

Request for Proposal
SAU90 Hampton, New Hampshire School District
2024-2026 Transportation for Special Education Students

RFP# 1383

SAU90 Hampton School District, a public school system is seeking proposals from interested companies to provide special needs transportation for special education students and out of district special education students for the Hampton School District (SAU90), hereinafter referred to as "SAU90".

Sealed Requests for Proposals plainly marked RFP# 1383 Special Needs Student Transportation Services for the SAU90 Hampton School District on the outside of the mailing envelope, as well as the sealed envelope containing the RFP, shall be addressed to:

Dr. Lois Costa, Superintendent

6 Marston Way

Hampton, NH 03842

Proposals will be accepted until 12:00 p.m. on December 1, 2023. Two copies of the proposals shall be submitted. Sealed bids will be opened at 2:00 p.m. on 12/2/2023.

This Request for Proposals may be obtained from the Student Services Department located at 6 Marston Way, Hampton, NH 03842, or by calling Dr. Lois DaSilva-Knapton, Director of Student Services, at 603-926-4560, extension 309.

Addenda to this RFP document, if any, including written answers to questions, will be posted on the SAU90 Hampton School District website at www.sau90.org under the project heading. Addenda and updates will NOT be sent directly to vendors.

SAU90 reserves the right to reject any and all proposals, either in part or in total, and shall make an award in the best interest of the School District.

SAU90 Hampton, New Hampshire School District

RFP# 1383

Request for Proposals

SUMMARY

SAU90 School District is seeking proposals from interested companies to provide special needs transportation services for the SAU90 School District. Transportation must be provided for designated pre-k, elementary, middle and high school students along with required athletic, co-curricular, McKinney Vento (homeless), field trip and ***out-of-district*** busing. Such routes and on such schedules as shall be designated and approved by SAU90.

The term of the contract is two (2) years commencing on January 1, 2024 and concluding on June 30, 2026.

SAU90 and Contractor may agree on contract extensions not to exceed a total of five years, subject to the negotiation of mutually agreed upon terms and conditions. Any extension shall be finalized no later than six (6) months prior to the end of the Contract term. The terms of the Contract negotiated with the highest ranking firm is anticipated to include terms substantially similar to those found in the draft agreement included with the RFP document.

SPECIFICATIONS

Included with this RFP is a detailed list of specifications describing the scope and conditions of the proposed transportation services. These specifications should be reviewed carefully as they are anticipated to form part of the final Contract with the selected firm. The 2023-2024 ridership is as follows:

Pre-k-Grade 2: 11

Grade 3-5: 6

Grades 6-8: 7

Field Trips: 12 Anticipated # of field trips per school with a clause stating that others will be added to the assignment as deemed appropriate by SAU90 staff

Out of District: 6 (riders) (see attached) list (without student names) to what schools (include calendar for each school) and special accommodations (from what address they are picked up at in the am)

McKinney Vento: 0 (riders) as of date of this RFP – list children with special accommodations here (wheelchair, etc.)

PROPOSAL REQUIREMENTS

Each proposal shall include the following components:

1. Cover Letter
2. Brief Description of the Company
3. Experience Statement identifying similar work and shall identify the key personnel involved
4. Price Proposal Form(s)
5. Fleet Listing
6. List of References
7. Non-Conclusive Bidding Certification
8. General Bidder Certifications and Disclosures
9. Acknowledgement by Contractor

Two (2) copies of the proposal must be submitted. Contractors are encouraged to provide any additional information about their services, firm, customer service program, management structure, and capabilities as may assist SAU90 in its review. Contractors shall identify any components of the Specifications which Contractor is not prepared to meet or which Contractor seeks to put forth an alternative.

PROPOSAL CONTENTS AND EVALUATION CRITERIA

All elements of the Proposal shall be reviewed and considered including, but not limited, costs, fleet, driver training, demonstrated ability to provide required services, references, and such other features as solely determined by SAU90. SAU90 reserves the right to interview Contractor(s) to discuss their submissions.

Upon completion of the review and any interviews, SAU90 will enter into negotiations with the highest ranked firm. If a Contractor agreement cannot be reached, SAU90 may proceed to the next highest ranked firm. SAU90 may hire one Contractor for all identified services or SAU90 may award separate Contracts for separate services if deemed to be in the best interest of SAU90.

The written Contract shall be in a form acceptable to SAU90, including all the conditions and specifications of this Request for Proposal, as well as any additional documents that may be issued by SAU90, or any documents that may be developed in conjunction with the Contractor.

RESERVATION OF RIGHTS

SAU90 reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to make such investigation as it deems necessary to evaluate Contractor's qualifications, to accept any proposal that may be deemed in the best interest of SAU90 and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a Contract for services.

ADDITIONAL INFORMATION

Questions should be directed in writing to Dr. Lois DaSilva-Knapton, Director of Student Services, 6 Marston Way, Hampton, NH 03842. 603-926-456, extension 309, ldasilva-knapton@sau90.org.

SPECIFICATIONS

GENERAL CONDITIONS

1. SCHOOL START TIMES:

CENTRE SCHOOL:	8:50
MARSTON SCHOOL:	8:50
HAMPTON ACADEMY:	7:35

SCHOOL END TIMES:

CENTRE SCHOOL:	2:50
MARSTON SCHOOL:	2:50
HAMPTON ACADEMY:	2:21

2. **TERM OF CONTRACT:** The term of the Contract is two (2) years commencing on January 1, 2024, and ending on June 30th, 2026. SAU90 and Contractor may agree on Contract extensions not to exceed a total of five years, subject to negotiation of mutually agreed upon terms and conditions. Any extension shall be finalized no later than six (6) months prior to the end of the Contract term.
3. **NON-APPROPRIATION:** The Contract shall include a non-appropriation clause which states, "in the event that sufficient funds are not appropriated for student and/or school transportation services during the ensuing financial year, SAU90 may terminate this agreement by written notice within thirty (30) days of adoption of the SAU90 budget for the fiscal year in question, and the agreement shall be terminated effectively immediately."
4. **PERFORMANCE BOND:** A performance bond in the total amount of the annual contract will be required. The superintendent may waive this requirement.
5. **PER VEHICLE CHARGES:** SAU90 requests a price per day, per vehicle, for home to school, school to home transportation currently being serviced.
6. **MONITORS:** The Contractor shall submit a rate per hour for monitors with the length of day as determined by SAU90.
7. **FIELD/ATHLETIC TRIPS and OUT OF DISTRICT TRANSPORTATION:** Field/Athletic Trips and Out-of-District Transportation shall be charged using an Hourly Rate.
Trip times shall be based on the schedule time of departure from the designated pick-up location of SAU90 to the time of return to the designated drop-off location at SAU90. SAU90 and the Contractor will develop a trip log sheet as well as complete the Specialized Transportation Log as designated by Medicaid on a monthly basis.

