

ESTELL MANOR BOARD OF EDUCATION PUBLIC HEARING & REGULAR BRD. MTG. MAY 28, 2014

The Estell Manor Board of Education held its Public Hearing and regular meeting on Wednesday, May 28, 2014 at the Estell Manor Elementary School. The meeting was called to order at 7:08 p.m. by Board President, Leah McDonnell.

Call to Order

This is to advise those present that adequate notice of meeting has been given in the official newspapers and posted in two public places as required by laws of 1975, Ch. 231, commonly known as the Open Meeting Act.

Open Public Meeting Announcement

The Flag Salute was led by the President, Leah McDonnell.

Flag Salute

Present – Leah McDonnell, Martin Klosek, Robert Kellner, Howard Adelman and Teresa Byrd. Noëlle Jacquelin, Superintendent, Frank Cavallo, Solicitor and Rose Millar, Business Administrator/Board Secretary were also present.

Roll Call

Public Comments:

Public Comments

MOTION: To open meeting for public comments. Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously. (7:09 PM)

Judy Casagrande spoke in reference to the Community Partnership Group. She informed the Board that the City is Establishing a Municipal Alliance Committee and insurance cost will not increase.

Lynne Shirk spoke in reference to the summer SAT Program

Sarah Sharpe informed and invited the Board to play in the Estell Manor School Annual Volleyball Game.

MOTION: To close meeting to public comments. Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously. (7:12 PM)

Close Public Comments

Reorganization:

Reorganization

The following reorganization Motions were made by Mr. Klosek and seconded by Mrs. Byrd:

A. MOTION: To appoint June Heath as Assistant Board Secretary of the Board of Education for the 2014-2015 school year.

Appoint Assistant Board Secretary for 2014-15 SY

B. MOTION: To appoint bonded employee Debra D'Amore as Treasurer of the Board of Education for the 2014-2015 school year at a salary of \$3,182.37.

Appoint Board Treasurer for 2014-15 SY

C. MOTION: To designate the Sun National Bank, or any other authorized depository in the State of New Jersey for the 2014-2015 school year.

Designate Banks for 2014-15 SY

D. MOTION: To designate the Atlantic County Record, Vineland Times Journal and the Press as the official newspapers of the Board of Education for the 2014-2015 school year.

Designate official newspapers of the Board for 2014-15 SY

E. MOTION: To adopt all existing policies of the Board of Education now standing for the 2014-2015 school year.

Adopt all existing policies for the 2014-14 SY

F. MOTION: To approve all existing curriculum and textbooks of the district: Language Arts, Mathematics, Science, Social Studies, Health, Physical Education, Music, Art and World Language for the 2014-2015 school year in compliance with the Core Content Curriculum Standards.

