Ms. Joy Maloney, Chair

Thursday, April 26, 2018
8:30 a.m.
Administrative Office Building
Room 101D

Committee Members Present:
Ms. Joy Maloney, Committee Chair
Mrs. Debbie Rose

Additional School Board and Staff Members Present: Mary Kealy, Kevin Lewis, Clark Bowers, John Lody, Brian Stocks, Michael Brown, Bonnie Flippo, Ed Breslauer, Loree Winslow, Angel Sager

1. Approval of Draft Minutes
   Debbie Rose made the motion to approve the Draft Minutes from the April 10, 2018, Student Support and Services Committee meeting. Joy Maloney seconded the motion. The motion was approved 2-0-0, 1 absent.

2. Public Comment
   Mike Brittingham spoke regarding child care transportation
   Nancy Yu spoke regarding policy 8115
   Cory Brunet spoke regarding policy 8115
   Madeleine Gilad spoke regarding policy 8115
   Shye Gilad spoke regarding policy 8115
   Kristin Quirk spoke regarding walk zones

3. Walk Zone Update
   Mr. Kevin Lewis, Assistant Superintendent, Support Services
   Mr. Michael Brown, Director, Transportation

   Mr. Lewis noted that as part of Transportation’s communication outreach, an update for Walk Zones was being provided. The PowerPoint presentation is posted on the LCPS website at https://www.lcps.org/Page/86357. He introduced Michael Brown, Director, Transportation. Mr. Brown went through the Walk Zone presentation. He noted that the annual review of the walk zones affected 177 students for the 2018-2019 school year. Mr. Brown stated the projected number of walkers will be approximately 17,150 students and 67,934 students will be bus riders. Ms. Maloney noted the Eagle Ridge Middle School evaluation and asked if it included the left side of the street excluded from last year’s evaluation. Mr. Lewis responded that the Eagle Ridge evaluation was in fact the left side of the street from last year’s evaluation. Ms. Maloney requested staff go through each of the maps that showed the areas included in the evaluations. Mr. Brown went through each individual map. Committee members and Staff discussed each of the maps. Discussion occurred regarding the Potomac Falls High School area. Ms. Maloney requested staff look into the evaluation of the Potomac Falls area and come back to the Committee with more information. Mr. Lewis agreed.
that staff would look into the concerns and reminded the Committee the evaluation for the Potomac Falls High School area only affected high school students.

4. **Day Care Transportation Practices**  
Mr. Kevin Lewis, Assistant Superintendent, Support Services  
Mr. Michael Brown, Director, Transportation