8. **ADDING OR SUBTRACTING BUSES SHALL BE DONE BY MUTUAL AGREEMENT:** This Contract envisions the Contractor providing SAU90 a per unit price for the necessary vehicles and services. Any additional buses required, or any buses eliminated from the fleet, shall be charged or credited at the per unit price on a per day basis. Please provide written notice of such via email for tracking purposes of invoicing.
9. **SPARE VEHICLES:** The Contractor shall maintain a sufficient number of spare vehicles to provide services to SAU90 should a vehicle be removed from service for any reason. The spare vehicles shall be maintained by the Contractor at no incremental cost SAU90. At a minimum the Contractor must have at least two (2) spare buses.
10. **SPECIAL SERVICES:** In the event that SAU90 requests services that were not envisioned in the pricing structure included in this Contract, the Contractor and SAU90 shall negotiate an appropriate rate prior to the implementation of the service. It is the Contractor's responsibility to bring to the attention of SAU90 any situation where services are requested but where pricing procedures are not in place. Failure to notify SAU90 shall result in SAU90 solely determining the price to be paid.
11. **PAYMENT:** The Contractor shall bill SAU90 on a monthly basis September through June. Invoices shall be provided in a format acceptable to SAU90. At the initiation of the Contract, the Contractor and SAU90 shall meet to discuss invoicing requirements and timeliness. ***Medicaid Specialized Transportation Service Logs are required for all out of district and special education students riding the buses. They must accompany each invoice monthly. Failure to do so can result in late payment of invoice.***
12. **IDLING:** SAU90 will require the Contractor to follow its No Idling policy.
13. **DIESEL FUEL:** SAU90 requires all diesel-powered buses to use biodiesel fuel or provide engines with specifications that result in equivalent environmental benefit.
14. **FUEL ESCALATION CLAUSE:** Please provide a fuel fluctuation price for year 1. This amount will be subject to negotiation for succeeding Contract years. For example, if the cost per gallon of fuel exceeds \$X.XX (net of taxes), SAU90 shall be responsible for the cost that exceeds the \$X.XX threshold. Conversely, if the cost of fuel is less than \$X.XX per gallon, the Contractor shall provide SAU90 a credit for the amount of fuel acquired at less than the \$X.XX price threshold. The amount of fuel shall be limited to that used in direct performance of this Contract based upon the following: SAU90 is exempt from taxes and the cost of fuel shall reflect the price as if purchased directly by SAU90. In order to ensure that SAU90 controls its cost of fuel, SAU90 shall not reimburse the Contractor for any fuel costs if the price per gallon exceeds the rate that could be purchased directly by SAU90.

- 15. EARLY DISMISSALS/CALENDARS/SERVICE CANCELLATIONS:** In the event of early dismissal or late start for students by SAU90 or any schools serviced pursuant to this Contract, the Contractor agrees to provide the normal level of bus service for such early dismissal or late start, provided, however, that SAU90 shall provide the Contractor with notification as to any such early dismissal or late state or other unique transportation needs.

The Contractor shall follow the calendar for SAU90 and any other schools serviced by this Contract approved by each school(s).

On days when weather creates a dangerous situation for travel, the Superintendent or his/her designee shall have the authority to determine if transportation shall be provided. The Contractor shall be notified no later than 6:00 AM unless a unique situation prohibits notification. On days when service is delayed, all service shall commence at the end of the announced delayed period.

- 16. INCREASE OF DECREASE OF BUSES:** SAU90 reserves the right to increase or decrease the number of buses used in transportation of school children in order to conform to changes in student population. SAU90 appropriations, or changes in Board Policies. Such decreases shall become effective immediately and any increases shall become effective within three (3) days of written notice to the Contractor.

In the event of such increase or decrease, the contractual obligations herein shall be modified in accordance with the final schedule of fees as set forth.

- 17. BUS IDENTIFICATION AND ROUTE NUMBER:** The Contractor shall provide SAU90 with the Contractor's number designation for all buses and substitute buses to be used in performance of duties pursuant to this Contract prior to the beginning of each school year.

Each bus must operate on its designated route unless an emergency situation exists or SAU90 authorized a change in the route(s). No route changes shall be made by the Contractor, or any of the Contractor's employees, without the prior approval of SAU90.

All vehicles shall be owned and/or leased and operated by the Contractor. The name of the owner/operator is to be clearly displayed on the outside of the vehicle. The Contractor shall maintain its vehicles in good running condition and adhere to the NH specifications for School Bus Transportation rules. All school buses supplied by the Contractor in the performance of this agreement shall meet or exceed the standards established by the law governing New Hampshire school bus transportation.

- 18. ROUTE JURISDICTION:** All routes, as well as opening and closing times, shall be approved by the Superintendent of Schools or his/her designee. All routes shall be developed by the Contractor and furnished to the School Department in sufficient time (no later than two weeks prior to the start of school) to allow SAU90 to review and/or modify the routes. Route development shall be focused on meeting the operating needs and policies of SAU90 at the lowest possible cost.

All students shall arrive at their drop-off point no later than 45 minutes after dismissal from school with the exception of out-of-district transportation.

After the start of school, SAU90 has the right to add in-district students to existing route structures without additional cost, providing the total number of students is within the parameters of this Contract and the requested change or addition can be handled within the capacity of the existing system and the assigned vehicle(s). Any necessary route changes that require additional cost for the system shall be discussed with and approved by SAU90 prior to implementation. The Contractor shall be allowed three working days following the mutually agreed upon request to implement the requested change. When a route change is requested because extreme conditions exist which affect the welfare of a student or his/her family, the Contractor shall make an effort to accommodate SAU90's approved change in less than three days.

SAU90 is responsible for providing a copy of the school calendar(s) of each school location assigned to the Contractor. SAU90 shall provide a complete list of students with correct addresses and their scheduled destination locations prior to the start of school.

SAU90 reserves the right to assign SAU90 staff members to buses to assist students with special needs. The Contractor is required to cooperate with SAU90 to assist in transporting these support staff members.

- 19. MAINTENANCE:** At the Contractor's sole expense, all buses shall be maintained in safe mechanical condition at all times, and shall be properly equipped, cleaned and painted in accordance with any applicable federal laws, New Hampshire Statutes and Rules and Regulations. The Contractor shall develop and maintain a preventive maintenance schedule for all buses. All records based on such maintenance shall be made available to SAU90 upon request.

- 20. STORAGE OF BUSES:** The Contractor's facility for dispatch and bus parking shall be located within the Hampton City limits. The Contractor is responsible for providing secure and adequate parking for all buses when not in service. The Contractor shall supply with its proposal the address of all locations that shall be utilized in the performance of this Contract. SAU90 reserves the right to inspect these locations at any time during the term of the Contract. The designated transportation facility must accommodate parking for the buses to be utilized under this Contract (both route and spare), plus the facility must house the management personnel and drivers assigned to this Contract.

The Superintendent may waive this requirement provided the Contract can meet all its contractual requirements including vehicle availability, route and time schedules.