Approve all Curriculum and Textbooks for the 2014-15 SY

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| <p>G. MOTION: To approve Atlantic Cape May County Association of School Business Officials Joint Insurance fund (ACCASBO-JIF) as the school district liability, property and workers' compensation insurance for the 2014-2015 school year.</p> | <p>Approve ACCASBO-JIF as district insurance for 2014-15 SY</p> |
| <p>H. MOTION: To appoint Dennis Brown of Glenn Insurance Agency as school district RMC for the 2014-2015 school year not to exceed a fee of \$1,000. (The RMC assists district in: updating of all exposure data and insurable interests, selecting various optional coverages, research of any data needed, completion of renewal documents, reviewing Certificates of Insurance and Hold Harmless & Indemnity documents and performing any other services required by the Fund's Bylaws)</p> | <p>Appoint Dennis Brown of Glenn Insurance Agency as RMC for 2014-15 SY</p> |
| <p>I. MOTION: To approve bonded employee Rose Millar, as School Business Administrator/Board Secretary, for the 2014-2015 school year.</p> | <p>Approve Business Administrator/Board Secretary for 2014-15 SY</p> |
| <p>J. MOTION: To approve Rose M. Millar, Business Administrator as the Qualified Purchasing Agent for the 2014-2015 school year for the Estell Manor School District in accordance with the provisions of N.J.S.A. 18A-et.seq. This will increase the bid threshold to \$36,000 and the quote threshold to \$5,400.</p> | <p>Approve QPA for 2014-15 SY</p> |
| <p>K. MOTION: To approve the following signers on all bank business for the 2014-2015 school year:
General Fund: (3 required) Treasurer, Board Secretary and Board President
Payroll Account: (2 required) Treasurer, Board President or Board Secretary
Agency Account: (2 req.) Treasurer, Board President or Board Secretary
Student Activity: (2 req.) Superintendent or Board Secretary
Wire Transfers: Treasurer or Board Secretary</p> | <p>Approve check signers for 2014-15 SY</p> |
| <p>L. MOTION: To approve collection of mandated and permitted pupil records as per N.J.A.C. 6:3-6.3(a)2 for the 2014-2015 school year.</p> | <p>Approve collection of mandated & permitted pupil records for 2014-15 SY</p> |
| <p>M. MOTION: To approve Joelle Tenaglia as Affirmative Action Officer, Title IX Coordinator, Section 504 Compliance Officer and the ADA Coordinator for the 2014-2015 school year.</p> | <p>Approve Affirmative Action Officer, Title IX Coordinator, Section 504 Compliance Officer & ADA Coordinator for the 2014-15 SY</p> |
| <p>N. MOTION: (TABLED) To approve James Petitt as Asbestos Management Officer, Indoor Air Quality Designee, Integrated Pest Management Coordinator, Right to Know Officer, Chemical Hygiene Officer and Safety and Health Designee for the 2014-2015 school year.</p> | <p>Tabled Motion</p> |
| <p>O. MOTION: To approve travel expenses not to exceed \$2,500 for the 2014-2015 school year.</p> | <p>Approve travel expenses for 2014-15 SY</p> |
| <p>P. MOTION: To recognize the Estell Manor Education Association as the bargaining unit for the 2014-2015 school year.</p> | <p>Recognize EMEA as bargaining unit for 2014-15 SY</p> |
| <p>Q. MOTION: To appoint Frank Cavallo, Esq. of Parker McCay as solicitor for the school district for 2014-2015 school year at a cost of \$7,200. (Attachment #1)</p> | <p>Appoint solicitor for 2014-15 SY</p> |
| <p>R. MOTION: To appoint Preziosi, Nicholson & Associates , PA as auditors for the school district for the 2014-2015 school year at a cost of \$8,800. (Attachment #2)</p> | <p>Appoint auditors for the 2014-15 SY</p> |
| <p>S. MOTION: To approve Dr. Olabode Ogidan of Vineland Pediatrics as medical inspector for the school district for the 2014-2015 school year at a fee of \$1,200.</p> | <p>Approve medical inspector for 2014-15 SY</p> |

T. MOTION: To establish a petty cash fund in the amount of \$250.00 for the 2014-2015 school year.

Open Petty Cash Fund for BOE for 2014-15 SY

U. MOTION: To approve following tax shelter annuity companies/brokers; Lincoln Investments, Metlife, Travelers and TSA Consulting Group, Inc. for Third Party Administrator services for the 2014-2015 school year.

Approve TSA companies for 2014-15 SY

V. MOTION: To approve the NJ Minimum Standard Chart of Accounts for Schools for the 2014-2015 school year.

Approve NJ Min. Standard Chart of Accounts for 2014-15 SY

Discussion:

Mr. Adelman inquired about motion "U" the tax shelter annuity.

Discussion "U"

MOTION: To table recommendation "N". Mr. Klosek Second: Mr. Kellner. Motion carried on a roll call vote. Mr. Adelman abstained.

Table "N" recommendation

MOTION: to Accept all other reorganization item motions Mr. Klosek and Second: Ms. Byrd - Motion carried unanimously and abstentions are noted.

