

Work Session will begin 15 minutes after adjournment of the Business Meeting.

1. Transportation Update and Overview 2
Carrie Johnson, Director of Transportation
2. Superintendent Search 5
Helen Bassett, School Board Chair
3. Board Topics
Helen Bassett, School Board Chair
 - A. Board Self Evaluation
 - B. Homework from Summer Professional Development
 - C. Board Budget
4. New Business/Old Business
 - A. Bargaining Statute and Board Authority - Negotiations
Caroline Long, School Board Director



To: School Board
Re: Transportation Update
Date: October 2, 2023

Transportation Department updates and information:

Route update:

As of 9/26/23, Robbinsdale Area Schools transportation has:

- 83 total bus routes
 - 71 regular education routes
 - Added 5 buses at the beginning of the School Year
 - 12 Special Education routes
- There are an addition 70 van routes
 - Removed VPK & ECSE middays from vans (this does not decrease the van count)
 - McKinney-Vento students increasing over last year at this time we had 95 students and currently we are at 177
- We continue to remove students from dead stops,
- We have added students that have opted back in for transportation
- We are working with schools in the am and pm to ensure that the buses are getting out of the school lots when they need to.
- We feel we are now at the actual student bus-rider level that will be consistent for the school year, and are over the large influx of students that register in the first weeks of school. This will allow us to focus our energies on fine-tuning routes going forward.

Staffing update (as of 9/26/23)

- 91 Durham drivers and 3 district drivers and education assistants (EAs)
- 4 testing Week of Oct 2-Oct 6
- We will need to continue to hire so that we can cover the call offs, driver's feeling unsafe, unexpected medical concerns when medical cards come up for renewal (new high blood pressure monitoring, sleep studies, AIC) requirements, add 7 Sped Routes so we can reduce the amount of Vans being used and to add reg ed buses if there is a need to help with efficiency



To: School Board
Re: Transportation Work Session Overview
Date: Oct. 2, 2023

Transportation Department updates and information:

RFP/RFQ process (note: portions of this process must adhere to state statute):

- District team convenes and holds a series of meetings to determine the content of the RFP/RFQ based on the decisions listed below
- Delivery of proposed RFP publication to the business office 10 calendar days in advance of publication's printing deadline
- Two week publication (one time per week for two weeks)
- One week from the last publication is the due date to receive RFP/RFQ responses
- Awarding of the contract

Decisions that need to be made PRIOR to issuing an RFP:

- Will we continue to purchase regular education and special education (SPED) buses?
 - How many and what type?
- Will we need to invest in energy storage for the fleet if we pursue renewable energy sources?
- Bus garage plans and proposed timeline?
- Length of contract (desired / allowed by law)?
- As a district are we ready for more than one company fulfilling the district's request for transportation?
- Do we make changes to FAIR Pilgrim, FAIR Crystal, RSI or SEA?
 - Will FAIR Crystal go to middle school times?
 - Will FAIR Pilgrim, RSI, SEA continue at their current times?
- SPED transportation in house?
- Will routing be part of the contract?

Options:

- **Option 1:**
 - Week of Oct. 16, 2023: decisions that need to be made prior to issuing a RFP/RFQ
 - Week of Oct., 23, 2023: finalize RFP/RFQ
 - Week of Nov. 13 and Nov. 20, 2023: notice
 - Week of Nov. 27 and Dec. 4, 2023: publication
 - Week of Dec. 11, 2023: bid opens at 10 a.m. on Dec. 14, 2023
 - Week of Dec. 18, 2023 and Jan. 8, 2024: discussion of RFP/RFQ bids received
 - Week of Jan. 22, 2024: award contracts
 - The district will notify the current contractor by Jan. 22, 2024, of their desire to extend the existing agreement.



- **Option 2:**

- District invests time in developing a plan, and coming to a consensus on the above decisions with the intent of going out for RFP on Oct. 7, 2024.
- We would renew Durham's contract for the 2024-25 school year.
- Week of March 18, 2024: decisions that need to be made prior to issuing a RFP/RFQ
- Week of May 12, 2024: finalize RFP/RFQ
- Week of Oct. 7 and Oct. 14, 2024: notice
- Week of Oct. 21 and Oct. 28, 2024: publication
- Week of Nov. 4 2024: bid opens at 10 a.m. on Nov. 7th, 2024
- Week of Nov. 10, 2024: discussions of RFP/RFQ bids received
- Week of Nov. 18, 2024: award contracts

Memorandum

**To: Robbinsdale Area Schools Board of Education
Assistant Superintendent, Marti Voight**
From: Board Chair and Vice Chair
Date: October 3, 2024
Subject: Superintendent Search Plan, Discussion and Update

Recommendations For Board Planning & Action Items Superintendent Search

Phase I

1. Sep 18, 2023 Board Meeting - Board Actions
 - a. Acceptance and approval of Superintendent Engstrom's Separation Agreement
 - b. Assistant Superintendent Voight states she will act as Interim Superintendent with plans to retire in June 2024
 - i. Chair - requested prior interim superintendent contract for comparison purposes
 - ii. Interim Superintendent contract will be retroactive to Sep 19, 2023
 - iii. Agenda Setting September 22, 2023 discussion should assistant superintendent be filled. **SUGGESTION:** Board reserves the right to hire a temporary assistant superintendent.
2. Timing for Superintendent Search
 - a. Chair Recommends strategy for securing Proposals from Search Firms
 - i. [Valerie Milinkovich](#)- RAS Purchasing Director requested to send RFP documents to chair and vice chair detailing prior boards processes and documents. 9/18.
 1. Val noted that she did not have the data and was going to reach out to Molly??
 - ii. Director Bowman - volunteered to research & vet firms
As the resources come to Chair, Vice Chair or any director. Provide packet of any research to directors as part of Phase II.
3. Board review the overall board budget to support the search and related activities at October 16 work session.

Phase II

- October 3 work session Discussion
 - Review Board Budget
 - RFQ/RFP Transportation Specialist Develop Contractor
 - Hire Search Firm
 - Professional Dev. Facilitate Board Eval Nov.?
 - Leatherman survey – Tech Levy other referendums
 - Schedule Keys Summer Homework for Nov/coincide
- October 16 business meeting consider adjustments to board budget
 - Board facilitated session on November 18, 2023 with regarding Superintendent attributes, qualifications, and responsibilities/goals need board vote at October 16 meeting.
- Consider District Fund Balance Target (Budget adjustment implications)

Phase III

- Choose Search Firm by Nov 17, 2023
 - a. Board facilitated session on November 18, 2023 with regarding Superintendent attributes, qualifications, and responsibilities/goals need board vote at October 16 meeting.
 - b. Schedule stakeholder sessions for input on attributes, qualifications and responsibilities/goals. Jan. - March, 2024
 - i. Factoring Winter and Spring breaks.
- 4. Target date of February - March 2024 for new Superintendent announcement