21. SCHOOL DEPARTMENT'S RIGHT TO INSPECT BUSES: All buses must be available at the location agreed upon between the two parties of this Contract and ready for inspection by SAU90 on or before August 20th of each school year, as well as at any time thereafter during the school year as deemed necessary by SAU90. SAU90 has the right to request maintenance on any bus it believes to be in need of service; however, the maintenance and care of the vehicles shall be the responsibility of the Contractor. The failure on the part of SAU90 to request maintenance shall not exempt the Contractor from its duty to maintain the vehicles.

22. VEHICLE FEATURES: The Contractor agrees to provide cost alternatives for integrated child seats.

The Contractor agrees to provide cost alternatives for buses with wheelchair lift-gates and tie downs.

The Contractor agrees to have all vehicles equipped with both a two-way radio system and a cellular telephone that shall be maintained in working order. The Contractor agrees to inform and train the drivers on the appropriate use of any communication devices, and said device shall only be operated pursuant to State and Federal regulations. Driver's cell phone must be powered down at all times while operating the bus, except in the case of emergency. The radios must have a "switch" feature to allow directed transmission to interior or exterior speakers, and all buses must have exterior speakers.

Each bus shall be equipped with two digital cameras. Cameras shall be operational at all times that the vehicle is in service to SAU90 and must be capable of having any audio features disabled. In the event that SAU90 requires audio recording, SAU90 shall indemnify the Contractor for any claims arising from such recording and shall provide the required signs and notices.

SAU90 is requesting that the contractor provide prices for implementing computerized routing software, coupled with GPS technology on each bus.

SAU90 requires that the average age of the buses serving SAU90 by the Contractor not exceed five and one-half years (5 ½) years, and in no case will an individual vehicle providing services to SAU90 exceed 10 years of age. Failure to maintain the stipulated age requirements during the Contract life shall be considered grounds for default as defined under this specification document. Vehicle age is determined by subtracting the chassis year of the vehicle from the year of the Contract (calculated on September 1st of each year). For example, a bus with a 2009 chassis year, at the beginning of this Contract period (7/1/2020) would be 11 years old. Vehicle ages will be calculated each Contract year and the Contractor will provide SAU90 with a detailed fleet listing by September 15th of each school year stipulating that they meet this age criteria.

The Contractor shall work with SAU90 throughout the term of the Contract to explore future technology and vehicles that may assist SAU90 or the residents.

23. COMPLIANCE WITH STATUTES, RULES AND REGULATIONS: The Contractor shall comply with all provisions of State and Federal laws and local school bus policies regarding school transportation motor vehicles, with all requirements issued in writing by the Commissioner of Motor Vehicles of the State of New Hampshire, and with all requirements of the State Board of Education affecting the transportation of school children, including any enacted or coming into effect during the term of this Contract.

In the event that SAU90 or any governmental agency imposes additional equipment requirements other than those set forth herein, or in place at the time of this proposal, on Contractor's vehicles during the term of this Contract which are specific requirements for the operation of this Contract or immediate installation is required for continuing operation of the vehicles, the parties shall negotiate in good faith concerning price increases applicable to such equipment installation.

24. RESPONSIBILITY FOR STUDENTS: The Contractor shall be fully responsible for the safety, welfare, conduct and control of students entering the bus, while on the bus, exiting the bus and during the period of transportation. Students shall be considered under the jurisdiction of SAU90 from the time they board a bus until the time they exit the bus, at which times all SAU90 policies apply.

The Contractor has the right to request the suspension of services to students of SAU90 when it deems that a dangerous situation exists which may cause an accident or injury if transportation is continued. In such cases the Contractor shall work with SAU90's representative and any other appropriate enforcement agency to resolve existing issues as quickly as possible. The Contractor shall enforce the reasonable rules and regulations of SAU90 as they pertain to student transportation and shall abide by the provisions of NH RSA 189:0-a. In all cases the final decision relative to the provision of services rests with SAU90.

The Contractor shall keep accurate records of passenger incidents. All incidents of a serious nature shall be recorded in writing on an Incident Report. The incident shall be reports to the Contractor's Operations Office as soon as possible and the Incident Report completed no later than the next business day. The Operations Office shall review the completed form and forward a copy of the incident report to SAU90 and the Principal of the school which the student attends. The Contractor shall work with SAU90, school personnel, family, and any other appropriate party to assure that interruption of service is a last resort.

25. INSURANCE-LIABILITY AND PROPERTY DAMAGE: The Contractor shall, at its sole expense, purchase and provide Comprehensive General Liability, automobile liability and excess or umbrella policies to protect it and SAU90 from any and all claims, demands, actions and causes of actions, damages, costs, loss of service, expenses and compensation, including, but not limited to, any and all claims of personal injury, death and property damage, which may, in any way, arise from or out of the acts or omissions or operations of the Contractor pursuant to the terms of this Contract, whether such acts or omissions or operations be performed by the Contractor 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 Contractor agrees that SAU90 and all officials, employees, volunteers and agents shall be named as an "additional insured" in any and all such insurance policies required by virtue of this Contract, and SAU90 shall be entitled to written notice a minimum of thirty (30) days prior to the cancellation of any such policy.

To the fullest extent permitted by law, the Contractor shall protect, indemnify, save, defend and hold harmless SAU90, including its officers, officials, employees, volunteers and agents, from and against any and all liabilities, obligations, claims, damages, penalties, cause of action, costs and expenses, including reasonable attorney and paralegal fees, which SAU90 and/or its officers, officials, employees, volunteers, and agents may become obligated by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly in connection with or under, or as a result of this agreement, but only to the extent caused in whole or in part by any negligent or wrongful act or omission of the Contractor and/or its officers, members, directors, volunteers, employees, subcontractors and/or agents.

Certificates of any and all insurance shall be filed with SAU90 prior to August 20th of each school year and the adequacy of such insurance shall be subject to approval by SAU90. Any and all such insurance shall have as a minimum liability coverage as follows:

26. GENERAL LIABILITY: Each occurrence: \$10,000,000

Damage to rented premises (each occurrence): \$1,000,000

Medical Expenses (any one person): \$50,000

Personal and Advertising Injury: \$10,000,000

General Aggregate: \$10,000,000

Products: Completed Operations Aggregate: \$10,000,000

Sexual Misconduct and Molestation: \$1,000,000

This can be either a separate policy or as an endorsement to the General Liability. If endorsed on the General Liability, it must be clearly stated that the Automobile exclusion on the General Liability policy does not apply to this coverage.

Automobile Liability: Combined Single Limit (each accident): \$10,000,000

Workers' Compensation: WC Statutory Limits

Employer's Liability: Each Accident: \$5,000,000

Disease: Each Employee: \$5,000,000

Disease: Policy Limit: \$5,000,000

Limits may be provided as direct/per occurrence limits or as a combination of per occurrence and umbrella.

- 27. SCHOOL BUS DRIVERS AND MONITORS:** The Contractor shall, at all times, have available a sufficient number of qualified drivers and substitute drivers to fulfill its obligation under this Contract. No bus driver shall transport students until he or she has completed the State required driver-training course conducted by the Contractor. No bus driver shall be considered the employee of SAU90 and the Contractor alone shall be responsible for the acts, omissions, conduct and control of any and all personnel in its' employ. All bus drivers must be licensed by the State of New Hampshire to operate school buses in accordance with RSA 263:29 and have successfully completed the Criminal Records Check in accordance with RSA 189:13a. The Contractor agrees to annually furnish SAU90 with a complete list of all persons engaged in the operation of school buses, including substitute drivers. Additionally, the Contractor shall notify SAU90 within 24 hours of any additions, deletions or changes to the driver assignment list.

