
The Somerset Hills School District
Regular Meeting Agenda - December 11, 2019
Executive Session - 6:30 P.M.
Public Input & Action - 7:30 P.M.
Bernards High School Community Room

I. Call to Order

Welcome to a meeting of the Board of Education of Somerset Hills. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act: (Chapter 231 Laws of 1975), and that advance notice required therein has been provided. This is a meeting of the Board of Education of Somerset Hills at which formal action may be taken. The public will have an opportunity to be heard as shown on the Agenda.

II. Roll Call

III. Executive Session

WHEREAS the "Open Public Meetings Act:" (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions, and

WHEREAS the matters about to be presented for discussion clearly meet the "circumstances" test of such Act:

RESOLVED that the Board of Education of Somerset Hills now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: Personnel, Student Matters, Contracts, Negotiations and Litigation.

And, be it further,

RESOLVED that the discussion in Executive Session be disclosed when the Board's consideration of the subject matter has been closed, or that such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

IV. Pledge of Allegiance

V. Roll Call

VI. Correspondence

VII. Report of the Superintendent

1. Student Representatives' Reports
2. Student Recognition:
 - a. BHS Boys Varsity Soccer
 - b. BHS Girls Varsity Field Hockey
3. Academic Report - Strategic Planning: (Part 2 of 2)

VIII. Public Questions & Comments for Actionable Agenda Items

We very much welcome input from the public. Public comments are welcome at this time on any agenda item. Towards the end of the meeting there is a second public forum on any topic. Please state your name and address. Comments are limited to three minutes, but an individual may speak a second time after all others who wish to speak on the topic have been heard. Please understand that our public forums are not structured as question and answer sessions, but are offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. In accordance with New Jersey Statute, the Board will not discuss matters regarding specific personnel. Public Questions and Comments will be limited to 30 minutes. Thank you for your input.

IX. Approval of Minutes*1. Approval of Minutes

Resolved, that the Somerset Hills Board of Education approve the Public Input & Action and Executive meeting minutes for November 20, 2019.

FINANCE, FACILITIES & OPERATIONS

Committee Report & Discussion:

X. FINANCE

Action Items:

1. Board Secretary & Treasurer Reports & Board Certification*

WHEREAS, the Board Secretary has received the Reports of the Secretary and Treasurer for the month of November 2019 showing the following balances:

FUND	Board Secretary Cash Balance (1)	Treasurer Cash Balance (2)
(10) General Fund	\$ 7,314,500.88	\$ 7,314,500.88
(20) Special Revenue Fund	\$ 218,371.09	\$ 218,371.09
(30) Capital Projects Fund	\$ 500,191.25	\$ 500,191.25
(40)Debt Service Fund	\$ 547,341.29	\$ 547,341.29
Total Government Funds	\$ 8,580,404.51	\$ 8,580,404.51

(1) From Secretary's Report (2) From Treasurer's Report

WHEREAS in compliance with N.J.A.C.6A: 23-2.1(c)3 the secretary has certified that, as of the date of the report(s), no budgetary line item account has encumbrances and expenditures which in total exceed the amount appropriated by the district board of education, now, therefore, be it RESOLVED, the Board of Education accepts the above referenced report and certifications and orders that they be attached to and made part of the record of this meeting, and be it FURTHER RESOLVED, in compliance with N.J.A.C.6A: 23-3.11(c) 4, the Board of Education certifies that, after review of the secretary's monthly financial reports (appropriation section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account or fund has been overexpended in violation of N.J.A.C.6A: 23-2.11(b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

2. Approve 2019-2020 Budget Transfers*

Resolved that the Somerset Hills Board of Education approve the attached list of budget transfers for November 2019.

3. Payment of Bills*

WHEREAS, the Board Secretary has presented attached November check registers with the recommendation that the checks be paid, and Now, therefore, be it Resolved, that the following bills be paid and an itemized list be filed with the minutes of this meeting:

FUND	
(10) General Fund	\$1,929,687.85
(20) Special Revenue Fund	\$ 40,628.05
(30) Capital Projects Fund	--
(40) Debt Service Fund	--
(60) Cafeteria Fund	\$ 60,395.99
(90) Agency Fund	\$ 714,282.51
TOTAL	\$2,744,994.40

4 Approve Parent Organization Fundraiser*

Resolved, that the Somerset Hills Board of Education approve the following parent organization fundraisers for the 2019-2020 school year:

	Organization	School	Event	Date
a	Boys Basketball	BHS	NY Knicks ticket raffle at Dec 4 Pasta Party & Home Games	various
b	Boys Lacrosse	BHS	50/50 ticket sales	Jan & Feb

5 Approve Special Education School *

Resolved, that the Somerset Hill Board of Education approve the following school for the 2019-2020 School Year and/or ESY, as of December 5, 2019:

Student ID#	Provider	Location
3079518242	Shepard Prep. High School	Morristown, NJ

6. Approve 2020-2021 Budget Development Schedule*

Resolved, that the Somerset Hills Board of Education approve the attached 2020-2021 Budget Development Schedule.

