



**Minutes of Open Work Session
Westover, Maryland
February 7, 2018**

TIME: 12:10 p.m. Location: J.M. Tawes Technology & Career Center

PRESENT: Board Members: Chairperson Warner Sumpter, Vice Chairperson Margo Green-Gale, Mr. Troy Brittingham; Superintendent Dr. John B. Gaddis; Deputy Superintendent, Mr. Tom Davis, Director of Schools, Mrs. Tracie Bartemy, and Recording Secretary Melissa Tilghman. Mr. Michael Bartemy, Supervisor of Student Transportation, was also present for the meeting.

ABSENT FROM THE MEETING

Board Members Mr. Robert Wells and Mrs. Penny Nicholson

STUDENT TRANSPORTATION, POLICY #200-18

Dr. Gaddis, Mr. Davis and Mr. Bartemy presented revisions to the Student Transportation Policy, #200-18 for the Board's review and discussion. The Open Work Session also provided the bus contractors the opportunity to be present for the discussion, listen to the proposed changes and provide input on the revisions.

- Dr. Gaddis reported that all new bus contracts must be signed prior to June 15.
- Mr. Davis provided the following updates and comments:
 - Language within the student transportation policy has been revised to reference the appropriate appendices
 - School bus repair shops will be informed that preauthorization from the Supervisor of Transportation and Operation is required before maintenance repairs can be done on SCPS buses in an effort to not cause disturbance to the Zonar Software Program.

Mr. Henry Ward, bus contractor, questioned the rationale for tracking buses when they are working secondary jobs, unrelated to SCPS students. Bartemy informed him that the system is focused on protecting the students, not secondary bussing jobs.

- Chairperson Sumpter stated that legislatures continue to question student transportation costs and hopefully this program will answer auditing questions and concerns.
- Mr. Bartemy reported that Zonar Software System installation language will be added to the Student Transportation Policy. The Zonar Program is a software system that will electronically track the pre and post op bus inspections, speeding, bus substitute identification, and the daily manifest log. If data from the manual log and the Zonar do not match, that route will be audited in order to find the rationale for the discrepancy.
 - Board Member Brittingham requested that the Zonar Auditing Language be inserted into the Student Transportation Policy and that bus contractors be given proper training of the software program before it is implemented.

Dr. Gaddis informed the Board that implementation of the software is pending on the approval of the student transportation policy. He stated that the software will not go live until the policy is approved.

Bus Contractor Concerns:

- Bus contractors expressed concern about not being given proper notification of the implementation of the Zonar Program.

Mr. Bartemy responded that the Zonar Software was funded by a State grant and it was a short turn around time to apply. The grant funds up to 90% of the Zonar installation costs. Mr. Bartemy informed the Board that letters to bus contractors were mailed November 14, 2017 informing them that the Zonar software will be installed on their buses.

- Authorization to access Zonar information and videos

Chairperson Sumpter informed the contractor's that the State requires the Board's permission to review videos and school bus recordings and violating that requirement could serve as a security issue with SCPS students.

Chairperson called at recess at 1:30 p.m. and reconvened at 1:45 p.m.

- Upon reconvening in the Open Work Session, Mr. Bartemy shared a presentation introducing the Board to the Zonar Software Program. He explained that each bus has a numbered hockey puck button press and each contractor will have access cards that the driver can scan before operating the school bus. The actual GPS is located on the bus. The hockey puck is the

vehicle's identification number and will be used to help driver's with their pre and post trip inspections.

After continued discussion and completion of the presentation, the Board concluded that once revisions are made, the revised policy will be submitted at the February 20, 2018 Board meeting.

ADJOURNMENT

With no more business being brought before the Board, a motion was made by Board Member Brittingham, seconded by Vice Chairperson Green-Gale and passed 3:0 to adjourn the meeting at 2:15 p.m.

Dr. John B. Gaddis, Superintendent of Schools
Prepared by Recording Secretary, Melissa Tilghman

Brigadier (Ret.) General Warner I. Sumpter
Board of Education Chairman