Accept reorganization items

Superintendent's report:

Supt. Report

Ms. Jacquelin reported on the following: The average daily attendance was

Enrollment 2014-14

Enrollment 2014-15

	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
Estell	187	184	182	177	174	174	174	174		
Buena	56	56	56	57	57	56	56	54		
ACIT	36	36	36	36	36	36	36	36		
Home Sci	1	1	1	1	1	1	1	1		
ACSSSD	4	4	4	4	4	4	4	4		
Yale Medford	1	1	1	1	1	1	1	1		
Yale NorthFld								0		
Charter HS	2	2	2	2	2	2	2	2		
TOTAL	287	284	282	278	275	274	274	272	0	0

Attendance

Attendance

Student Attendance - April

Total Enrollment: 174

Possible Days for students: 3,306

Percentage of Absences: 5.34%

Total Absences: 176

Average Daily Attendance: 162.7

Staff Attendance: April

Certified Staff: Total Absences: 34

Percentage of Occasional Absence: 8.13%

Non-Certified Staff: Total Absences: 4

Percentage of Occasional Absence: 2.34%

Drills

Drills

Fire Drill: 4/25/14 1:07

Security Drill: 4/28/14 3:00pm/7 min. (shelter in place)

Professional Development

Professional Dev.

June 12: PARCC Workshop @ ACCC: No Fee attended by Tami Bashenko

Ad Hoc Committee Report: Preschool/Playgroup Concept was discussed by the Board in detail. It was decided to not pursue a Department of Education Preschool program at this time. Our facilities needs need to be the priority at this time.

Other Items

Wildcats' Den Before and After School Program (Attachment #3)
Summer Camp Activities -- SAT course addition (Attachment #4)
Summer Professional Development-- Additional curriculum work
District Progress in Educator Evaluation Survey
2014-2014 School Year Calendar (Attachment #5)
Acceptance letter the equivalency and waiver process (Attachment #6)
NJSAC -- Estell Manor has been designated a high performing district (Attach #7)
Strategic Planning/Community Partnership Committee /City & School Meeting. We continue to welcome community involvement. We extend a special thank you to Judy Casagrande and all committee members for their Community Partnership Committee efforts. The next meeting will be held on June 5th. All are welcome to attend.

Other Items

Field Trips

Student Council Trip to Cape May on June 11, 2014. Students will take a walking tour, brunch, and visit to Coast Guard Headquarters. Teacher hosting: Mrs. Sharpe.
Walking Field Trip to Risley School on June 2nd & 3rd, Grades 1st-8th.
Skating Field Trip on June 20, 2014. Grades K-8.

Field Trips

Recommendations of the Superintendent

Recommendations of Superintendent

A. Curriculum and Student Affairs

Committee Members-- Leah McDonnell and Noëlle Jacquelin

Curriculum & Student Affairs

Field Trips

MOTION: To approve the following field trips:
 Student Council -- Cape May, (June 11, 2014)
 Walking Trip to Risley School (June 2&3, 2014)
 Skating Party -- Mays Landing (June 20, 2014)

Approve Field Trips

Fundraisers

MOTION: to approve HSA towel sale at the Salute to Veterans Musical Event

Approve Fundraisers

HIB Report

MOTION: To approve the Harassment, Intimidation and Bullying (HIB) report for the month of April as listed below.

Accept HIB Report

# of Total Cases Reported	0
# of Cases Closed	1
# of Cases Opened	0
# of actual HIB Cases	0

Nurse's Monthly Report

MOTION: To approve the Nurse's monthly report. (Attachment #8)

Nurse's Monthly Report

2014-2015 School Year Calendar

MOTION: To approve the annual academic calendar.

Approve 2014-15
School Calendar

Professional Development

MOTION: To approve the following professional development activities

(A) June 12, 2014: PARCC Workshop @ ACCC: No Fee - Tami Bashenko will attend.

(B) June 14, 2014: Handwriting Without Tears in Philadelphia, PA. \$270. Ellen Fatcher will attend.

MOTION: To approve Wildcats' Den Before and After School Program 2014-2015

Approve Professional
Development

MOTION: to approve Summer Camp Activities.

