**Board Memo**

**DATE:** 9/14/2023

**AGENDA ITEM DETAILS:**

**School/Department**

Transportation Department

**Product Vendor or Grant Issuer**

Assistant Director of Transportation

**Product or Grant Name**

Request for an additional Assistant Director of Transportation

**Date/Term (Beginning and End Dates/Year)**

9/14/2023

**APPLICABLE BOARD POLICY & STRATEGIC PLAN GOAL:**

Goal 2: Boone County Schools will develop strategies to recruit, retain, and develop a diverse workforce that aligns with the dispositional and instructional philosophies of the district, in order to provide every student with a world-class education.

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

A discussion of the need for an Additional Assistant Director of Transportation was held during the 8/30/2023 Board workshop and during the 9/6/2023 Budget Committee meeting. All attending members of the Budget Committee voted to move forward with taking this request to the Board for approval.  
  
Rationale for request: Student transportation needs have grown without the addition of staff. No new positions have been added to the Operations Department in 6 years. In addition to the transportation of students to our 27 schools, transportation is also provided for special programs such as Ignite Institute, Homebuilders, Rise Academy, transportation of displaced students under the McKinney Vento Act as required by Federal mandate, transportation of parochial school students and community use of district transportation when possible. This position would manage the logistics division of transportation under a restructuring of duties. This would include managing MyView bus application, helping oversee routing of buses and scheduling; along with other duties to be assigned by the Director to enhance the function of the entire department. Currently, the Director and Assistant Director cover a workday of approximately   
5:00 am to 6:00 pm not including special trips in the evenings and weekends. Supervisory personnel are needed to oversee increased staff demands due to driver shortages and scheduling to cover routes, addressing needs during winter months that include start teams, lot management, road condition evaluation both in mornings and evenings, and potential weekend events. Additional support needed for incidents such as early dismissal, reunification events, accident response and investigations. The addition of a new Assistant Director would help in all of the previously mentioned duties.

The cost of this position would range from approximately $58,171.00 with a -0- experience step to $78,380.00 at experience step 15. \*\*only 15 years of experience is credited. These numbers do not include benefits which could vary depending upon the options chosen by the employee.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$58,170.00-$78,380.00

**Funding Source**

General Fund

**\*If more than one funding source, list below along with amount or percent for each source**

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

**RECOMMENDATION:**

I recommend the Board approve the request for an additional Assistant Director of Transportation, as presented.

**CONTACT PERSON: (submitter)**

Kim Best, Assistant Superintendent of Operations