

# *Glassboro Public Schools*



## **MEMO**

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To: Mark Silverstein

From: Lisa Ridgway

Date: April 4, 2023

Re: April Agenda Item

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Attached please find contract renewal for Participation in the Cooperative Transportation Services with Gloucester County Special Services School District for the 2023-24 school year. The administrative cost of the district's portion is 7% for each cooperative route for Special Education, Vocational, Public and Homeless Students, and 4% for each Non-Public Cooperative route.



## GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT

1340 TANYARD ROAD • SEWELL, NEW JERSEY 08080  
TRANSPORTATION OFFICE  
856-464-2383 • FAX 856-468-1106

March 29, 2023

Dear Ms. Lisa Ridgway  
Business Administrator  
Glassboro Public Schools  
560 Joseph L. Bowe Boulevard  
Glassboro, NJ 08028

Enclosed are three copies of your 2023-2024 Contract for Participation in Cooperative Transportation Services and a copy of the 2023-2024 Cooperative Transportation Guidelines.

The Gloucester County Special Services School District (GCSSSD) performs a Countywide Cooperative Transportation Routing Service for homeless/public/non-public/special education/vocational transportation needs. GCSSSD receives transportation requests for students who need transportation. Route requests are collected, collated, and bid or quoted combining students from several districts. All necessary paperwork is initiated by GCSSSD; and, in fact, the signing of the attached contract eliminates individual joint agreements.

GCSSSD's administrative fee for 2023-2024 will remain the same as it has been for the last 28 years:

**Seven percent (7%)** of a district's portion of each cooperative route for **special education, vocational, public, and homeless students.**

**Four percent (4%)** of a district's portion for each cooperative route for **nonpublic students.**

Please present the enclosed contract to your Board for approval. Sign each copy (**original signatures required**), **affix your Board seal**, and return all three copies to GCSSSD by **May 19, 2023**. In addition, we will need a **certified copy of your Board Meeting minutes** showing the approval of the Participation Agreement with us. Once the County Superintendent has approved the contract, a fully executed copy will be returned to you.

We look forward to serving your district in the 2023-2024 school year.

Sincerely,

*Alyssa Valori*

Alyssa Valori  
Director of County Services - Transportation

Enclosures

c: Margaret Meehan, County School Business Administrator  
Michael Dicken, Superintendent, Special Services  
Amy Capriotti, Assistant Superintendent of Business/Board Secretary



**2023-2024 CONTRACT FOR  
PARTICIPATION IN COOPERATIVE TRANSPORTATION**

**THE GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT**, 1340 Tanyard Road, Sewell, New Jersey 08080, hereinafter referred to as Special Services School District and **Glassboro Public Schools**, Gloucester County, New Jersey, by and through **Ms. Lisa Ridgway**, duly authorized and appointed representative of the District Board of Education, hereinafter referred to as District, covenant and agree that:

1. Special Services School District shall provide transportation services pursuant to the 2023-2024 Gloucester County Special Services School District Transportation Guidelines annexed hereto and made an express part of this Agreement.

2. Special Services School District and District agree to be bound by the Gloucester County Special Services School District Transportation Guidelines.

3. District contracts for Cooperative Transportation Routing for Homeless, Nonpublic, Special Education, and Vocational routes.

4. District agrees to participate in the Gloucester County Special Services School District Transportation Project Services for the school year 2023-2024 which period shall not exceed twelve (12) months.

5. District acknowledges that this Agreement is not self-renewing and may be renewed only by means outlined in the Gloucester County Special Services School District Transportation Guidelines and for renewal periods not to exceed one (1) year.

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President, Gloucester County Special Services School District                      Date

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President, District Board of Education    Date

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Board Secretary, Gloucester County Special Services School District                      Date

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Board Secretary, District Board of Education    Date

SEAL

\_\_\_\_\_  
County Superintendent of Schools      Date

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| President, Gloucester County<br>Special Services School District | Date |
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| President, District<br>Board of Education | Date |
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| Board Secretary, Gloucester County<br>Special Services School District | Date |
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| Board Secretary, District<br>Board of Education | Date |
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SEAL

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County Superintendent of Schools    Date