Approve Summer Camp
Activities

MOTION: To approve SAT course addition to summer offerings and utilization of donation funds to benefit Estell Manor students.

Approve SAT summer
course offerings

B. Policy

Committee Members: Theresa Byrd and Leah McDonnell

Approve First reading of
policies

MOTION: to approve policies for 1st reading:

4119.26 Electronic Communication by School Staff

4219.26 Electronic Communication by School Staff

5113 Attendance Absences and Excuses

5131.6 Substance Abuse

5141 Health

2224 Nondiscrimination/AA

4111 Recruitment, Selection and hiring

4211 Recruitment, Selection and hiring

4111.1 Nondiscrimination/AA

4211.1 Nondiscrimination/AA

5145.4 Equal Educational Opportunity

6121 Nondiscrimination/AA

5145 Extracurricular Activities

6147 Evaluation of individual Student Perf

C. Finance

Committee Members: Martin Klosek and Robert Kellner

Finance

Monthly Certifications

Monthly Certifications

Board Secretary's Certification:

Pursuant to Administrative Code, *N.J.A.C. 6A: 23-2.11(c)(3)* I certify that as of April 30, 2014, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Estell Manor City Board of Education pursuant to *N.J.S.A. 18A: 22-8.1* and *N.J.S.A. 18A: 22-8.2*, and no budgetary line item account has been over expended in violation of *N.J.A.C. 6A: 23-2.11(c)1*, In accordance with *N.J.A.C. 6A: 23-2.11(c)2*, it is certified that there are no changes in anticipated revenue amounts and sources for the month of April 2014.

Board Secretary's
Certifications for April
2014

Board of Education Monthly Financial Certification: (Attachment #9)

The Board Secretary recommends the Board certify that according to the Board Secretary's Certification as of April 30, 2014, after review of the Secretary's Monthly Financial Reports submitted, to the best of their knowledge:

Board Secretary's
Financial Certification
as of April 2014

- no major account or fund has been over-expended
- no line item account has encumbrances & expenditures, which in total exceed the line item appropriation in violation of *N.J.A.C.6A:23-11(c)4& N.J.A.C 6A:23-2-11(c)3a*
- that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year, and that the secretary's and treasurer's reports are in agreement for the month of April 2014.

Approve Expenditures (Attachment # 10)

MOTION: To approve expenditures for the month of May 2014 as listed

Fund 10	2,260.00
Fund 11	187,259.86
Fund 20	22,274.03
Fund 60	3,690.00
Total	\$215,483.89

Approve
Expenditures for May
2014

Budget Transfers (Attachment #11)

MOTION: To approve transfers for the month of April 2014.

Approve Budget
Transfers for April
2014

Cafeteria Financial Statements and Reports (Attachment #12)

MOTION: to approve Nutri-Serve Cafeteria Financial Statement report for April 2014. The net income for April is \$1,375.54. (The year to date deficit as of April 30, 2014 is -\$1,118.90) (Last year this time: year to date deficit was 876.30).

Approve Cafeteria
Financial Statement

AFLAC FLEX ONE SELF-ADMINISTERED PLAN - FLEXIBLE SPENDING ACCOUNT (FSA) OR UNREIMBURSED MEDICAL AND DEPENDENT DAY CARE TO COMPLY WITH NJ PENSIONS LAW CHAPTER 78

Approve FSA
mandated in Chapter
78 of the NJ Pensions
Law

Whereas, the state of New Jersey has mandated in Chapter 78 of the NJ Pensions Law that all public sector employers have in place both a Section 125 POP and a Flexible Spending Account (FSA) for Unreimbursed Medical and Dependent Day Care expenses; and

Whereas, Section 125 of the Internal Revenue Code allows pre-taxing all payments for health related insurance and for a Flexible Spending Account to be deducted from an employee's pay before Federal taxes, and for employee contributions not to count as gross income; and

Whereas, Aflac Administrative Services offers a plan which qualifies under IRS Section 125, known as a Flex One Plan; and