XI. FACILITIES & OPERATIONS

Action Items:

1. HIB Report*

Resolved, that the Somerset Hills Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on November 20, 2019 and upheld the findings and/or consequences recommended by the Superintendent.

- BMS #2
- BHS #1

2. Bus Evacuation Drills

Resolved, that the Somerset Hills Board of Education approve the Bus Evacuation Drills for the 2019-2020 school year. Reports for the drills are on file in the Business Office.

School	Date

Bedwell Elementary School

November 22, 2019

XII. CURRICULUM

A. Committee Report & Discussion:

B. Action Items:

1. Approve Field Trips*

Resolved, that the Somerset Hills Board of Education approve the following field trips:

	School	Trip	# of Students	# of Faculty	# of Chaperones
a	BHS	AP European History: Metropolitan Opera - New York, NY	13	2	0
b	BHS	Photo Club: The Vessel - New York, NY	45	4	1
c	BHS	BHS Wrestlers: State Wrestling Tournament - Atlantic City, NJ	TBD	3	0

2. Approve Field Trips

Resolved, that the Somerset Hills Board of Education approve the following field trips:

	School	Trip	# of Students	# of Faculty	# of Chaperones
a	BMS	Forensics Club: Long Valley Middle School - Long Valley, NJ	8-12	1	0
b	BES	First Grade: Red Mill Village Museum - Clinton, NJ	95	8	15
c	BMS	Fifth Grade: Intrepid Museum - New York, NY	113	11	7
d	BMS	Sixth Grade: Adventure Aquarium and Battleship - Camden, NJ	115	6	10

3. Approve Professional Development*

Resolved, that the Somerset Hills Board of Education approve the following professional development:

	School	Name	Workshop/Conference	Date	Est. Cost
a	BHS	Hoppe, Mike	School Start Time Workshop - Bridgewater, NJ	12/13/19	0
b	BHS	Neigel, Scott	School Start Time Workshop - Bridgewater, NJ	12/13/19	0
c	BHS	Resnick, Victoria	NJIT Counselor Day - Newark, NJ	12/13/19	0
d	BHS	O'Connor, Leslie	Observe use of block schedule in Phys. Ed. - Madison, NJ	TBD (1 day)	0
e	District	Dempsey, Gretchen	Techspo - Atlantic City, NJ	1/30-1/31/20	\$572
f	BHS	Simoneau, Jon	Frank Glazier Mega Clinic - Atlantic City, NJ	2/21/20	\$357
g	BHS	Brothers, David	NJSIAA Wrestling State Tournament - Atlantic City, NJ	3/5- 3/6/20	\$832.70
h	BHS	McCarthy, Quentin	NJSIAA Wrestling State Tournament - Atlantic City, NJ	3/5- 3/6/20	\$165
i	BHS	Resnick, Victoria	Ramapo College School Counselor Luncheon - Mahway, NJ	12/6/19	0
j	BHS	Resnick, Victoria	Principal and Counselor Program - Branchburg, NJ	12/5/19	0
k	BHS	Vitollo, Michael	NJSIAA Wrestling State Tournament - Atlantic City, NJ	3/5- 3/6/20	\$165

l	BHS	Walker, Jaime	Affirmative Action Officer Certificate Program - Monroe, NJ	12/13, 2/11, 3/31	\$462.09
m	District	Dempsey, Gretchen	School Start Time Workshop - Bridgewater, NJ	12/13/19	0
n	District	Latzke, Sarah	Personnel Coordinators Roundtable - Califon, NJ (2/26/19 and two dates TBD)	Various (3)	0
o	District	Slockblower, Jeremy	Techspo- Atlantic City, NJ	1/30-1/31/20	0

4. Approve Professional Development

Resolved, that the Somerset Hills Board of Education approve the following professional development:

