to do so, that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, participated in drafting these specifications or route descriptions, or otherwise taken any action in restraint of free, competitive bidding in connection with the above bid and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

\_\_\_\_\_  
Company/Agency Name (Print or Type)

\_\_\_\_\_  
Authorized Representative - Name and Title (Print or Type)

\_\_\_\_\_  
Authorized Signature

(N.J.S.A. 52:34-15)

Bid Number \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of New Jersey  
(Seal)

My commission expires \_\_\_\_\_, 20\_\_\_\_

TOWN OF WESTFIELD  
BOARD OF EDUCATION  
WESTFIELD, NEW JERSEY 07090  
**INVITATION TO BIDDERS**

The Westfield Board of Education hereby advertises for competitive bid pricing in accordance with N.J.S.A. 18A:18A-21(a) (b).

		<b>Bid No. 2021-01</b>			
	<b>Title of Bid</b>	<b>STUDENT TRANSPORTATION SERVICES</b>			
<b>FR 10</b>	<b>ALPS</b>	<b>UCV30</b>	<b>TRANSK</b>	<b>TES13</b>	<b>RIS21</b>

All necessary bid specifications will be secured via email. Please contact Deborah Valencia, Transportation Secretary at [dvalencia@westfieldnj12.org](mailto:dvalencia@westfieldnj12.org) for bid specifications.

Bids shall be submitted in a sealed envelope, addressed to the Westfield Board of Education, bearing name and address, including contact name and email address, and clearly marked "BID" with the contract title and/or bid number on the outside of the envelope. Bids must be submitted in a sealed envelope and delivered to the Office of the School Business Administrator/Board Secretary of Westfield Board of Education **on or before** Thursday, April 29<sup>th</sup> at 2:00pm.

Sealed Bids are to be sent by mail or carrier with proof of delivery by Thursday, April 29<sup>th</sup> at 2:00pm. Bids can also be hand delivered to the Westfield Board of Education; 302 Elm Street, Westfield, NJ 07090.

**No bids shall be received after the time designated in the advertisement.** (N.J.S.A. 18A:18A-21(b)).  
The Board of Education does not accept electronic (e-mail) submission of bids.

"Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq."

Each bid shall be accompanied by a bid bond, cashier's check or certified check made payable to the Westfield Board of Education, for ten percent (10%) of the amount of the total bid, however, not to exceed \$50,000.

Statement of Ownership Requirement: Pursuant to N.J.S.A. 52:25-24.2, Bidders shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership.

A Non-Collusion Affidavit and a Contractor Questionnaire/Certification also must be submitted with the bid. The bid package will also include other documents that must be completed and returned with the bid. Failure to comply with Instructions to Bidders and to complete and submit all required forms, may be cause for disqualification and rejection of the bid.

The Board of Education reserves the right to reject any or all bids pursuant to N.J.S.A. 18A:18A-2(s), (t), (x), (y), 18A:18A-4(a), 18A:18A-22, and to waive any informalities

**Dana Sullivan**  
School Business Administrator/Board Secretary

# WESTFIELD PUBLIC SCHOOLS 2021-2022 SCHOOL CALENDAR

(181 Student Contact Days plus 3 "Snow Days")

## SEPTEMBER --- 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2-Teachers and Paraprofessionals Return  
6-Labor Day  
7-8-Rosh Hashanah  
9-Students Report  
16-Yom Kippur

## OCTOBER --- 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8-(Early Dismissal) Grs. K-5 Only Curriculum Planning  
11-Columbus Day; Staff In-Service

## NOVEMBER --- 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 and 2-(Early Dismissal) – Grades K-5 Only-Parent Conferences  
2-General Election and School Board Election  
3-(Early Dismissal) – Grades K-5 only Curriculum Planning  
4-5-Teacher Professional Days  
24-(Early Dismissal -All Schools), 25-26-Thanksgiving Recess  
(29-First Day Chanukah)

## DECEMBER --- 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24-31-Holiday Break (25-Christmas)  
(26-1/1-Kwanzaa)

## JANUARY --- 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1-New Year's Day  
17-Martin Luther King Day

## FEBRUARY --- 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

18-Staff In-Service  
21-Presidents' Day

## MARCH --- 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## APRIL --- 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11-18 Spring Break  
(15-Good Friday; 16-Passover; 17-Easter)

## MAY --- 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

30-Memorial Day

## JUNE --- 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22-23-(last 2 days of school)- Early Dismissal Students K-12  
23-Graduation - 3:00 p.m.  
23-Last Day for All Students  
24-Last Day for Teachers