Whereas, Estell Manor Board of Education previously adopted an Aflac Section 125 POP, and wishes to expand the Aflac Flex One plan to include the FSA at no cost to the Board; and

Whereas, in order to effectuate such voluntary contributions, the Estell Manor Board of Education has already made arrangements for payroll deductions into an account that ensures employee FSA funds are not comingled with operating funds; and

Whereas, no expenditure of additional funds will be required from Estell Manor Board of Education to implement the Aflac Flex One Self-Administered FSA plan;

NOW, THEREFORE, BE IT RESOLVED by the Estell Manor Board of Education of Atlantic County and the State of New Jersey as follows:

The Board hereby expands and adopts an Aflac Flex One Plan, consisting of the Premium Only Plan, a Self-Administered Flexible Spending Account for Unreimbursed Medical and Dependent Day Care in accordance with Chapter 78 of the NJ Pensions Law, the Adoption Agreement, and component benefit plans and policies, effective as of the date specified in the Adoption Agreement.

The Business Administrator of the Board is hereby authorized and directed to execute the documents referenced herein above, and take the necessary steps to implement Aflac plans.

YALE Northfield Tuition Contract for the remainder of 2013-14

MOTION: To approve a tuition contract for one student at the YALE Northfield location at \$260.90/day for 38 days beginning May 5, 2014 for a total of 9,914.20.

Approve 1 student for YALE EAST for remainder of 13-14 SY

MOTION: To approve transportation jointure with Weymouth for transportation for one student to the Extended School Year (ESY) Program at YALE Northfield in the amount of \$3,150.00 for the 2014-2015 school year.

Approve transportation Jointure w Weymouth for ESY at YALE

D. Facilities Report

Committee Members: Martin Klosek and Robert Kellner

Facilities Report

Use of Facilities Approvals

We are establishing the 2014-15 school year calendar. Outside agencies are encouraged to submit requests for use of facilities.

Use of Facilities Approvals for 2014-15 SY

Director of Facilities Report (Attachment #13)

MOTION: To approve Facility Report as submitted.

Approve Facilities Report

Gymnasium Ceiling Paint

MOTION: To approve CertaPro Painters of South Jersey to paint the gymnasium ceiling for \$20,300.00. (Attachment #14)

Approve gymnasium ceiling painting Company

Direct Install Program

MOTION: To approve participation in the Direct Install Program Scope of Work for lighting upgrades and rooftop unit replacement at 70% funding for a total cost to the school of \$10,945.84. The district will be saving over \$25,000 (Attachment #15)

Approve Direct Install Program Scope of Work

Personnel

E. Personnel

Committee Members: Howard Adelman and Martin Klosek

1. MOTION: To accept with regret, acceptance of the resignation of Mrs. Lynn Regalbuto, Secretary, effective June 30, 2014. Mrs. Regalbuto is thanked for her hard work and service to the district.

Accept Resignation of Lynn Regalbuto

2. MOTION: **(TABLED)** To approve renewal of tenured and non-tenured staff contracts for the 2014-15 school year as follows:

Motion Tabled

James Pettit, Supervisor Buildings & Grounds/Custodian \$66,589.99; Tenured Employee
June Heath, Secretary/Accounts Payable/Payroll \$42,190.83; Tenured Employee
Betty Peters, Custodian, \$31,219.59; Non-Tenured Employee