The Contractor shall, at its sole cost, conduct physical examinations of all drivers in compliance with New Hampshire Statutes Chapter SAF-C 1300, School Bus Transportation, Section 1304.02, and Physical Examination.

The Contractor shall, at its sole cost, ensure that school bus driver candidates receive training in compliance with New Hampshire Statutes Chapter SAF-C 1300 School Bus Transportation, Section 1305.2, Pre-Service Instruction, sub-section (c) and that candidates are certified as satisfactorily completing the pre-service instruction program, in accordance with sub-section (d).

During the course of their employment, regular ongoing training shall be provided to drivers and monitors with regards to behavior management, passenger assistance techniques, First Aid and CPR, emergency procedures and other training programs. SAU90 reserves the right to offer specialized training as solely determined by SAU90 **including but not limited to mandatory bullying and suicide training.**

Bus drivers shall be neat in appearance, courteous to parents and children, and cooperative with teachers and school officials. No alcoholic beverages or intoxicants may be brought to or consumed upon the SAU90's premises or buses utilized pursuant to the Contract by any employee of the Contractor, nor shall any employee be under the influence of or impaired by any alcoholic beverages, intoxicants, or prescription drugs. Additionally, smoking is not allowed on the buses, or on school property, by Contractor's employees prior to or during the provision of services to SAU90's students. The Contractor is required to fully inform its employees of this provision. No alcoholic beverage or intoxicant shall be allowed at the bus terminals. SAU90 has a "drug free zone" policy on school property.

The Contractor agrees that SAU90 or its Superintendent of Schools shall have the right to direct the Contractor to remove from school bus operations any person who in his/her reasonable opinion shall detract from the safe and efficient operation of school buses and/or the safety of the students' thereon under the Contract, pending an investigation by the Contract and SAU90 into the conduct or actions alleged to cause such detraction. Upon a conclusion by the Contractor and SAU90 that such allegations are true and that the safe and efficient operation of school buses or the safety of students is impaired, the Contractor shall permanently reassign such person or take other action, as it deems necessary. In the event the Contractor and SAU90 are unable to agree as to whether the allegations are true or whether the safe and efficient operation of school buses or the safety of students is impaired, and the Contractor desires to return the person to school bus operations, the Contractor and SAU90 shall meet, confer and seek to reach an agreement as to an assignment that shall not detract from the safe and efficient operation of school buses or the safety of students. However, if the Contractor and SAU90 are unable to promptly agree, SAU90 may require the removal of the driver and the Contractor shall immediately comply with SAU90's decision.

The Contractor shall inquire of applicants or place a question on its job application concerning whether an applicant has ever been employed by SAU90, and shall notify SAU90 in writing of any affirmative responses which it receives. If SAU90 has any information or knows of any reason why the applicant may not be suitable for hire it shall inform the Contractor within twenty-four (24) hours of such notice; but in any event the Contractor is not obligated to obtain the consent of SAU90 before it hires any individual.

Monitors may be required on all designated vehicles as stipulated by SAU90. These monitors shall be employed by the Contractor, and it is the Contractor's responsibility to ensure that the monitors meet all regulatory requirements for the performance of the school bus monitor duties.

For the safety and security of the students, and the efficiency of the student transportation system, it is SAU90's desire that drivers be consistently assigned to routes beginning with the first day of school. The Contractor shall at all times maximize the consistency of driver assignments to routes so as to minimize the consistency of driver assignment to routes so as to minimize impact on students.

- 28. REPORTING OF ACCIDENTS:** The Contractor shall make immediate oral reports and detailed written reports in a format approved by SAU90, within 24 hours of any accident that involves a vehicle engaged in transportation of school children pursuant to this Contract. SAU90 reserves the right to be an active participant in any accident review process.
- 29. AUTHORITY OF SUPERINTENDENT:** All notices, reports, approvals, instructions, or other written communications required hereunder to be given to, or to be provided by SAU90, shall be deemed properly completed when given to, or provided by, the Superintendent of Schools, or his/her designee.
- 30. AVAILABILITY OF CONTRACTOR'S MANAGER:** The Contractor agrees that a manager, or individual with responsibility to make decisions, shall be personally available to SAU90 between the hours of 7:00 AM and 4:30PM on school days, and available by phone at all other times, with whom arrangements may be made in the event of unique transportation needs, emergency situations or unforeseen circumstances including school cancellations. Cell telephone numbers of the Contractor's student transportation managers shall be provided to SAU90 and SAU90 shall provide the Contractor with the necessary home and cellular telephone numbers for its use. The Contractor shall maintain a "hot line" for SAU90's sole use, which shall be a separate line that is not in hunt rotation. SAU90 shall provide to Contractor direct phone numbers to each school in SAU90, including direct numbers to the administrative offices. The Contractor shall provide SAU90 with the email addresses of all management and dispatch personnel and said personnel shall check these email addresses periodically throughout the school day.
- 31. TRANSITION PLAN:** Contractor shall submit a Transition Plan to SAU90 within 30 calendar days after being notified that it will be awarded by the Contract. Transition Plan must be approved by SAU90 prior to any format award of the Contract. It must include, at a minimum, a plan for hiring of personnel; securing vehicles; appointing local management personnel; and the procedures and time line(s) for the continuation of the existing program. The Transition Plan will contain information of what will be completed , when and how it will be done, and performance indicators to ensure that everything will be completed fully and timely. While SAU90 will provide whatever assistance it can, the responsibility for the development and implementation of the Transition Plan will rest fully with the successful Contractor.

SAU90 and Contractor agree there shall be one day of dry runs by the designated driver before each school year begins. These dry runs shall be operated at the times of operation in a normal school day, so as to reflect as closely as possible actual service to be operated at the opening of school.

DRAFT AGREEMENT

THIS AGREEMENT MADE THIS ____ day of ____, 2024, by and between SAU90 Hampton School District, located at 6 Marston Way, Hampton, NH 03842 (hereinafter referred to as SAU90) and _____ (herein referred to as "Contractor").

The School Department and Contractor do mutually agree as follows:

1. **DESCRIPTION OF SERVICES:** This Agreement establishes the scope of services, schedule of work and fees for student transportation services. Contractor agrees to provide the services described in the Specifications as attached.