	School	Name	Workshop/Conference	Date	Est. Cost
a	BMS	Craver, Marcella	Anxiety and School Avoidance - Paramus, NJ	3/19/20	\$62.96
b	BMS	Porter, Shane	How to Teach Holocaust - New Brunswick, NJ	1/30/20	\$3.57
c	BMS	Fabregas, Kelly	Intervention Strategies for Struggling Learners in Mathematics Grades 6-9 - New Brunswick, NJ	2/3/20	\$205
d	BMS	O'Halloran, Annie	Empowering Students Who Ask, "When Are We Ever Going to Use This Math?" - New Brunswick, NJ	3/27/20	\$205
e	BMS	Aronow, Maureen	Intervention Strategies for Struggling Learners in Math 6-9 - New Brunswick, NJ	2/3/20	\$205
f	BMS	Marashlian, Nicole	STEM Ideas and Inspiration: Ewing Township, NJ	1/14/20	0
g	BMS	McGovern, Courtney	STEM Ideas and Inspiration: Ewing Township, NJ	1/14/20	0

5. Approve Family Math Program

Resolved, that the Somerset Hills Board of Education approve the following hours for the Family Math Program in January at Bedwell School. The rate is \$40/hour, for a total cost of \$1680.

- Grade K-1 Patrice Leavenworth, Penny Maddaluna, and Phyllis DeStefano (7 hours each)
- Grade 2-3 Truc-Lan Vu, Debbie Rokosky, and Monica DeMarco (7 hours each)

PERSONNEL AND POLICY

XIII. PERSONNEL

A. Committee Report and Discussion.

1. Accept Resignation*

Resolved, that the Somerset Hills Board of Education accept the resignation of the following Employee:

	Name	School	Position	Effective
a	Lawson, Thomas	BHS	Swimming: Assistant	12/2/19

2. Approve Family Medical Leave of Absence*

Resolved, that the Somerset Hills Board of Education approve the following family medical leave of absence dates for the 2019-2020 school year:

	Name	School	Position	Start Date	End Date
a	Reitz, Cameron	BHS	Teacher	3/30/19	Start of 2020-2021 school year

3. Approve Family Medical Leave of Absence

Resolved, that the Somerset Hills Board of Education approve the following family medical leave of absence dates for the 2019-2020 school year:

	Name	School	Position	Start Date	End Date
a	Gelsinger, Allison	BES	Teacher	3/11/2019	Start of the third marking period 2021

4. Approve Appointment Paraprofessional

Resolved, that the Somerset Hills Board of Education approve the appointment of the following Paraprofessional staff for the 2019-2020 school year, *subject to further investigation pursuant to law*:

	Name	School	Position	Step	Salary	Effective
a	Arthur, Michelle	BES	Paraprofessional Special Education-B (Part-Time)	1	\$16.56/Hr	Pending Clearance
b	Pelley, Lauren	BMS	Paraprofessional Special Education-B (Part-Time)	2	\$16.75/Hr	Pending Clearance
c	Upender, Astha	BES	Paraprofessional Special Education-B (Part-Time) *4 Hours*	1	\$16.56/Hr	Pending Clearance

5. Approve Substitutes*

Resolved, that the Somerset Hills Board of Education approve the following substitutes for the 2019-2020 school year, *subject to further investigation pursuant to law*:

	Last	First	Substitute Position	Certification	Effective
a	Ghodbane	Rachida	Teacher/Paraprofessional	Substitute Certification	Pending Clearance
b	Johannessen	Leslie	Teacher/Paraprofessional	Substitute Certification	Pending Clearance
c	Krungold	Ruth	Teacher/Paraprofessional	Substitute Certification	Pending Clearance
d	Panza	Josiah	Teacher/Paraprofessional	Substitute Certification	Pending Clearance

6. Amend Approval Co-Curricular Positions*

Resolved, that the Somerset Hills Board of Education approve the following co-curricular positions for the 2019-2020 school year:

	Last	First	School	Co Curricular Positions	Stipend
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a	Albanese-DeMair	Christine	BHS	Swimming: Volunteer Assistant	\$5,400
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7. Approve Bernards High School Overloads*

Resolved, that the Somerset Hills Board of Education approves the following overloads for the 2019-2020 school year.

