

**CHARTER**  
**SCHOOL BOARD TRANSPORTATION TASK FORCE**

**PURPOSES**

The School Board Transportation Task Force will offer community perspectives as input to the conduct of the transportation reengineering analysis. The Task Force will also generate a report that provides the results from the following tasks:

1. Assess the transportation reengineering options and their implications for the community:
  - a. No change (+ safety assurance)
  - b. Baseline – assets required to achieve Board-approved transportation performance parameters that will guide system reengineering
  - c. Baseline & bell schedule
2. Identify the plusses and minuses in adjusting parameters and bell schedule alternatives – from the Task Force’s perspective, what are the limits of community acceptability?
3. Draw any lessons learned from other community studies or “best practice” processes used by other jurisdictions.
4. Recommend solutions, as the Task Force may desire, to problems identified during the conduct of the study.

**BACKGROUND**

The FCPS Office of Transportation Services will re-engineer bus routes to reduce operational risk and to address minimum service levels not currently being accomplished. In addition, transportation bell schedule alternatives will be considered with a focus on possibly changing school start times particularly for high schools. In this regard, the SB believes that later start times would be beneficial, and seeks the best alternatives for achieving them; the “how” and “at what cost” are, however, the key constraints.

The project will be staffed by existing experts within the office who will be pulled from existing assignments and possibly with support from external consultants. The project will be funded by the monies set aside by the School Board for this purpose in the FY 2008 budget.

The exact parameters that will be used to re-engineer the system need to be identified and agreed to by the School Board prior to beginning actual development of a new bell schedule, bus routes, etc. To this end, the School Board establishes this Task Force to obtain input from interested and knowledgeable constituencies and stakeholders about the School Board’s assessment of parameters. The Task Force will help the School Board and staff confirm or validate the project parameters before the technical work begins and offer an assessment of the recommendations coming out of the study.

**ORGANIZATION**

1. The School Board Transportation Task Force will be appointed by the School Board, consist of up to 70 members and have representation from the groups identified in Table 1:
2. A Chair and Vice-Chair will be selected by the School Board chairman from the Task Force membership and in consultation with the full Board.
3. The School Board Chairman will be the School Board liaison to the Task Force.

**PROCEDURAL MATTERS**

1. The Task Force will be supported by a professional facilitator.
  2. A meeting schedule will be established by the Task Force at its inaugural meeting.
  3. The Task Force will develop “rules for engagement.” Rules will include, as a minimum, the following:
    - Task Force members must attend at least 50% of the formally called meetings in order to vote on any decisions to be acted on by the Task Force.
    - The Task Force Chair is the official spokesperson for the Task Force; but no member, including the Chair, will represent themselves as speaking for the School Board.
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- All meetings must have a formal agenda that is publicly available at least three days prior to the schedule meeting.
  - All Task Force meetings will be open to the public.
  - Public input to the work of the Task Force will be welcomed, according to procedures approved by the Task Force.
4. Subgroups will be used to facilitate the Task Force's work.

**SCHEDULE**

The transportation reengineering study will meet the following schedule. The Task Force will therefore complete its work by the end of January 2008.

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|---|-----------|------|
| 1. Task Force convenes  | September | 2007 |
| 2. Task Force completes report  | January   | 2008 |
| 3. Board engages the community on parameters  | February  |      |
| 4. Staff analyzes, designs, and estimates costs<br>("80% solution," not specific bell schedules for specific schools) | May       |      |
| ▪ Board engages the community on design and specific implications   | July      |      |
| ▪ Options conveyed to the Board   | August    |      |
| ▪ Board makes decision  | October   |      |

**Table 1. Transportation Task Force Membership**

Membership Category or Group	Number
▪ Parents-School Board Appointees (2 parents each)	
▪ At-large [MS, ES]	6
▪ Braddock, Lee, Mount Vernon [Secondary, ES]	6
▪ All Other Districts [ES, Other]	12
▪ Students (SAC selected)	3
▪ Teachers [One from each of the 3 teacher organizations and 4 appointed by the Superintendent from each school level; one of which will be an after-school curriculum sponsor]	7
▪ Principals (5) [As designated by the principals' associations]	
▪ Secondary	1
▪ High	1
▪ Middle	1
▪ Elementary	1
▪ Special Services Center	1
▪ Academy Administrator	1
▪ TJHSST Administrator	1
▪ Alternative Schools Administrator	1
▪ Student Activities and Athletics	1
▪ After School Programming	1
▪ Safety and Security	1
▪ Athletic Coaches	2
▪ Bus Driver (from Bus Drivers Association)	1
▪ ACSD	1
▪ County transportation staff	1
▪ Police Department (2)	
▪ Crossing Guards	1
▪ Youth Services	1
▪ Gang Prevention Coordinator	1
▪ SACC	1
▪ Recreation and Parks	1
▪ Park Authority	1
▪ FCCPTA	1
▪ Athletic Council	2
▪ Federation of Citizens Association	3
▪ After-school small-business employers (Selected by Chamber of Commerce – 1 County/1 Other)	2
▪ SLEEP	2
▪ After-school community groups (Boy and Girl Scouts)	2
Total	68