The School Department's designated representative for this Contract is the Superintendent of Schools or his/her designee.
2. **TERM OF THE CONTRACT AND RENEWAL:** The term of the Contract is two (2) years commencing on January 1, 2024 and concluding June 30, 2026. SAU90 and Contractor may agree on Contract extensions not to exceed a total of five years, subject to negotiation of mutually agreed to terms and conditions. Any extension shall be finalized no later than six (6) months prior to the end of the Contract term.
3. **PAYMENT:** Fees will be paid in accord with the Price Proposal Form. Contractor shall submit invoices and will include Specialized Transportation Logs as deemed mandatory by NH Medicaid Law.
4. **NON-APPROPRIATION:** The Contract shall include a non-appropriation clause which states, "in the event that sufficient funds are not appropriated for student and/or school transportation services during the ensuing fiscal year, SAU90 may terminate this agreement by written notice within thirty (30) days of adoption of SAU90 budget for the fiscal year in question, and the agreement shall be terminated effective immediately".
5. **PERFORMANCE BOND:** A performance bond in the total amount of the annual Contract will be required. The Superintendent may waive this requirement.
6. **CONTRACT ASSIGNMENT:** Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the Contract or its right, title, or interest herein, or its power to execute such Contract, or any part thereof to any person, company or corporation, without the prior written consent of SAU90. A sale of stock in a corporation, a change in partners in a partnership, or a change in membership in an LLC, which results in a change in the controlling interest of the Contractor shall be an action that will be considered a Contract assignment under this provision.

7. **ADVERTISING:** Vehicles used in performance of this Contract to transport pupils of SAU90 shall not be used to display, either inside or outside of the vehicle, any advertisement (commercial, political, or other) without the prior written authorization of SAU90.
8. **PUBLIC RELATIONS:** The Contractor shall cooperate with SAU90 in maintaining a quality public relations program with parents, community and news media so that any pertinent items affecting the transportation program, or the patrons of SAU90, can be brought to the attention of the public.
9. **BOOKS AND RECORDS:** The Contractor consents to audits of any and all financial records relating to the proposed Contract by SAU90. It is also understood that any records maintained by the Contractor in connection with the performance of obligations arising out of the Contract, including but not limited to payroll records for drivers and monitors, may be examined at a mutually agreeable time by duly authorized representatives of SAU90 and all records shall be kept for a minimum of 3 years following expiration of the Contract.

SAU90 actively seeks a reimbursement for specialized transportation from the NH Medicaid to Schools Program. The Contractor is expected to comply with any and all requirements to ensure accurate, acceptable billing. Any and all other information that may be required for Medicaid billing shall be provided in a timely manner, at no additional charge to SAU90. This may include, but it is not limited to, the following: trip logs, attendance sheets, transportation reports, etc.

10. **DEFAULT:** If Contractor fails to furnish service on the date of commencement of the Contract, or should it default in meeting any obligation under this Contract during the duration of the Contract, or should Contractor be delinquent (as determined by SAU90), in its preparation of the procedures required in meeting the terms, conditions and provisions of the specifications in a timely fashion, the Contractor will be notified in writing by SAU90. If within ten (10) days after written notification by SAU90 the Contractor has not taken such measures, as will, in the sole and reasonable opinion of SAU90, insure the satisfactory progress and performance of the service, then SAU90 shall have the right to declare the Contractor in default and in addition to any other legal or equitable remedies available to it, take the following action:

Withhold any funds due the Contractor under this Contract and have the right of set-off and/or recoupment and/or counterclaim against said funds for any claims for which SAU90 might have against the Contractor, and/or;

Proceed with another Contractor. SAU90 may negotiate a new Contract for transportation with one or more alternative bus company(ies), and Contractor shall be responsible to SAU90 for costs incurred in obtaining a substitute Contractor for and during the term of this Contract.

In the event of the failure of this Contractor to provide the transportation services under this Contract, SAU90 shall have the right to secure other transportation as may be necessary, and charge the cost of same to the accounts due to the Contractor. Deductions shall be made from

payments to the Contractor for each day of service not rendered due to such interruption. The Contractor shall be entitled to written verification of such costs and payments.

SAU90 may cancel the Contract if the Contractor becomes insolvent, bankrupt or makes an assignment for the benefit of creditors.

In the event the Contractor is unable to provide the transportation services herein specified because of any act of God, civil disturbance, fire, flood, riot, war, oil or fuel shortage or embargo, governmental action or any condition or cause beyond the Contractor's control, SAU90 shall excuse the Contractor from performance under this agreement, and SAU90 shall have no further payment obligation under this Contract.

Contractor shall be responsible and obligated for all damages caused by the default and for all costs and damages suffered by SAU90. Such damages are to include reasonable attorneys' fees incurred in enforcing any claim against the Contractor, as well as attorneys' fees incurred in contracting with another party.

- 11. IDEMNIFICATION:** Contractor agrees to hold harmless and indemnify SAU90, its officers, agents, or employees from any lawsuit, action, proceeding, liability, judgement, claim, or demand which may arise out of:

Any injury to person or damage to property sustained by the Contractor, its agents, servants or employees or by any person, firm, or corporation employed directly or indirectly by them upon or in connection with their performance under the Contract, except for such injury or damage arising out of the negligence or willful misconduct of SAU90, its' officers, agents, or employees;

Any injury to person or damage to property sustained by any person, firm, or corporation, caused by any negligent act, default, error or omission of the Contractor, its' agents, servants, or employees of any person, firm, or corporation directly or indirectly employed by them upon or in connection with performance under the Contract.

The assumption of indemnity, liability and loss hereunder shall survive Contractor's completion of service or other performance hereunder and any termination of this Contract.

The Contractor at its own expense and risk shall defend any legal proceedings that may be brought against SAU90, its' officers, agents, or employees and shall satisfy any judgement that may be rendered against SAU90, its' officers, agents, or employees.

- 12. PERFORMANCE:** The Contractor and SAU90 shall have a grace period of three (3) weeks from the start of school to work out route deficiencies due to unexpected, overcrowded or underutilized buses. The Contractor and SAU90 shall have time to combine, separate, or change routes due to inadequate time factors. In view of the difficulty, SAU90 shall suffer by reason of defaults on the part of the Contractor, the following sums are hereby agreed upon and shall be deemed damages for breach of this Contract:

This contract envisions a quality transportation program where the Contractor promptly acknowledges communication from SAU90 and proposes solutions to operating problems in a timely fashion. When an operating problem is communicated by SAU90 to the Contractor, the Contractor shall promptly acknowledge receipt of the communication. When the operating problem is within the sole and exclusive responsibility of the Contractor, the Contractor shall also promptly inform SAU90 of the proposed solution and take any necessary corrective action.

SAU90 requires that all buses that are utilized in the performance of this Contract have operating and two-way radios and cellular telephones.

The Contractor and/or drivers may not change any routes without prior SAU90 approval.

- 13. ENTIRE AGREEMENT:** This agreement sets forth the entire agreement between SAU90 and the Contractor concerning the subject matter herein. There are no other than those contained in this agreement.
- 14. AMENDMENT OF CONTRACT:** This Contract may be amended by mutual consent of the parties thereto, but no amendment of this Contract shall be valid unless made in writing and signed by the parties.
- 15. WAIVER:** The failure of either party to take action with respect to any breach of any term, covenant, or condition herein, by the other party shall not be deemed a waiver of such term, covenant, or condition, or any other term, covenant, or condition herein contained.
- 16. GOVERNING LAW:** This Contract is made pursuant to the laws of the State of New Hampshire and shall in all respects be governed by and construed in accordance with the laws of the State of New Hampshire.
- All actions brought by either party under this Contract shall be instituted and maintained in courts having jurisdiction within the State of New Hampshire.
- 17. SEVERABILITY:** In the event that any of the provisions of this Contract are or become invalid in any respect, the validity or legality of the remaining provisions contained herein shall not be in any way affected.
- 18. JOINT VENTURE:** Nothing contained herein shall be deemed to create a joint venture or partnership between the parties hereto.