Certification	Teacher	Periods per Week	Term	Sections	Salary	OVERLOAD Salary	Dates (FMLA Leave)
Financial Literacy	Clark, Kelly	2	FY	0.4	\$99,995.00	\$1,566.98	Dates: 2/4/20 - 4/10/20

8. Home Instructor*

Resolved, that the Somerset Hills Board of Education approve the following home instructor for the 2019-2020 school year, *subject to further investigation pursuant to law*:

Name	Position	Certification	Effective
Suriyan, Patchi	Home Instructor	Chemistry CEAS	Pending Clearance

9. Approve Leave Replacement Teachers*

Resolved, that the Somerset Hills Board of Education approve the following Leave replacement teachers for the 2019-2020 school year:

	Name	School	Position	Replace	Level	Step	Salary	Effective
a	Rizzo, Elissa	BHS	Teacher	Murphy	MA+30	4	\$67,340.00 prorated	2/3/20 - 4/10/20

10. Amend Approval Leave Replacement Teachers

Resolved, that the Somerset Hills Board of Education approve the following Leave replacement teachers for the 2019-2020 school year:

	Name	School	Position	Replace	Level	Step	Salary	Effective
a	Tolley, Elizabeth	BMS	Teacher (LR)	Froysland	BA	1	\$57,310 prorated	9/10/19- 1/24/20 4/3/19
b	Alvaro, Allison	BES	Teacher (LR)	Jablonski	BA	1	\$57,310 prorated	9/6/19 - 1/24/20 4/3/19

11. Approve Appointment Certified Staff

Resolved, that the Somerset Hills Board of Education approve the appointment of the following certified staff for the 2019-2020 school year, *subject to further investigation pursuant to law*:

	Name	School	Position	Level	Step	Salary	Effective
a	Wertman, Suzanne	BMS	Teacher	MA	Step 2-3	\$62,080 Prorated	2/11/20 or sooner - June 2020 (Pending Clearance)

12. Approve Translator/Interpreter*

Resolved, that the Somerset Hills Board of Education approve the following Translators/ Interpreters for the 2019-2020 school year:

	Name	Position	Rate
a	Carreiro, Olivia	Teacher	\$59.11/Hr

XIV. POLICY

Action Items:

1. Second Reading*

Resolved, that the Somerset Hills Board of Education approve the second reading of the following bylaw, policy & regulation:

	Policy / Regulation #	Title
a	P 8600	Student Transportation (M) (Revised)
b	R 8600	Student Transportation (Revised)

XV. COMMUNITY RELATIONS**XVI. SUPPLEMENTARY MATTERS****XVII. PUBLIC QUESTIONS AND COMMENTS****XVIII. ADJOURNMENT**

***Note:** The areas of permitted voting for the Bedminster district representative of the Board of Education are: (a) Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the pupils of the sending district; (b) New capital construction to be utilized by sending district pupils; (c) Appointment, transfer or removal of teaching staff members providing services to pupils of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff; (d) Addition or deletion of curricular and extracurricular programs involving pupils of the sending district; (e) Any matter directly involving the sending district pupils or programs and services utilized by those pupils; (f) Approval of the annual receiving district budget; (g) Any collectively negotiated agreement involving employees who provide services utilized by sending district pupils; (h) Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district pupils; and (i) Any matter concerning governance of the receiving district board of education including, but not limited to, the selection of the board president or vice-president, approval of board bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district board of education.

(cf: P.L.1996, c.103, s.1)

Somerset Hills School District

DECEMBER 11, 2019

ADDENDUM

X. Finance

7. Approve Out of District Transportation Contract*

Resolved, that the Somerset Hills Board of Education approve the following out of district contract for the 2019-2020 school year:

Student ID	Host District	Dates	Amount
2018411	Lakeland Regional HS	July 8, 2019-June 30, 2020	\$5870.83

XI. Facilities & Operations

3. Approve Summer Camp*

Resolved, that the Somerset Hills Board of Education approve the contract for the Somerset County YMCA Summer Camp to be held at Bernards High School in the summer of 2020.

XII. Curriculum

3. Approve Additional Professional Development*

Resolved, that the Somerset Hills Board of Education approve the following professional development:

	School	Name	Workshop/Conference	Date	Est. Cost
p	District	Butler, Coleen	Affirmative Action Officer Certificate Program - Monroe, NJ (12/13, 2/11, 3/31)	various	\$450
q	BHS	Pietroluongo, Jade	Master of Arts in Holocaust and Genocide Studies Capstone Presentation - Gallaway, NJ	12/12/19	0

XIII. Personnel

6. Amend Additional Approval Co-Curricular Positions*

Resolved, that the Somerset Hills Board of Education approve the following co-curricular positions for the 2019-2020 school year:

	Last	First	School	Co Curricular Positions	Stipend
b	Lau	Dawn	BHS	Musical Spring: Assistant Director Director	\$2,225 \$4,550

13. Approve Unpaid Absences*

Resolved, that the Somerset Hills Board of Education approve the following unpaid absences for the 2019-2020 school year:

