

Task 3: Determine Bus Routes and Schedules

Public Relations Plan Process			
Date	Implementation Tasks		Costs
August 31	Identify end goal. Assign leaders.	Carol Frericks, Jim Sohn, Shane Barnes, Chrissy Cox Determine plan for transition of bus routes and bus schedules for the 2018-2019 and 2019-2020 school years. Coordinate the plan for the new bus routes and bus schedules with district-wide transportation. Carol Frericks, Jim Sohn, Chrissy Cox	
September 7	Determine who to engage for consultation.	Consult with Shane Barnes, PreK-12 administrators, teachers, parents, students, and community partners, including Teen Reach, day care providers and extra-curricular sponsors.	
September 14	Discuss plans/ result of consultation.	Determine plan for decisions related to start times of buildings for 2018-2019 and 2019-2020,	
September 21	Prepare public relations plan.	Determine timeline for implementation tasks to determine bus routes for new buildings.	
September 28	Determine plan for transition of bus routes and bus schedules for the 2018-2019 and 2019-2020 school years. Coordinate the plan for the new bus routes and bus schedules with district-wide transportation.	Recommend Public Relations Plan with time line and implementation tasks to Roy Webb. Approve the following timeline and public relations plan for the bus routes for students and families in the future K-5 schools during the 2018-2019 and 2019-2020 school years.	
Public Relations Plan Recommendation			
Complete the following implementations tasks to ensure a successful transition of bus routes and schedules for students and families in the future K-5 schools during the 2018-2019 and 2019-2020 school years.			

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Public Relations Plan – Implementation Tasks			
Date	Implementation Tasks	Leaders: Carol Frericks, Shane Barnes, Jim Sohn, Chrissy Cox	Costs
October- November	Gather names and addresses of students living with each new boundary. Determine which students are eligible for busing. Determine which eligible riders will take advantage of QPS busing.	Review current population of students in the new boundaries to eventually propose number, location time of stops (both AM and PM) for three new schools. Determine bus routes to the Learning Communities for Madison/ Ellington and Berrian/ Adams to include number, location, and time of stops.	
December	Determine start and stop times for K-5 and 6-12 in a two-tier bus transportation system.	Determine start and stop times for K-5 and 6-12 in a two-tier bus transportation system involving all K-12 key stakeholders.	
March	Comprise and distribute survey to families within Harrison and Maine Street sites to determine transport need between buildings.	<ul style="list-style-type: none"> • Compile needs assessment for families that may have students in one learning community attending two different schools. • Determine whether or not there is need and capability of providing transportation at beginning and end of day to the schools within the learning community (a transfer bus). • Determine times transfer bus(es) may run. • Consult with Raquel Piazza and communicate preregistration through K-5 Newsletter and press releases. 	
May	Hold spring pre-registration for PreK-12 and provide transfer opportunities based on transfer policy/ administrative procedures.	<ul style="list-style-type: none"> • Implement pre-registration for PreK-12 students and families. • Review population of students in new boundaries after the spring registration process, which may include transfers. • Communicate with individual families impacted by transfer process regarding bus transportation. 	
June	Determine necessary adjustments based on transfer students and registration numbers.	<ul style="list-style-type: none"> • Adjust number of students needing bus transportation. • Finalize routes with stop locations and times. • Consult with Raquel Piazza and communicate new bus routes and stops through K-5 Newsletter and press releases. 	

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Update – January 24, 2018 Board Meeting

January 19	Present updates to Superintendent Webb.	Implementation tasks have been completed, to date. Edulog software has been updated to determine bus routes for each new K-5 Learning Community. Spring registration window has been determined – April 1 st through May 31 st – with events held at each K-3 school and Baldwin.	
January 24	Present updates to the Board.	Carol Frericks will provide a brief presentation sharing the Public Relations Plan Process and recognize the QPS staff members who participated in the consultation process. Superintendent Webb will request approval of the Public Relations Plan Recommendation.	
April - May	Conduct spring pre-registration online and during special events at each K-3 school and Baldwin.	<ul style="list-style-type: none"> • Implement pre-registration for PreK-12 students and families. • Review population of students in new boundaries after the spring registration process, including transfer requests. • Finalize common start/stop times for new K-5 Learning Communities for the 2018-2019 school year. Proposals – (1) 8:45a.m. to 3:15p.m. (2) 8:30a.m. to 3:00p.m. • K-5 Newsletter to parents will include spring registration information in March. • Superintendent weekly message and press release regarding spring registration beginning April 1, 2018. 	
June	Determine necessary adjustments based on registration numbers.	<ul style="list-style-type: none"> • Adjust number of students needing bus transportation. • Finalize routes with stop locations and times. • Consult with Raquel Piazza and communicate new bus routes and stops through K-5 Newsletter (on website) and press releases in June. 	

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Update – May 23, 2018 Board Meeting

May 23	Present updates to the Board.	Carol Frericks will provide a brief presentation sharing the Public Relations Plan Process and recognize the QPS staff members who participated in the consultation process. Superintendent Webb will request approval of the Final Public Relations Plan.
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Task 3: Final Public Relations Plan

The start and stop times of 8:45 a.m. and 3:15 p.m. has been determined for all K-5 learning communities in order to provide the two-tiered bus service for the earlier start and stop time at QHS and QJHS. This two-tiered bus service maximizes the use of the QPS bus force to safely and effectively load, transport, and unload elementary students. The Harrison and Baldwin split learning communities will provide a transfer shuttle bus service for students before and after school.

- At the two Harrison learning community locations - Harrison K-1 on 8th Street (formerly Berrian School) or Harrison 2-5 on Jefferson Street (formerly Adams School), parents can drop off and pick up students at one location and the students will have transfer shuttle bus service to and from the other location.
- At the two Baldwin learning community locations - Baldwin K-2 on 30th Street (formerly Ellington School) or Baldwin 3-5 on Maine Street (formerly Madison School), parents can drop off and pick up students at one location and the students will have transfer shuttle bus service to and from the other location.

In the May K-5 Newsletter, parents have been encouraged to register their child online during spring registration from April 1st through May 31st, in order to determine bus service needs for the 2018-2019 school year.