SAU90

CONTRACTOR

Dr. Lois Costa, Superintendent, SAU90

DATE: _____

DATE: _____

FLEET LISTING

TO BE SUBMITTED WITH PROPOSAL

Pursuant to Specifications, I hereby certify that the following list is representative of those vehicles that shall be utilized in the performance of this Contract.

Contractor's Name: _____

Authorized Signature: _____

Make/Model	Year	Seating Capacity	Fuel Type

Attach additional sheets if required. This page may be copied for additional vehicle listings. If vehicles are not currently under the ownership of the Contractor, adequate documentation demonstrating the ability to obtain the required vehicles must be provided.

NON-COLLUSIVE BIDDING CERTIFICATION**TO BE SUBMITTED WITH PROPOSAL**

Firm Name: _____

Business Address: _____

Telephone No: _____

Date of Proposal: _____

A. GENERAL PROPOSAL CERTIFICATION

The Contractor certifies that he or she shall furnish, at the prices herein quoted, the materials, equipment, and/or services as proposed on this proposal.

B. NON-COLLUSIVE PROPOSAL CERTIFICATION

By submission of this proposal, the Contractor certifies that:

Each Contractor and each person signing on behalf of any Contractor certifies, and in the case of a joint Proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

- The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Contractor or with any competitor;
- Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Contractor and shall not knowingly be disclosed by the Contractor prior to opening, directly or indirectly, to any other Contractor or to any competitor; and
- No attempt has been made or shall be made by the Contractor to induce another person, partnership, or corporation to submit or not to submit a proposal for the purposes of restricting competition.

A proposal shall not be considered for award nor shall any award be made where the above referenced above have not been complied with, provided, however, that if any case the Contractor cannot make the foregoing certification, the Contractor shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where above referenced above have not been complied with the proposal shall not be considered for award nor shall any award be made unless SAU90 determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Contractor has published price lists, rates or tariffs covering items being procured, informed prospective customers of proposed or pending publication of new or revised price lists for such items or sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning.

Any proposal shall be deemed to have been authorized by the Board of Directors of the Contractor, and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature: _____

Title: _____

Company: _____

Date: _____

CERTIFICATION/DISCLOSURES**TO BE SUBMITTED WITH PROPOSAL**

Firm Name: _____

1. **Criminal and Civil History:** By submission of this proposal, the Contractor hereby certifies under oath that the Contractor, its directors, partners, principal officers and key employees have no criminal convictions or adverse civil judgements.

_____ Yes _____ No

If the answer is "no", the Contractor shall disclose under oath the following:

The court, date, docket number, and description of any and all misdemeanor convictions involving moral turpitude, conviction, of a biding crime and other felony convictions of the bidding Contractor, or the Contractor's directors, partners, principal officers or key employees. The term "key employee" for each statement shall include, but is not limited to, any employee who has an ownership interest in the Contractor and any employee who shall have contact with the schools, including all delivery personnel. A "bidding crime" is defined as any act in violation of state or federal law including, but not limited to, fraud, conspiracy, collusion, perjury, or material misrepresentation. The Contractor shall not be required to disclose any conviction which has been annulled by a court.

A list of all civil cases, identifying the Court, date, and docket number in which a final verdict was rendered against the bidding Contractor or the Contractor's directors, partners, principal officers, or key employees on the ground of fraud, misrepresentation, dishonesty, deceit, breach of Contract, or any other matter involving allegations of failure to perform on a Contract.

The court, date, docket number, and description of any felony convictions whatsoever of the Contractor, as well as the Contractor's/vendor's, directors, partners, principal officers, or key employees. The term "key employee" includes, but is not limited to, any employee who has an ownership interest in the Contractor and any employee that shall have contact with the schools, including all transportation personnel. The Contractor shall not be required to disclose any conviction which has been annulled by a court.

2. **Creditor Relationship and Business History:** Contractor hereby certifies that it:

- Has been in business for _____ years.
- Is current on all undisputed business debts.
- Has not filed for bankruptcy protection. In the alternative, Contractor filed for bankruptcy protection on _____.

3. **Equal opportunity Employer:** Contractor hereby certifies that it is an Equal Opportunity Employer and that it does not engage in any discriminatory hiring or employment practices.

_____ Yes

_____ No

4. **Safety and Licensure:** Contractor certifies that it holds all permits, licenses and certifications, whether federal or state, necessary to provide transportation services to SAU90 and meets all applicable safety standards.

_____ Yes

_____ No

5. **Insurances:** Contractor holds all the insurances which shall be required by SAU90.

_____ Yes

_____ No

6. **Criminal Records and Training:** Contractor complies with all criminal records check requirements for its employees and meets all state and federal employee training and licensure requirements.

_____ Yes

_____ No

7. **Contract Performance:** Contractor certifies that it has never had a Contract terminated for nonperformance.

_____ Yes

_____ No

If the answer is no, please provide a separate detailed written description of the circumstances giving rise to termination, providing the name, address, and contact information of the terminating party.

SAU90 reserves the right, at its sole discretion, to reject any Proposal which fails to contain the above-referenced certifications or disclosures. SAU90 reserves the right, at its sole discretion, to reject any Contractor on the basis of any criminal history, civil litigation credit history or business record which it deems to be adverse to the interests of SAU90.

Contractor's Name: _____

By: _____

Title: _____

Date: _____

ACKNOWLEDGEMENT BY CONTRACTOR

STATE OF _____

COUNTY OF _____ **SS:** _____

On this _____ day of _____, 20____, before me personally appeared to me known, whom being by me, sworn, did give oath that the above-referenced certifications and disclosures are true to the best of his/her information, knowledge and belief and further does say that he/she resides at (give address) that he/she is the (give title)

of the (name of corporation) _____, the corporation described in and which executed the above instrument that he/she knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal: that it was so affixed by order of the Board of Directors of the corporation, and that he/she signed his/her name thereto by like order of their own volition with the intent that SAU90 rely upon said statements.

