

Building, Grounds & Safety Committee

Subject: Meeting Notes – 9/19/14

A meeting of the Building, Grounds and Safety Committee for the Holmdel Board of Education took place on September 19, 2014. Below are the results of that meeting.

Attendees:

- Joe Hammer
- Robin Wetmore
- Chiung-Yin Liu
- Dennis Pavlik
- Barbara Duncan
- Michael Petrizzo
- Joe Scala

Agenda/Notes

- Transportation
 - Background Checks – Background checks on bus drivers have been reviewed and are kept on file and updated as required in District offices
 - Late Buses in First Week – Multiple issues with transportation on first few weeks of school but most were around the new Dog bus run which was to the non-public schools and run by the Durham Bus Company.
 - Bus company did not do a dry run and multiple drivers were unfamiliar with the run and late in driving the route
 - Two bus drivers were removed, one because of behavior and one because of appearance
 - The third driver, George, seems to be doing well
 - Joe Scala contacted parents on the route directly and addressed their issues personally
 - The district also arranged for a back up bus to run the line until the Durham bus company proved that they would run the bus line properly
 - The company has been put on notice
 - Holmdel Police Dept has performed safety reviews on concerns raised and has provided determinations/recommendations to the district.
 - Officer Philhouser was extremely helpful and worked closely with the district leadership. He has been “awesome” according to Joe Scala and the B&G team. His help and the Holmdel Police Department’s cooperation is much appreciated.
 - Lori Bus Driver Issue
 - A bus driver replacement was requested after a parent complained and the district could not resolve the issue with the parent and bus company.

- The district requested the company change drivers
 - The district does have an ability to request change of drivers . The company is in the process of making the adjustment.
 - Communications - The Transportation and extended team has taken several actions to address some of the communications issues that occurred with the first week of transportation
 - Cards were mailed out late due to the last non-public bus line being bid and arranged so late
 - The database that was pulled initially to make the calls had incorrect data in it and this resulted in differences in the mailings and the calls that we made. Multiple calls resulted to correct the errors
 - Many parents complained about calling and getting voicemail and then not being able to leave a voicemail because it was full
 - The administration doubled the capacity of the voicemail system for transportation
 - Phones will be covered from 6:30 am to 5:00 pm or until the buses are back in the depot
 - In the future, emails will be sent to any impacted bus runs
 - Joe Scala will be going to training on TransFinder to get up to speed on the software
 - The committee asked for an overview of the systems and databases for Power School, School Messenger and TransFinder to understand how they are inter related as well as an overview of the policies and procedures for updating the various databases
- ROD Grants Project Update
 - HS Roofing project is in final stages and was delayed because of a special order for metal capping for the edge of the roof. Expected to be completed by 9/26/14
 - HVAC system at Indian Hill is going through bid specs now with the architect. Plan is to complete the project over the winter break.
- WR Satz School Parking Lot Update
 - Traffic flow in Satz and the High School has been much better this year with the signage and barriers in the Satz parking lot.
 - Again, many thanks to Officer Philhouser and the Holmdel Police Department for their help in reviewing the traffic flow.
 - The district will also work with HPD on the possible left turn signal at the high school
- District Fuel Tanks
 - The percentage of fuel station usage is Holmdel Township 91% and Holmdel School District 9%
 - Evaluating options and costs with B&F Committee and the Holmdel Township
- Facilities Use Requests
 - Approved new Facilities Use Requests

- **Next Meeting:** Thursday 10/23/14 at 11:30 am