

San Ysidro School District Governing Board

SPECIAL BOARD MEETING

AGENDA

Monday
March 20, 2023
5:00 p.m.

WELCOME

Welcome to the meeting of the San Ysidro School District Governing Board. As a courtesy to others, we ask that you turn the volume off on your cell phones and put them on vibrate during the Board meeting. Your cooperation is appreciated.

**San Ysidro School District
Education Center Board Room
4350 Otay Mesa Road
San Ysidro, CA 92173**

GENERAL ADMINISTRATION

**SAN YSIDRO SCHOOL DISTRICT
GOVERNING BOARD AGENDA**

TO: Governing Board

BOARD MEETING DATE: March 20, 2023

VIA: Gina A. Potter, Ed.D.
Superintendent

FROM: Jose Iniguez,
Assistant Superintendent

INITIAL: _____
 Informational
 Action

AGENDA ITEM: 2023-24 HOME TO SCHOOL TRANSPORTATION PLAN

BACKGROUND INFORMATION:

The 2022-23 State Budget included additional funds that school districts can receive to pay for more of the costs associated with providing student transportation services. Still, this amount covers only 60% of transportation costs. To receive the funds, the District must adopt a Home To School Student Transportation Plan on or before April 1, 2023, after obtaining input from various educational partners (Education Code 39800.1).

RECOMMENDATION:

Approve the 2023-24 Home To School Transportation Plan.

LCAP GOAL AND ACTION/SERVICE (please indicate):

LCAP Goal 3.1 Student Engagement and School Climate: Maximize use of personnel to ensure student safety & access to an equitable environment.

Renewal **New** **Amendment** **Ratify** **Other**

Financial Implications?

Are funds for this item available in the 2022-2023 Budget?

Requisition #

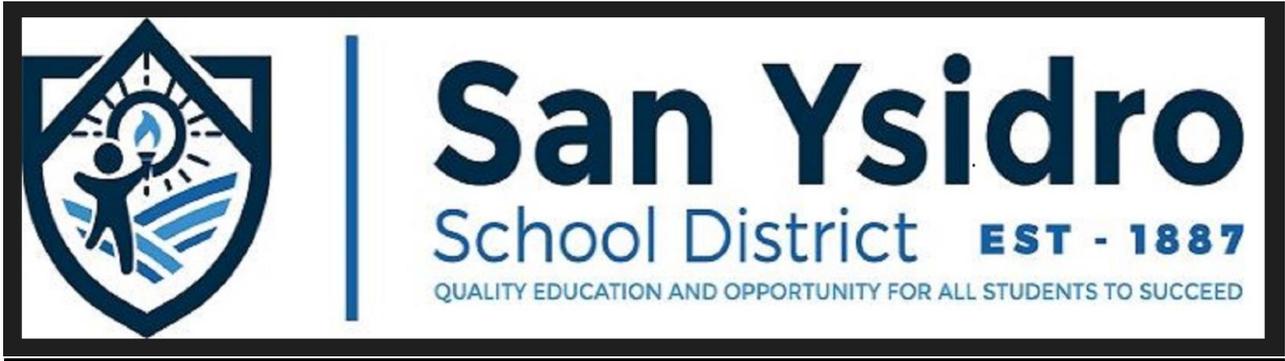
Yes No

Yes No

N/A
(Amount)

N/A
(Name of funding source and/or location)

Recommended for: Approval Denial Certification Requested Yes No



2023-24 Home To School Transportation Plan



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OUR DISTRICT

The community of San Ysidro is a culturally diverse, binational region adjacent to the U.S.-Mexico border. Over 4,400 preschool to 8th-grade students are enrolled in the San Ysidro School District (SYSD). Of these students, 24% are homeless, 73% are socioeconomically disadvantaged, and 54% are English learners. Among our English learners, Spanish is the dominant primary language of our families, and over 18 other languages and dialects are represented within our school community. As a district, we serve an almost 16% student population that qualifies for special education services. The community consists of five elementary schools comprised of transitional kindergarten-kindergarten through 5th/6th grade and two middle schools serving students from grades 6/7 and 8. Additionally, the school district runs a preschool program through our Child Development Center (CDC) at three locations. In addition, we offer Transitional and pre-Kindergarten within the District at selected school sites.

OUR MISSION

In partnership with our teachers and community, the San Ysidro School District is committed to providing a high-quality, multicultural learning environment that promotes academic excellence, social responsibility, and physical and emotional well-being for all students.

