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*"The safety of our students, and the support of the dedicated employees who daily serve to provide them with a superior education, are top priorities for our district. To that end, we are firmly committed to addressing your concerns and ensuring proper compensation, benefits, working conditions, and growth opportunities for our Transportation teammates."*

– Dr. R. Stephen Green, Superintendent

## **SUPERINTENDENT'S TRANSPORTATION SUB-COMMITTEE MEETING SUMMARY**

Over 55 concerns have been shared with Superintendent Green and Chief Williams regarding the Transportation Department. Each concern has been documented, and the Superintendent, sub-committee, and district staff members are working collaboratively to address each one. To date, ten (10) concerns have been addressed, twenty-eight (28) are currently in process to be addressed, and nineteen (19) remain to be discussed in greater detail. The following concerns and status updates were discussed during our May 16 meeting. Some concerns will require time to research; however, all concerns will be addressed in future meetings and newsletters.

**Due to the closing of schools and several graduation events scheduled for next week, our next meeting will take place on Wednesday, May 30, 2018.**

### **FINANCE AND HUMAN CAPITAL MANAGEMENT:**

**Concern:** Salary increases, raises, and cost of living adjustments.

**Status:** The Superintendent and Board will continue the discussion of budget enhancements for next school year (FY 2019) starting on May 14th and running through June 26th. During this timeframe, findings from the Compensation and Classification Study, salary increases, incentive bonuses, cost of living adjustments, and other financial requests will be discussed and considered by the Board of Education (BOE). A final FY 2019 budget will be approved by June 30th.

**Concern:** Provide an itemized pay stub.

**Status:** The District's Chief of Technology, Mr. Gary Brantley, attended the meeting to present a sample of the itemized pay stub to reflect the breakdown of extra activity and overtime pay as requested. The sub-committee provided positive feedback regarding the pay stub report, and was pleased to see that it included information such as the name of the driver, hourly pay rate, number of hours driven, trip date, trip location, and other important details. Mr. Brantley received a directive from the Superintendent to proceed with designing and testing the final version of the revised pay stub, under the District's new comprehensive technology project, for implementation by January 2019.

**Concern:** Train Transportation payroll staff on updated HCM procedures.

**Status:** Transportation payroll personnel received refresher training on topics including compensation, payroll, benefits and leave, and workers compensation on May 9 - 10, 2018. Additional training will be provided as district staff revamp standard operating procedures to align with the new comprehensive technology project.

### **SPECIAL NEEDS/EXCEPTIONAL EDUCATION:**

**Concern:** Request to form a sub-committee to address specific concerns related to the District's special needs transportation operations.

Dr. Chezia Calloway, Executive Director of Special Education, and Dr. Karen Manahan, Special Education Compliance Coordinator, joined the meeting as members of the sub-committee expressed concerns regarding the District's special needs transportation operations.

These concerns included, but were not limited to:

- Clarification needed regarding the roles, responsibilities, and level of accountability for special needs drivers and monitors
- Lack of communication between drivers, monitors, and administrative leadership
- Request for specialized training for all bus drivers and monitors on how best to support student riders with medical, behavioral, and/or mental health issues
- Hire professionally trained instructors to assist in providing tabletop exercises related to handling emergency situations and evacuations on special needs buses
- Request for additional monitors to assist special needs drivers with field trips and other extra-activity throughout the day
- Request for monitors to be added to general education transportation routes

- Clarify with our Legal Department as to what information can be shared regarding a student's Individualized Education Plan (IEP) or 504 plan to ensure that drivers and monitors are properly trained and equipped to provide the necessary accommodations for the student
- Review and update the District's Transportation Standard Operating Procedures manual as appropriate, and ensure that drivers, monitors, and transportation supervisors are thoroughly trained and held accountable for transporting special needs students in accordance with these standards

**Next Action:** The Superintendent has directed Dr. Calloway and Dr. Manahan to form a dedicated special needs transportation sub-committee, to include our Office of Legal Affairs, to further discuss these concerns and develop a strategy to address them. This dedicated sub-committee will meet in the next two to three weeks, and deliver an update to the full sub-committee in June 2018.