Mr. Lewis shared that Transportation has worked closely with DDI to incorporate, in ParentVue, a system in which parents/guardians can request transportation to daycare establishments. The PowerPoint presentation is posted on the LCPS website at [https://www.lcps.org/Page/86357](https://www.lcps.org/Page/86357). The system will help obtain accurate records and assist with the optimization of AM and PM stops. The new process, in ParentVue, will assist in increasing the efficiency and help alleviate complaints in regard to bus overcrowding. Mr. Lewis stated currently some of the requests are coming from the school directly to the drivers. The automation of the requests are to allow the parents/guardians, not businesses, the opportunity to request transportation to/from daycares. Mr. Lewis introduced Mr. Michael Brown to present the information. Mr. Brown went through the presentation and explained there are currently over 600 students that are transported to daycares via LCPS transportation. He added this service is allowed through Policy 6210 Section G. 4. "At No Cost." Parents/guardians, daycares and schools have been notified that in accordance with Policy 6210, parents/guardians must request the daycare stops. Mr. Brown noted that during the first few weeks of school, every effort will be made to conditionally approve requests with the “at no cost” provision. As runs are developed, the conditional approvals will help identify requests for daycare transportation service. Mr. Brown went over examples of the various types of responses that a parent/guardian might receive. Daycare stop application requests will begin June 22, 2018 and conclude July 13, 2018. July 19-30, 2018, bus runs will be developed and final head counts will be established. By August 10, 2018, bus information will be loaded into ParentVue and on October 1, 2018, the daycare transportation requests will be revisited. Mr. Lewis reminded the Committee during the first few weeks of school ridership changes within Transportation are numerous. After the first 30 days, Transportation will be able to populate empty seats and comply with parent requests. Mrs. Rose stated she was surprised this service is available to businesses, such as daycares, and still allows for efficiency and decreased bus time. She questioned criteria regarding the attendance zone restriction. Mr. Lewis explained the criteria was the school attendance zone not the bus zone. Ms. Maloney questioned how the costs were measured. Mr. Lewis answered that both distance and time on the bus were measured. Ms. Maloney asked how much advance notice is given for a transportation change. Mr. Brown answered three days advanced notice was given. The notice would initially be conditional and a final notice would be given further out. Ms. Maloney questioned if three days was enough time. She also addressed the five days a week continuous expectation to daycares. She offered scenarios that students would possibly attend daycares on Monday, Wednesday and Friday and go to a different location on Tuesday and Thursdays. Mr. Lewis replied that specifically to daycare transportation, the request needed to be five days a week. Ms. Maloney stated there were too many different situations that parents/guardians may have that will not meet the five days a week requirement and could cause a hardship to many families. Mr. Lewis stated it really was no different than the past requirements. This process is allowing a way to record and track the requests. He explained transportation would be provided as long as there was an available seat, at no cost, and the bus was traveling by the daycare establishment. Mrs. Rose stated that the efficiency of transportation, new student enrollment needed to be taken into consideration and providing buses to daycares was a convenience. Ms. Maloney asked how many students do not have the same requests five days a week. Mr. Lewis stated staff did not currently have that data. Ms. Maloney asked if staff could check with the principals. Mr. Lewis stated there was not one person at each school that could answer that question. That LCPS has in place a “pass process” and includes teacher, administrators and secretaries in the issuing of the passes. Ms. Maloney would like staff to open the requests up to exceptions and after requests are initially denied, look at
each request and do not limit the requests to five days a week. Mr. Lewis stated staff would reevaluate the wording of the criteria and bring it back to the Committee. He added he appreciates that ability for staff to initially deny requests.

5. **Proposed Transportation Policy Revisions: Policy 6215; 6220**

   Mr. Kevin Lewis, Assistant Superintendent, Support Services  
   Mr. Michael Brown, Director, Transportation

   Mr. Brown presented the revised Policies 6215 and 6220. Mr. Lewis noted that the policies were presented at the Committee last fall. That both policies combined previous policies into each of the new policies. Ms. Maloney questioned the Wireless Communication Devices in Policy 6215. Mr. Lewis noted that bus drivers were to use their 2-way radio devices and not wireless devices while operating the bus. Mrs. Rose moved that Policy 6215 go before the School Board as an information item and recommend the policy for approval. The motion passed 2-0-0, 1 absent.

   Mrs. Rose moved that Policy 6220 go before the School Board as an Information item and recommend the policy for approval. The motion passed 2-0-0, 1 absent.

6. **Proposed Pupil Services Policy Revisions, Chapters 5 & 8:**

   Pupil Services Staff

   Dr. Clark Bowers, Director, Student Services highlighted the revised Policy 5035, Expunging Middle School Students Grades. Mrs. Rose recommended Policy 5035 go before the School Board as an information item for approval as amended. The motion passed 2-0-0-1 absent.

   Dr. Bowers also highlighted the revised Policy 5040, School Counseling Services – Elementary, Middle, and High School. Ms. Maloney recommended the policy be brought back with regulations.

   Mr. John Lody, Director, Diagnostic and Prevention Services, highlighted the revised Policy 5025, Guidelines for Standardized Testing on Certain Days. Mrs. Rose recommended that the former Policy §5-4 go before the School Board as an information item for removal. The motion passed 2-0-0, 1 absent.

Meeting was adjourned at 9:55am