BOARD OF EDUCATION

Board President	Board Vice-President	Board Clerk
 Rosaleah Pallasigue Rosaleah.Pallasigue@sysdschools.org	 Irene Lopez Irene.Lopez@sysdschools.org	 Zenaida Rosario zenaida.rosario@sysdschools.org
Board Member	Board Member	
 Rudy Lopez Rodolfo.Lopez@sysdschools.org	 Antonio Martinez Antonio.Martinez@sysdschools.org	

TRANSPORTATION

The Board of Education desires to provide for students' safe and efficient transportation to and from school as necessary to ensure student access to the educational program, promote regular attendance and reduce tardiness. The extent to which the District provides transportation services shall depend upon student and community needs and the continuing assessment of district resources. (BP 3540)

TRANSPORTATION PLAN

Per Education Code 39800.1, the District has developed this plan describing the transportation services it offers students, including how it will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any grades 1 to 8. Educational partners meetings were held on February 24, March 3, 2023, and March 14, 2023. We also consulted families and the San Diego County Air Pollution Control District. The Governing Board shall adopt an updated plan annually on or before April 1, 2023. Transportation Plan reflects San Ysidro School District's Board Policies and Administrative Regulations.

TRANSPORTATION SERVICES

The District currently owns 11 school buses: Seven (7) large buses (60 or more passengers) and four (4) small buses (36 or fewer passengers). In addition, the District owns three (3) passenger vans. These vehicles traveled an average of 104,296 miles in the 2021-2022 school year.

The District currently operates a total of six (6) routes, two (2) of which are NPS routes, serviced by seven (7) bus drivers, three (3) health care assistants, one (1) transportation operations technician, and one (1) mechanic. District transportation staffing may change depending on student needs. The District transports students on an average of 150 field trips each year.

Current District Transportation Resources				
Scenario	# of Bus Driver Positions	# of Van Driver Positions	# of Routes	# of NPS Routes
Current Resources	7	N/A	4	2

PUPIL DATA AND ROUTE MANAGEMENT PROCEDURES

For 2022-23, the District is transporting 298 students and five (5) students to outside entities (NPS). Of these, 46 are experiencing homelessness, 293 are eligible for free or reduced lunch, and 218 are English Language Learners. The Transportation Department shall assign students to buses and bus stops and notify affected schools based on current student transportation eligibility criteria. (BP 3540)

	Current Transportation								
	CDC	La Mirada	OVHS	Smythe	Sunset	SYMS	VDM	Willow	NPS
Special Education	5	10	9	24	0	25	7	8	5
General Ed	2	19	41	4	0	89	26	24	NA
Totals	7	29	50	28	0	114	33	32	5

The District maintains bus route information. Each route shall show the travel route, the pick-up and drop-off locations, and the expected departure time from each location. The criteria for bus route design are to provide a safe route to and from school, minimize miles driven, allow adequate time for schedules to be met, and effectively utilize staff and equipment resources. Bus stops shall only be assigned within the transportation eligibility areas established. (AR 3540(a))

STUDENT ELIGIBILITY

The District prioritizes the transporting of students in Grades TK through 8 grade by doing the following:

- The San Ysidro Elementary School District policy provides that students residing beyond certain prescribed distances from their school of residence shall be eligible for home-to-school bus transportation services. Board Policy 3541. These distances are:
 - Grades TK-6: One (1) mile radius
 - Grades 7-8: One plus one-half (1.5) mile radius, as space allows
- The Governing Board may make exceptions to the Non-Service Zones based on special circumstances
- Establish bus stops at designated locations using criteria established by the California Highway Patrol (California Vehicle Code, including section 22504) and consistent with the recognition of each school's Non-Service Zone
- Require submission of an application to receive General Education transportation service before the beginning of each school year to include home address, school of attendance, grade level, and household income level
- Determine the maximum capacity of bus routes
- Assign students to routes in the following order until the route's maximum capacity is reached:

- Students residing in households with an income level at or below the “low-income” threshold
- Students in grades TK-6 residing in households with an income level above the “low-income” threshold
- Students in grades 7-8 residing in households with an income level above the “low-income” threshold

UNDUPLICATED/PRIORITY GROUP STUDENTS

Our Unduplicated Pupil Percentage (UPP) is approximately 82%. The UPP includes students who are English learners, income eligible for free or reduced-price meals or are in foster care. Nearly 73% are considered socioeconomically disadvantaged, and 54% are English learners. Among our English learners, Spanish is the dominant primary language of our families, but over 18 other languages and dialects are represented within our school community. In addition, we do not charge students for transportation services. The District records, reports, and certifies its unduplicated pupils in CALPADS each year which is summarized and certified in Report # 1.17 – FRPM/English Learner/Foster Youth – Count. This report reflects data as of October of each year.