3. MOTION: To approve advertising for Confidential Secretary Position.

Approve advertising for Confidential Secretary

4. MOTION: To approve all staff members to work on curriculum over the summer at a rate of \$34.50 as noted in PD summer brochure. Approve staff to work on curriculum over summer
5. MOTION: To approve Amy Needles, Andrea Storey, Rachel Mattera, Elaine Baker, Ken Morgenweck and Dianna Abraham as Summer Academic Camp Instructors as needed at a rate of \$34.50 an hour. Approve Summer Academic Camp Instructors
6. MOTION: To approve Ellen Fatcher as a Summer Kindergarten Assessment Screener at a rate of \$34.50 an hour up to 2 days. Approve Summer Kdg Assessment Screener
7. MOTION: To approve Devonee Fatcher and Deborah Cullen to apply for County Substitute Certificate, both have been criminal history approved. Approve applications for County Sub. Certs.
8. MOTION: To approve stipend of \$2,500 per year for Substitute Caller for 2014-2015 school year. Approve stipend for Substitute Caller for 2014-15 SY
- Discussion Discussion
- Mr. Adelman - inquired about Direct Install program & roof replacement with rooftop units
- Mr. Klosek - discussed that the roof does not necessarily need replacement, possibly just repairs. Repair vs replacement
- Mrs. Byrd - Before/After School Care-is it possible to register for a part time basis?
- Mr. Klosek - Wildcat Den - did we post position?
- Mr. Adelman - commented on the SAT course and funding it with the donation funds from the last will and testament
- Mrs. McDonnell - Had questions on field trips, the Sub Caller stipend and Weymouth Transportation ESY.
- Mrs. Byrd - Drills... did we have to complete the unannounced drill.
- Mr. Klosek and Mr. Adelman- discussed altering the layout of the agenda
- MOTION: To table letter E2-renewal of tenure and non-tenured staff. Mr. Klosek Second: Mr. Kellner. Motion carried with Mr. Adelman abstained. Motion to Table Letter E2
- All other above motions were carried on a roll call vote. With any abstentions noted. Approve motions
- Other Items/Committees
- Negotiations: Committee Members: Howard Adelman, Teresa Byrd, and alternate Martin Klosek Other items/ Committees
- Secondary Education: Committee Members: Robert Kellner and Howard Adelman.
- Regular Meeting Minutes:
- MOTION: To Approve Regular Meeting Minutes of April 30, 2014 as submitted. (See Addendum #21) Mr. Klosek Second: Mrs. Byrd. Motion carried unanimously. Approve April 30, 2014 regular meeting minutes
- Old Business:
- Mr. Klosek - Discussed busing issues. Mrs. Millar will report next meeting. Old business

New Business:

Motion: Ms. Byrd and Second Mr. Klosek to approve Howard Adelman to attend the NJSBA Spring Law Forum on June 18th at \$249.00 plus travel expenses.

New Business

MOTION: To open meeting for public comment. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously. (8:24 pm)

Open meeting to Public

Kathy Mimler – Spoke in reference to playgroup/preschool – she requested to see the CSA email correspondence relating to discussions with DOE
Paula Popa – Stated that there was an unfortunate lack of communication.
Melissa Mashura – Stated that she would like to see the board pursue a preschool program in the future.

MOTION: To close meeting to public discussion. Mrs. Byrd. Second: Mr. Kellner. Motion carried unanimously. (8:45 pm)

Close meeting to Public

Executive Session:

Executive Session

WHEREAS, Public Law 1975, Chapter 231, known as the Open Public Meetings Act, provides that a public body may not exclude the public from any meeting to discuss any matter described therein until the public body has first adopted a Resolution; and WHEREAS, the Board of Education of the Estell Manor School District has determined that the following items must be discussed in closed session and that the public must be excluded from said deliberations; and WHEREAS, the Board of Education of the Estell Manor School District has determined that the subject matter of the closed discussion falls within those matters described in subsection 7b of the Open Public Meetings Act; Now, therefore, be it resolved, by the Board of Education of the Estell Manor School District, Atlantic County, state of New Jersey, that: The Board of Education will go into closed session to discuss matters that may pertain to Legal, Privacy, Negotiations, Finance, Personnel, or Litigation. There may or may not be action taken.
Be it further resolved that the Board of Education of the Estell Manor School District will disclose to the public the subject matter of said closed discussions as soon as the matters have been resolved and the determination can be disclosed to the public. MOTION: To adopt the above Resolution.

