

**SOUTHTECH CHARTER ACADEMY, INC.**  
**SOUTHTECH PREPARATORY ACADEMY, INC.**  
**STA/STPA Governing Board Transportation Workshop Minutes**  
**January 31, 2022**

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**1. Opening of Meeting**

- a. Call to Order at 6:00 PM**
- b. Pledge of Allegiance**
- c. Roll Call**

Present: Roger Dunson (electronically), Russell Feldman, Diane Heinz, Dan Heller, Suzanne Nicolini, James Notter, and Tony Robinson

Absent: Ayesha Edmond, Christina Grenga, and Robert Kesten

- d. Open Meeting Act Statement**
- e. Procedures for the Workshop**

**2. Presentation of SouthTech Schools student transportation options – Carla Lovett**

**1. Executive Summary/Background**

**1. History of SouthTech Student Transportation**

- 1. 2003-2013 – contracted with the school district
- 2. 2013-present – A&S Transportation

**2. Current Transportation Funding & Budget**

**3. Current Status**

- 1. 3 buses running 2 trips each morning and afternoon at the high school
- 2. Depot Stops
- 3. Overcrowded buses
- 4. Communication issues with A&S transportation
- 5. After Care
- 6. Students withdraws due to transportation issues
  - 1. Prep - 32
  - 2. Academy - 37

**2. Student Transportation Options**

**1. Contracted Services**

**1. Three companies**

- 1. A&S Transportation (current)
- 2. School District Services
- 3. Maranata School Bus Service

- 2. None of these companies include field trips, clinicals, other extras
- 3. Two of the companies want to park buses on our properties.
- 4. All three companies have annual percentage increases.
- 5. There are trust and control concerns with contracting.

**2. Establish our own Student Transportation Department**

**3. Research**

- 1. Mr. Robert Manspeaker, Director of Student Transportation, FLDOE
- 2. Mr. Donnie Carter, Director of Student Transportation (retired), Broward Co. Schools
- 3. Mr. Shawn Arnold, Attorney

4. Ms. Sue Newport, Egis Insurance Agent
5. Ms. Kristin Radesca, Matthews Bus Company
6. PJ D'Aoust, Director of Charter Schools, SDPBC (& District Transportation Office)
7. Joined the Florida Association for Pupil Transportation (FAPT) and Mr. Tim Brown attended the FAPT conference on January 20-21
8. Mr. Daniel Barone, Director of Student Transportation, Palm Beach Maritime Academy
  1. Only charter school with their own Student Transportation Department
  2. Pros and Cons of operating a Student Transportation Department
4. Organizational Structure
  1. Our Transportation Department should operate as a component of our existing schools – not as a separate LLC
    1. Sovereign immunity
    2. Insurance coverage
5. Equipment (buses)
  1. Now:
    1. Used Buses through Matthews Bus Company (state contracted vendor)
    2. Start with 16 buses (12 running routes and 4 spares) - \$35,000/bus
    3. Buses
      1. 2013 model or newer
      2. AC and other upgrades
      3. delivered with full DOE inspection complete.
      4. Tag and title work complete
      5. "SouthTech Schools" on each bus.
      6. A separate warranty is available for purchase if desired
  2. Future:
    1. Buy (finance) or lease 2 new buses each year to add to fleet (and spares) and/or begin replacing used buses.
    2. New buses with desired upgrades cost approximately \$125,000 each.
    3. New buses ordered today would not be delivered until November or later
    4. All orders for new buses need to be placed one year in advance of desired delivery.
6. Drivers/Staffing
  1. Drivers
    1. Hire 13 (12 drivers, 1 substitute)
    2. Direct Hires
    3. Full Time with benefits
    4. Exceptional Pay
    5. Part of the SouthTech family
  2. Driver Qualifications
    1. Strive to hire only experienced drivers
    2. Certifications required: CDL Class B with P&S Endorsements

3. Other Transportation Staff
  1. Transportation Manager
  2. Coordinator/Dispatcher
  3. Current staff will assist
  4. No Aides required on buses
4. Mechanic
  1. Contracted Vendor
7. Insurance
  1. Auto Physical Damage and Auto Liability
  2. Worker's Comp
  3. Drivers would be covered under all our other policies, just as other staff members
  4. Upgrade from basic to catastrophic student accident policy
8. Facilities/Security
  1. Now:
    1. Park buses at Prep or Academy
    2. Use existing space for transportation office
  2. Future:
    1. Lease parking area - potential partnership with PBMA
    2. If necessary, move transportation office off-site
  3. Security:
    1. Buses lock, need to be in fenced area, possible security camera monitoring
9. Fuel and Maintenance
  1. Fuel:
    1. Buses are diesel
    2. State average for diesel is \$3.60 per gallon
    3. Fueling options: Fleet gas card, on-site fueling, or commercial fueling location
  2. Maintenance:
    1. Now:
      1. Contract maintenance and inspections through an individual who will provide services at our site
      2. Roving Mechanics also available through Matthews Bus
    2. Future:
      1. Explore using our transportation academy bay and having on-staff maintenance

#### 10. Budget

##### Annual Transportation Cost Forecast

13 Drivers, Manager & Coord/Dispatcher – Salaries & Benefits	\$574,961
Insurance – 16 Buses	84,560
Fuel Cost – 12 Buses (4 buses are spares)	44,000
Inspections, Maintenance & Repairs – 16 Buses	163,200
2 Way Radios for Drivers & Manager	11,220
Computers, Routing Software, GPS & Supplies	11,000
<u>Annual Cost Forecast</u>	<u>\$ 988,941</u>
Purchase 16 Used Buses	560,000
Tags & Titles	7,600
<u>Total Annual Cost Forecast with Purchase</u>	<u>\$ 1,556,541</u>

## 11. Risk/Reward Analysis

### 1. Risk:

1. Work Load
2. Responsibility
3. Liability
4. Cost (but not in the long term)
5. Learning Curve
6. Bumps in the Road

### 2. Reward:

1. Control (ability to solve problems)
2. Flexibility
3. Response time
4. Marketing
5. Enrollment
6. Consistency
7. Quality
8. Expansion (clinicals, Prep to Academy, field trips)
9. Additional Revenue available now to start

## 3. Board Member Discussion/Q&A

### a. Dunson

- i. Funds available, other options exhausted, we must go forward with this plan.

### b. Robinson

- i. Financial difference between leasing and purchasing
- ii. Warranty
- iii. Staffing/recruitment
- iv. Maintenance
- v. Incentive for purchasing with cash?

### c. Notter

- i. Budget/reserves
- ii. Staffing – must have more than one substitute driver
  1. Training
- iii. FTE
- iv. Parts/inventory
- v. Maintenance schedule

### d. Heinz

- i. Parking – check with the City of Boynton Beach

### e. Nicolini

- i. Size and condition of buses
- ii. Driver recruitment & incentives
- iii. Parking – already an issue at STA

### f. Heller

- i. Only viable option
- ii. Must build in a 7-10% contingency in budget
- iii. STA vs STP for parking – must look into traffic patterns
- iv. Order 2-4 buses per year to stay relevant

## 4. Motion to Adjourn at 7:46 PM

Minutes Prepared by: Rosa DeVine

Lisa DeVine

Approved by: Russell Feldman

Russell Feldman

Dated 2/10/22