STUDENTS EXPERIENCING HOMELESSNESS

Almost 24% of our students are considered homeless. Students designated as homeless are monitored and serviced by the Pupil Services department. In addition, our Pupil Services Department works with the family to ensure the transportation of homeless students to and from school. When a student experiencing homelessness resides outside of district boundaries, the Superintendent or designee shall consult with the District of residence superintendent to apportion responsibility and transportation costs. (AR 3541, 42 USC 11432)

STUDENTS WITH DISABILITIES

The San Ysidro Elementary School District desires to meet the transportation needs of students with disabilities, who compose almost 16% of our student population. The District provides appropriate transportation services, at no cost, for a student with disabilities when the District is the student's District of residence and recommended by an individualized education program (IEP) or Section 504 accommodation plan team. The IEP or Section 504 accommodation plan team will collaborate with the transportation department administrator/staff to discuss a student's transportation needs (Policy 3541.2).

WHEELCHAIRS

When a student is transported in a wheelchair, a minimum three-point tie-down is required on the school buses. Wheelchairs should meet National Safety Standards. NSS recommends WC-19 compliance. Each wheelchair will be inspected before transporting a student to ensure it has:

1. Properly operating brakes.
2. Auto-type buckle lap belts permanently attached to the wheelchair frame (not Velcro-type fasteners).

3. Footrests.
4. Batteries attached to the chair in a sealed, leak-proof container (if applicable).
5. No temporary repairs utilizing duct tape, wire, zip ties, etc.

TRANSITIONAL KINDERGARTEN AND KINDERGARTEN STUDENTS

Pre-Kindergarten and Kindergarten students are required to have a designated person at the bus stop to receive them. Pre-Kindergarten and Kindergarten students will be returned to their school of attendance if designated parents/guardians do not receive the student at the bus stop at their scheduled arrival time. The bus driver will notify dispatch, informing the school administration when they return a student to their school. The parent is responsible for picking up the student(s) from the school site. Future transportation privileges may be suspended if a student is returned to school.

SCHEDULED PICK-UP

Students should be at their bus stop five-ten (5-10) minutes before their scheduled pick-up time, form a line, and be ready to board. The driver will instruct students when to approach and board the bus. Since most buses are scheduled for more than one school, on-time departures are essential. Therefore, bus drivers will wait for a maximum of seven (7) minutes after the end of instructional time. If a student arrives at the pick-up location after seven (7) minutes, the student should inform personnel in the school's main office and wait there until parent/guardian arrives. Parents are responsible for picking up students who miss the bus due to being late. If the bus will be late for reasons beyond the bus driver's control (including field trips), the transportation operations technician will inform the school's administration.

STUDENTS DESIGNATED AS "MUST BE MET"

A parent/guardian (or other pre-approved emergency contact) must be at the bus stop to meet any student designated as "must meet." When a pre-approved adult is not present to meet a "must meet" student, that student will be transported to their designated school for appropriate pick-up. Both school and transportation services administrators will contact the family.

FIELD TRIPS

The District may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board Policies and Administrative Regulations.

AUTHORITY OF THE BUS DRIVER

CCR Title 5 Section 14103 indicates pupils transported in a school bus shall be under the authority of the bus driver responsible for the pupils' orderly conduct while they are on the bus. Continued disorderly conduct or persistent refusal to submit to the driver's authority shall be sufficient reason to suspend a student's transportation privileges. The driver shall have the authority to discontinue the operation of a district bus whenever they determine it

is unsafe to continue. (AR 3542) A bus driver shall not require pupils to leave the bus en route between home, school, or other destinations.

The school bus driver or another school official may order any person to disembark if that person enters a school bus without prior authorization and intends to commit a crime. (Education Code 39842; 13 CCR 1256.5)

SAFE BUS OPERATIONS

A bus driver is prohibited from driving a school bus using a telephone or other electronic devices. A school bus shall only be operated if the number of passengers is within the bus seating capacity. No unauthorized person may enter a school bus. The District maintains a comprehensive transportation safety plan. Written safety information shall be provided to parents/guardians of all students who ride the bus. Emergency bus evacuation drills shall be conducted annually.

School bus drivers shall ensure that students are supervised on a school bus, except to perform red light escorts to other students 22112(d) VC, and comply with the legal requirements of collisions and mechanical breakdowns. All school bus drivers shall remain near the school bus.