SUPPORTING DOCUMENTS

ANY EVENTS TRANSPORTATION

HAMPTON SCHOOL DISTRICT

GRADES 3 THRU 8

OUT OF DISTRICT

Student	Grade	Address	Days	Session	Notes	Phone	Parents	START DATE	TEACHER
	6	324 High Street	M thru F	8:00-2:50	The Cotting School	781-862-7323		8/29/23	Lois DaSilva-Knapit
	7	1 Mill Road, #1	M thru F	9:15-3:15	CREST Collabo.	978-419-6285		8/29/23	Lois DaSilva-Knapit
	8	19 Ocean Blvd	M thru F	9:15 - 3:15	CREST Collab.	978-685-3000		8/29/23	Lois DaSilva-Knapit
	6	12 Richard Street	M thru F	9:15-3:15	CREST Collab.	603-918-2732		8/29/23	Lois DaSilva-Knapit
	4	10 Loy Drive	M/TW/Th/Fri	9:00-3:00	Hopeful Journeys	603-571-0757		8/29/23	Lois DaSilva-Knapit
	3	25 Josephine Dr.	M thru F	12:30-3:30	The Birchtree Center	508-265-7774			Lois DaSilva-Knapit

School Calendar 2023-2024

Phone: 781-862-7323
Student Services Fax: 781-861-2947
Medical Fax: 781-861-8080
Business Office Fax: 781-861-1179

Cotting School
453 Concord Avenue
Lexington MA, 02421
www.cotting.org

School Hours
Arrival: 8:00 A.M Dismissal: 2:50 P.M.
Early Dismissal: Wednesday 1:15 P.M.
Upper School & Capstone Start: 8:15 A.M.
Lower & Middle School Start: 8:30 A.M.

 = School Closed  = Holidays (School Closed)

JULY 2023				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

16 summer school days

Summer School 2023
July 10 - August 11
8:30 a.m. - 2:00 p.m.
Holiday Closed - 4th

JANUARY 2024				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

20 school days

Holiday Closed - 1st
Holiday Closed - 15th
Professional Day Closed - 16th

AUGUST 2023				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

9 summer school days

Summer School 2023
July 10 - August 11
Orientation: 28th & 29th
2 school days
First Day of School: 30th

FEBRUARY 2024				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

16 school days

Winter Recess: 19th - 23rd
Holiday Closed - 19th

SEPTEMBER 2023				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

19 school days

Holiday Closed - 1st & 4th

MARCH 2024				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20 school days

Professional Day Closed - 18th

OCTOBER 2023				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

21 school days

Holiday Closed - 9th
Back to School Night: 11th

APRIL 2024				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

17 school days

Spring Recess: 15th-19th
Holiday Closed - 15th

NOVEMBER 2023				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

19 school days

Holiday Closed - 10th
Parent/Teacher
Conferences: 15th
Holiday Closed - 23rd & 24th

MAY 2024				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

22 school days

Holiday Closed - 27th

DECEMBER 2023				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

16 school days

Winter Holiday Closed
Dec. 25th - Jan. 2nd

JUNE 2024				
M	T	W	TH	F
3	4	5	6	7
10	11	12	(13	14
17	18	19	20)	21
24	25	26	27	28

8 school days

Graduation: 1st @ 9:30am
Term End: 12th @ 11:00am
() Planned make-up days
if needed
Holiday Closed - 19th

Summer Term 2024: July 8 - August 9 (Tentative)

Cotting Day Program- 10 Months: 180 School Days
Cotting Summer Program- 5 Weeks: 25 School Days

	TERM ENDS	PROGRESS REPORTS ISSUED
1 st Quarter:	11/3/2023	11/9/2023
2 nd Quarter:	1/19/2024	1/23/2024
3 rd Quarter:	4/5/2024	4/11/2024
4 th Quarter:	6/12/2024	6/19/2024



COTTING SCHOOL

A tradition of innovation and excellence since 1893

2023-2024 Cotting School Calendar

Tuesday, July 4, 2023	July 4 th Holiday – No School
July 10, 2023-August 11, 2023	Summer School Session
Monday, August 28 & Tuesday, August 29, 2023	All Staff Orientation
Wednesday, August 30, 2023	First Day of School – Early Dismissal
September 1-September 4, 2023	Labor Day Break – No School
Monday, October 9, 2023	Columbus Day – No School
Wednesday, October 11, 2023	Back to School Night
Friday, November 10, 2023	Veteran's Day – No School
Wednesday, November 15, 2023	Parent & Teacher Conferences
November 23-26, 2023	Thanksgiving Break – No School
December 25, 2023-January 2, 2024	Winter Holiday Break – No School
Monday, January 15, 2024	Martin Luther King Jr. Day – No School
Tuesday, January 16, 2024	Professional Development Day – No School
February 19-23, 2024	February Break – No School
Monday, March 18, 2024	Professional Development Day – No School
April 15-19, 2024	April Break – No School
Monday, May 27, 2024	Memorial Day – No School
Saturday, June 1, 2024	Graduation
Wednesday, June 12, 2024	Tentative Last Day of School
Wednesday, June 19, 2024	Juneteenth – No School



20 Shattuck Road, Andover, MA 01810
Main Number: 978-685-3000
www.crestcollaborative.org

STUDENT/STAFF Calendar 2023 -2024

July 2023						
S	M	T	W	Th	F	S
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					*13

August 2023						
S	M	T	W	Th	F	S
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		
						*11

September 2023						
S	M	T	W	Th	F	S
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
						*19

Important Dates:						
Jul 10-Aug 17: *Extended School Year						
Aug 31: Open House 2pm- 4pm						
Sept 4: No School Labor Day						
Sept 5: First Day of School						
Sept 27: *Early Release - *Staff PD						
Oct 9: No School Indigenous Peoples Day						

October 2023						
S	M	T	W	Th	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				*21

November 2023						
S	M	T	W	Th	F	S
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		
						*19

December 2023						
S	M	T	W	Th	F	S
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						*16

Oct 25: *Early Release						
Nov 10: No School Veterans Day						
Nov 22: *Early Release						
Nov 23- 24: No School Thanksgiving Break						
Dec 13: *Early Release - Staff PD, Dec 13:						
Dec 25- Jan 2: No School Holiday Break						

January 2024						
S	M	T	W	Th	F	S
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			*19

February 2024						
S	M	T	W	Th	F	S
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		
						*16

March 2024						
S	M	T	W	Th	F	S
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						*21

Jan 15: No School M L King Day/Civil Rights						
Jan 31: No School - Full PD Day						
Feb 19-Feb 23: No School Winter Break						
March 13: *Early Release- *Parent Conferences						
March 27: *Early Release - Staff PD						
Apr 15- Apr 19: No School Spring Break						
May 15: *Early Release - Staff PD						

April 2024						
S	M	T	W	Th	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				*17

May 2024						
S	M	T	W	Th	F	S
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	
						*22

June 2024						
S	M	T	W	Th	F	S
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						*10

May 27: No School - Memorial Day						
June 14 : Last Day of School- *Early Release						
June 19: No School - Juneteenth Day						
June 24 : Emergency Days (5 days)						
End of Quarter/Report Cards						
Quarter 1: Nov 9 (47 days)/ Nov 17						
Quarter 2: Jan 26 (45 days)/ Feb 2						
Quarter 3: April 5 (44 days)/ April 12						
Quarter 4: June 14 (44 days)						

* Extended School Year: Monday - Thursdays, 9am-2pm *Early Release 12:00 Dismissal
* Open House 2pm - 4pm *Parent Conferences 1pm - 3pm

[HOME](#)[OUR SCHOOL](#)[OUR APPROACH](#)[GET INVOLVED](#)[SUPPORT US](#)[PHOTOS](#)[NEWSLETTER](#)[Student & Parent Activities](#)[2021-2022 School Calendar](#)[2022-2023 School Calendar](#)

HOPEFUL JOURNEYS EDUCATIONAL CENTER, INC.