Distribute Rose M. Millar, School Business Administrator / Board Secretary, annual evaluation. (Attachment #16)

MOTION: Mr. Klosek Second: Mr. Adelman. Motion carried unanimously.(8:47 pm)

Closed Session

CLOSED SESSION

MOTION: To resume Open Public Meeting. Mr. Klosek Second: Mr. Adelman. Motion carried unanimously. (8:55 pm)

Resume Open Public Meeting

Adjourn:

MOTION: To adjourn meeting. Mrs. Byrd. Second: Mr. Klosek. Motion carried unanimously

Adjourn

Time: 8:58 PM

Respectfully Submitted,

Rose M. Millar
Business Administrator/Board Secretary

*CLOSED SESSION MAY OCCUR AT ANY TIME THE PRESIDENT CALLS FOR SAME IN
ACCORDANCE WITH OPEN MEETING LAW, SECTION 7 & 8**

ESTELL MANOR SCHOOL

Attachment #19

To: Board Members
From: Rose Millar, SBA
Date: 6/18/2014

RE: Transportation jointure with Buena - Busing issue update

At our last board meeting, under old business, it was requested by the Board that I look into the status of the transportation jointure with Buena for the upcoming 2014-15 school year.

Synopsis:

Estell Manor School currently has a jointure with Buena Regional School for transportation for our students to Estell Elementary, ACIT and Buena High School. The buses are tiered for cost efficiency reasons. First run is for BRHS, second is for Weymouth, third tier is Estell.

All throughout the 13-14 school year, we had a complaint from a resident parent. She stated that it is not fair that the bus goes door to door for some Estell Elementary students and not for others. The Board has expressed that we are the customer (Buena is earning an admin fee for the hosting the jointure and Sheppard is the vendor). Therefore, our requests for route adjustments should be granted. The Board ideally would like the buses (specifically for the Estell Manor Elementary School runs) to pick up/drop off door to door on a consistent basis.

I have spoken to Kim Pierotti, Transportation Manager from Buena Regional School District, and she explained various reasons why they are unable to accommodate door to door service. In addition, I reached out directly to John Sheppard, the owner of Sheppard Busing Company, for additional advice/information.

Details of Conversations/Responses:

Kim Pierotti from Buena:

On May 30th, I spoke with Kim Pierotti, Transportation Manager from Buena Regional School District. She stated the following reasons for being unable to meet our request for consistency of bus stops for door to door service of all Estell students. Kim states that it is not possible to extend the existing routes to have more stops that go door to door for the following reasons:

- Half days would be a major issue. Estell's 1:30 half day dismissal time and Buena's 2:15 dismissal already cause a problem on our half days (Buena's bell rings at 2:15 and by 2:18 the kids are boarding buses). If we add time to the route, this would further complicate the half day situation.
- Adding time to the route will cause problems with the efficiency rating ... this rating is very important to districts for the DRTRS report which strikes the transportation aid to schools.
- Buena was able to renew the current contract with Sheppard without going to bid due to Sheppard staying within the state set transportation CPI range of 1.69%
- Basically, if we increase time for our routes, Sheppard will charge more and that will change the parameters of the contract and it will need to be rebid.

Below is an email response from John Sheppard:

From: John Sheppard [mailto:john@sheppardbus.com]

Sent: Wednesday, June 18, 2014 2:28 PM

To: 'Rose Millar'; 'Ginger Lashley'

Cc: John Sheppard

Subject: RE: Busing Issue - please review and assist

Rose,

In short, if you accommodate everyone's request for FOH (front of house) bus stops the routes will not tier, and the cost per route will increase to the charge of a single route, as well as affect the other District's cost that are involved. Your Elementary and High School routes are tiered with Weymouth and Buena District routes, which in the afternoon the buses are already on a "hurried" schedule to meet the dismissal times.

During the summer, I can meet with you and maybe the BOE member that handles transportation and if there are stops that are in question, we can discuss. If the question is concerning students that reside on dead end streets or streets that only egress on dirt access roadways there is really no alternative because of general safety concerns. However I can make time in early August to meet. Unfortunately, July I am away most of the month.

Let me know, John Sheppard