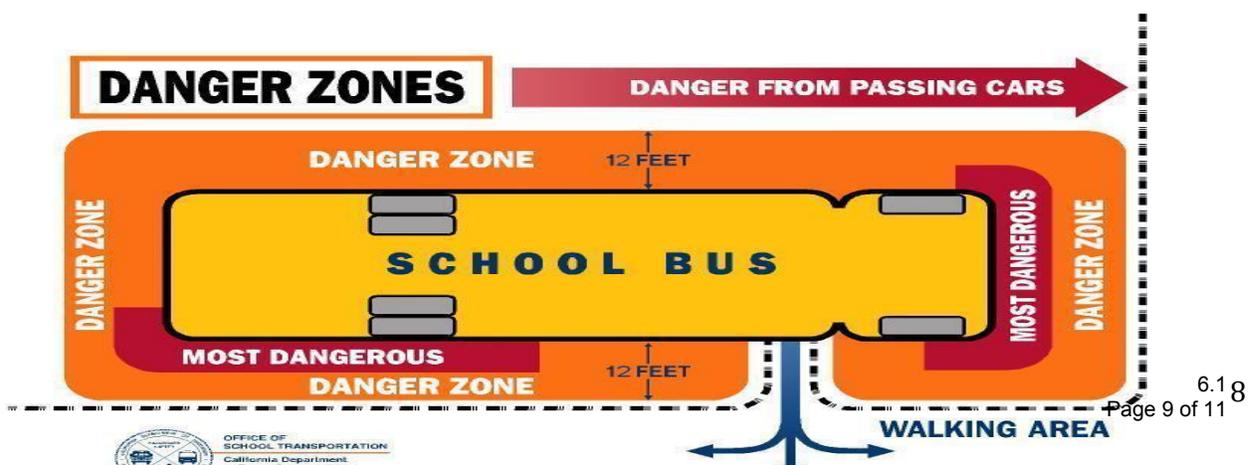
School bus drivers shall perform a “student check” after each route and perform a post-trip inspection and child check upon return to the yard. In addition, the bus driver shall walk to the bus’s rear, checking each seat for sleeping children and personal items left behind by the students on their route. The school bus driver will then scan the asset tag at the rear of the school bus and recheck all seats as they walk back to the front of the school bus.

SCHOOL BUS RULES AND PROCEDURES

Parents/guardians of students who receive district transportation are given a copy of student rules related to bus safety. The bus driver will notify pertinent school administrators when a student violates transportation-related rules. In collaboration with site administrators, district staff may suspend transportation privileges for repeated or severe violations of district transportation rules.

DANGER ZONE AROUND BUSES

At the beginning of each school year, transportation department staff will visit schools to inform all students of the area surrounding the school bus called the Danger Zone. The Danger Zone is the area extending twelve feet in all directions from the school bus in which serious student injuries and deaths occur. When the students board the school bus, they must follow the routes shown in yellow on the Danger Zone illustration. This places them within view of the school bus driver at all times.



PASSENGER RESTRAINTS

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers must be appropriately restrained by that system before the school bus is put in motion. School bus drivers shall be informed of procedures to ensure that all passengers are restrained reasonably. *(Title 5 CCR Section 14105: "All passengers in a school bus or in a school pupil activity bus that is equipped with passenger restraint systems per sections 27316 and 27316.5 vehicle Code shall use the passenger restraint system...")*

The school bus driver shall ensure that all student passengers are correctly restrained. Students will receive instructions on properly using the passenger restraint system during the annual emergency evacuation drills. Before the operation, all school bus drivers shall inspect the passenger restraint system currently available on each bus as part of the pre-trip inspection to ensure that all students are protected to the maximum extent. (VC 27316 (c)).

EMERGENCY EQUIPMENT

Each school bus shall be equipped with a first aid kit, roadside warning devices, and at least one fire extinguisher in the bus driver's compartment, which meets the standards specified by law. Each bus driver shall ensure that the school bus they are operating is properly equipped with the necessary emergency equipment based on school bus type/size and is in good working order. The fire extinguisher(s) must be appropriately rated as required by law.

PROCEDURE FOR SCHOOL BUS INCIDENT

In case of a school bus incident/collision, the school bus driver shall immediately secure the school bus and ensure the appropriate authorities are to be notified of the event (911/CHP/SDPD/SDFD). Dispatch will contact the CHP if students are present. Dispatch will notify the Assistant Superintendent or Superintendent. The Assistant Superintendent will notify the Superintendent, the Chief Business Official, and the principal. The CHP officer investigating the scene will determine when the school bus and the students will be released. Students will only be released to their parents/guardians.

EVACUATION AND SAFETY INSTRUCTION

In compliance with the California Education Code, Section 39831.5 (a) (2): All students will have at least one bus evacuation training drill every year. The bus evacuation drills will occur, including school loading zones, under the supervision of safety and training personnel and school officials. Each time a bus leaves a school on an activity trip, the driver will provide students and teachers instructions for emergencies, including emergency exits, the first aid kit, and the fire extinguisher location.

LOST OR FORGOTTEN BUS PASSES

Students who forget or lose their bus pass may board the bus. However, we ask that parents/guardians contact the transportation operation technician, Joanna Velasco, at 619-428-4476 x3058 or joanna.velasco@sysdschools.org as soon as possible.