2022-2023 School Calendar

July 2022							August 2022							September 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2		1	2	3	4	5	6					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				
October 2022							November 2022							December 2022						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
January 2023							February 2023							March 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	
April 2023							May 2023							June 2023						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

	School Closed.
	Staff Development- School not in session.
	Snow Make Up Days/Staff Development.

HJEC, Inc. operates 216 school days per year; Monday-Friday 8:30-2:30.

Drop off: 8:30-8:45; Pick up: 2:30-2:45. June 30, 2023 last day of 2022/2023 school year.

Download Calendars

- [Hopeful-Journeys-2017-2018-School-Calendar \(pdf\)](#)
- [Hopeful-Journeys-2018-2019-School-Calendar \(pdf\)](#)
- [Hopeful-Journeys-2020-2021-School-Calendar \(pdf\)](#)
- [Hopeful-Journeys-2021-2022-School-Calendar \(pdf\)](#)
- [Hopeful-Journeys-2022-2023-School-Calendar \(pdf\)](#)

44.4KB Mar 18, 2023
70.7KB Mar 18, 2023
39.1KB Aug 25, 2022
201.5KB May 19, 2022
107.9KB May 19, 2022

THE BIRCHTREE CENTER

SCHOOL/STAFF CALENDAR FOR JULY 2023 – JUNE 2024

JULY
Independence Day July 4, 2023
Vacation July 3-July 7, 2023
Early Release July 19, 2023

AUGUST
Early Release Aug 2, 2023
Floating ½ Holiday Aug 11, 2023
Vacation Aug 14-Aug 18, 2023

SEPTEMBER
Floating ½ Holiday Sept 1, 2023
Labor Day Sept 4, 2023
Early Release Sept 13, 2023

OCTOBER
Floating ½ Holiday Oct 6, 2023
Indigenous Peoples' Day Oct 9, 2023
Early Release Oct 18, 2023

NOVEMBER
Veterans Day (Observed) Nov 10, 2023
Early Release Nov 15, 2023
Floating ½ Holiday Nov 22, 2023
Thanksgiving Day Nov 23, 2023
Day After Thanksgiving Nov 24, 2023

DECEMBER
Early Release Dec 13, 2023
Christmas Day Dec 25, 2023
Vacation Dec 25-Dec 29, 2023

JANUARY
New Year's Day Jan 1, 2024
Floating ½ Holiday Jan 12, 2024
Martin Luther King Jr. Day Jan 15, 2024
Early Release Jan 24, 2024

FEBRUARY
Early Release Feb 7, 2024
Floating ½ Holiday Feb 16, 2024
Residents' Day Feb 19, 2024
Vacation Feb 19 – Feb 23, 2024

MARCH
Early Release March 6, 2024
Staff Development March 21 & March 22, 2024

APRIL
Early Release Apr 3, 2024
Staff Development Apr 12, 2024
Floating ½ Holiday Apr 19, 2024
Vacation Apr 22 – Apr 26, 2024

MAY
Early Release May 8, 2024
Staff Development May 17, 2024
Floating ½ Holiday May 24, 2024
Memorial Day May 27, 2024

JUNE
Early Release June 5, 2024
Staff Development June 14, 2024
June 19, 2024
Floating ½ Holiday June 28, 2024

JULY 2023 (16 Days)						AUGUST 2023 (18 Days)						SEPTEMBER 2023 (20 Days)					
M	T	W	TH	F		M	T	W	TH	F		M	T	W	TH	F	
V	H	V	V	V			1	ER	3	4						1/2H	
10	11	12	13	14		7	8	9	10	1/2H		H	5	6	7	8	
17	18	ER	20	21		V	V	V	V	V		11	12	ER	14	15	
24	25	26	27	28		21	22	23	24	25		18	19	20	21	22	
31						28	29	30	31			25	26	27	28	29	
OCTOBER 2023 (21 Days)						NOVEMBER 2023 (19 Days)						DECEMBER 2023 (16 Days)					
M	T	W	TH	F		M	T	W	TH	F		M	T	W	TH	F	
2	3	4	5	1/2H				1	2	3						1	
H	10	11	12	13		6	7	8	9	H		4	5	6	7	8	
16	17	ER	19	20		13	14	ER	16	17		11	12	ER	14	15	
23	24	25	26	27		20	21	1/2H	H	H		18	19	20	21	22	
30	31					27	28	29	30			H	V	V	V	V	
JANUARY 2024 (21 Days)						FEBRUARY 2024 (16 Days)						MARCH 2024 (19 Days)					
M	T	W	TH	F		M	T	W	TH	F		M	T	W	TH	F	
H	2	3	4	5					1	2						1	
8	9	10	11	1/2H		5	6	ER	8	9		4	5	ER	7	8	
H	16	17	18	19		12	13	14	15	1/2H		11	12	13	14	15	
22	23	ER	25	26		H	V	V	V	V		18	19	20	C	C	
29	30	31				26	27	28	29			25	26	27	28	29	
APRIL 2024 (16 Days)						MAY 2024 (21 Days)						JUNE 2024 (18 Days)					
M	T	W	TH	F		M	T	W	TH	F		M	T	W	TH	F	
1	2	ER	4	5				1	2	3		3	4	ER	6	7	
8	9	10	11	C		6	7	ER	9	10		10	11	12	13	C	
15	16	17	18	1/2H		13	14	15	16	C		17	18	H	20	21	
V	V	V	V	V		20	21	22	23	1/2H		24	25	26	27	1/2H	
29	30					H	28	29	30	31							

V = Closed for Vacation

C = Closed for Staff Development

ER = Early Release (1:00 p.m.)

SD = Snow Day

1/2H = Half Holiday (Early Release at 1:00 p.m.)

H = Closed for Holiday

DO = Delayed Opening

221 SCHOOL DAYS

(C*) USE AS MAKE UP DAYS IN THIS ORDER: April 12, March 21, March 22, May 17, and June 14

Note: Order may need to be adjusted based on program-wide professional development trainings.

Birchtree's holidays for this year include the following:

07/04/23 Independence Day

09/04/23 Labor Day

10/09/23 Indigenous Peoples' Day

11/10/23 Veterans Day (Observed)

11/23/23 Thanksgiving Day

11/24/23 Day After Thanksgiving

12/25/23 Christmas Day

01/01/24 New Year's Day

01/15/24 Martin Luther King Jr. Day

02/19/24 Presidents' Day

05/27/24 Memorial Day

06/19/24 Juneteenth

4.5 floating holidays

The Birchtree Center, 215 Commerce Way, Suite 300, Portsmouth, NH 03801
(603) 433-4192 Fax (603) 433-3381 Business Hours: Monday-Friday 8:30 – 4:00