Name	School	Position	# of Requested days	Dates
Walley, Joy	BHS	Paraprofessional	Various	2/11-2/13, 3/27, 3/30, 3/31, 4/16-4/24

Somerset Hills School District
DECEMBER 11, 2019
ADDENDUM

14. Accept Resignation

Resolved, that the Somerset Hills Board of Education accept the resignation of the following employee:

Name	School	Position	Effective
Nigro, Marc	BMS	Paraprofessional Special Ed - B (part-time)	12/22/2019

15. Approve S.H.A.A. Memorandum of Agreement*

Resolved, that the Somerset Hills Board of Education approves the Memorandum of Agreement with the Somerset Hills Administrators Association (S.H.A.A.) dated December 10, 2019 and corresponding salary guides.

STUDENT TRANSPORTATION (M)

8600

M

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

The Board may provide transportation to and from school for public school students less than remote.

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The

Board will provide to the cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.;

6A:27-3.1 et seq.; 6A:27-4.1 et seq.; 6A:27-5.1;

6A:27-6.2 through 6.5;

6A:27-7.1 et seq.; 6A:27-9.1 et seq.;

6A:27-10.1 et seq.; 6A:27-11.1 et seq.;

6A:27-12.1 et seq.

Adopted:

STUDENT TRANSPORTATION

R 8600

General Requirements - Students Remote From School

- A. The Board will transport:
1. Students who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1.4(a)1. and (a)2., from their assigned district school of attendance;
 2. Nonpublic school students who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.1 et seq.;
 3. Charter school or renaissance school students pursuant to N.J.A.C. 6A:27-3.1 et seq.;
 4. Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq. and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1;
 5. School choice students pursuant to N.J.A.C. 6A:27-4.1 et seq.; and
 6. Special population students pursuant to N.J.A.C. 6A:27-6.2 through 6.5.

Hazardous Routes

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board will approve a list of hazardous routes in the district requiring the courtesy busing of students and the criteria used in designating the hazardous routes. In adopting Policy and Regulation 8600 and the list of hazardous routes, the Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 as follows:

1. Population density;
2. Traffic volume;
3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;

6. Roads and highways with steep inclines and declines;
7. Drop-offs that are in close proximity to a sidewalk;
8. Bridges or overpasses that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school; and
10. Busy roads or highways that must be crossed to reach the school.

A school district shall work in conjunction with municipal officials in determining the criteria necessary for the designation of a hazardous route.]

Cooperative/Coordinated Transportation Services

- A. The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C 6A:27-10.1 et seq.

School Bus Use and Standards

- A. All school buses bid or purchased shall be equipped in accordance with the requirements of N.J.S.A. 39:3B-10 – School Bus Safety Equipment.
- B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport students wear seat belts in the same manner.
- C. There shall be displayed on every bus subject to the provisions of N.J.S.A. 39:3B-1, signs or legends which will, insofar as practicable, inform the driver of any vehicle concerning the duty imposed upon him/her by law with respect to passing a bus, while it is loading or unloading. The signs or legends shall be in a color, form, and design as will meet the requirements prescribed by the State Board of Education.

An agency, Board of Education, nonpublic school, or school bus contractor operating a school bus subject to the provisions of N.J.S.A. 39:3B-1 shall display across the rear of the school bus a telephone number, website address, or other identifying information which shall allow the public to report a bus driver's misconduct while operating the school bus to the Board of Education or nonpublic

school for which the school bus provides transportation. The lettering shall be of a color that contrasts with the color of the school bus.

The Board of Education or nonpublic school shall comply with New Jersey Department of Education (NJDOE) regulations regarding: the appropriate Board of Education or nonpublic school official or designee to address and respond to a complaint of school bus driver misconduct; the appropriate actions which a Board of Education or nonpublic school may take to respond to a complaint of school bus driver misconduct; and the time period during which a Board of Education or nonpublic school may act to respond to a complaint of school bus driver misconduct in accordance with the provisions of N.J.S.A. 39:3B-2.1.

- D. The Board requires every school bus bid or purchased that is used to transport public, non-public, charter, and/or renaissance school students will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- E. School bus purchase, use, and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq. and N.J.S.A. 18A:18A-1 et seq. – Public School Contracts Law.

Operation and Management of Transportation System

- A. The School Business Administrator shall
 - 1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;
 - 2. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all students transported by the Board in accordance with N.J.A.C. 6A:27-11.1 et seq. and 6A:27-12.1 et seq.;
 - 3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and
 - 4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 et seq.
- B. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the NJDOE.

Issued:

