

Neighborhood Liaison Committee Meeting 5/14/19

In attendance: Crystal Land (HRS), Mikki Frazier (HRS), Rosanna Mucetti (HRS), Mary Fahey (HRS), Jerry Mullaney (HRS), Jennifer Beeson (HRS), Randy Morris (NSC), Rodney Thompson (alternate for Karen Caronna, NSC), JoAnn Tracht-Rawson (Dimond Improvement Association), Bryan Smith (NLC), Adam McClure (NLC), Amauri Collins McMurray (Councilmember Thao's Community Liaison)

- **Welcome from Rosanna Mucetti:** Thanked the group for taking the time to meet to keep our neighbor-School dialogue going.
- **Introductions:** The group had the opportunity to meet Councilmember Thao's new Community Liaison, Amauri Collins McMurray, who will attend NLC meetings moving forward.
- **New HRS security company:** Jerry Mullaney announced that effective June 1, C&C Security will replace Bay Valley as the school's full-time security contractor. C&C has been doing a better job with traffic enforcement at recent special events, prompting the switch. Former Bay Valley employee Rhonda Gipson will become an employee of the School, and the School will hire another half-time security person during critical times. JoAnn responded that this is a positive change, especially since Randy noticed the improvement in the new security company's approach during a recent special event. JoAnn also commented that it would be good to see more patrolling of Alida, Burlington and Potomac during school drop-off and pick-up.
- **Recent traffic infraction observations:** JoAnn stated that she believes parents are driving up Laguna instead of Lincoln at high speeds and are avoiding the queue. Crystal said that she spoke with Middle School and High School students last week about neighbor relations and driving behaviors, and asked students to convey her messages to parents. Randy emphasized the importance of monitors to educate parents. He believes that having more monitoring is the most effective thing the School can do. Joann shared her observation that drivers are looking left but not looking right at the stop sign on the corner of Potomac. Rodney heard about this too, and wondered if the School could place a sign there reminding drivers to look both ways, which was there at the beginning of the school year. Rodney wondered if there could be some level of monitoring in that specific location during the drop-off period to assess further.
- **Fire Management update:** Jerry explained that the School has been adhering to the normal vegetation management routine. He explained that spring is a crucial time and there has been a lot of extra effort around trimming. Two facilities employees have been on the hillside for the last 2 weeks trimming growth and the hillside is in great shape. HRS has an inspection coming up in early June. Two facilities employees are dedicated

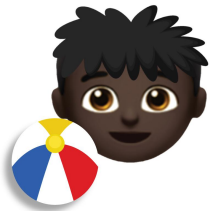
solely to vegetation management and maintaining outdoor spaces. Two additional full-time workers were hired for the better half of the last month. Rodney asked about the use of chemicals. Jerry responded that the School does not use chemicals, but instead uses weed whackers. Organic sprays may be used at times too--Jerry to inquire about which ones.

- **Conditions of Approval Compliance:** Mary stated that an independent monitor recently came to campus to observe drop-off. The School met all conditions of compliance. Mary is trying to get the City to repaint fading white striping along Lincoln. The City has not been responsive. Amauri said he would also look into it and suggests using the Oak 311 app to make service requests. Rodney asked about heavy traffic after-hours recently, and Mary said that the School hosted a dance for local independent middle schools. Rodney noted that parents weren't following monitors' directions and stated that he thinks the School needs to bring in more monitors so directions are clearer. Mary has ordered extra security and monitors for June 6 (graduation and student trips returning). HRS will continue to be diligent about messaging out to parents. Crystal is sending a standalone letter about traffic. Randy reiterated his belief that the only measure that works is having a lot of monitors, especially during the Summer Program, when drivers are less familiar with the School's driving rules.
- **Other traffic observations:** Rodney stated that Karen Caronna has noticed increased u-turns on Burlington. Randy encouraged the School to use the new security company to monitor and spot check for this. Rodney started noticing parents using Lot D to turn around on the weekends.
- **Summer Program:** Programs Director Mikki Frazier gave an update on her 13th year of the program. She said she gives a lot of thought to getting kids to and from campus safely. This summer there are 655 students enrolled across three divisions (LS, MS, US). This year, the Summer Program will be reduced from 2 three-week sessions to one 4 week session. This will allow for less training of staff and provide a pause in campus activities for routine maintenance projects. Crystal reiterated that it is not due to any large construction projects — it's a way for the School to offer a good program, give the campus a rest, and provide the maintenance crew with more time to complete projects. We are trying it out this year and will assess. Mikki shared slides outlining program data: Zip codes of where kids are coming from, showing an overall reduction in numbers. 88 of campers are HRS students. There are two long dismissal windows - 4:15 pm and 6 pm. 50% leave at each window. Free morning childcare begins at 7:30 am. 50% use AM care. Families have an opportunity to walk to camp and many do (approximately 50-60). 70-76% of campers have returned, so a majority of families are familiar with the driving rules. Two bus lines operate for camp, with local routes that are meant to alleviate traffic. 26% of camp participants arrive by bus, and 30% leave by bus. Randy wondered if there are consequences for summer drivers not following the rules. Mikki replied that there is—we have conversations with families who don't abide but haven't had to revoke

privileges. Randy stated that he believed that the School has done a much better job enforcing rules than in previous years but monitors need to record license plates and there should be consequences. Monitors also need to be monitored. Mikki stated that she watches closely over her staff, all of which are thoroughly trained. Rodney wondered if bounce houses will be used this summer. Mikki stated that there is one scheduled for the camp carnival at the end of the session. Mary reminded the group that the School has significantly cut back on the number of bounce houses and generators. Rodney noted a problem with dumpsters overflowing last summer. Jerry stated that it was related to summer project work and not the Summer Program. Joann wondered if there will be activities on the ANBA field. Mikki stated that there would be no activities after hours or on weekends.

- **Website Update:** Jennifer gave a refresher on how to navigate to the neighbor portal and access relevant neighbor information. Master Plan information is housed there, including meeting summaries and presentations. Neighbors may also access special announcements related to campus activities and special events. Neighbors can also opt-in to receive more frequent email communications. Mary reminded the group that HRS parking lots will be used by the LDS Church until June 16. The Greek Orthodox Church will also use School parking lots for the Greek Festival. HRS is opening lots up so there will be less of an impact on neighborhood streets. Rodney wondered if it is necessary to include Lot D? CHP and OPD will be at 13 and Monterrey and Lincoln to help monitor. There will be attendants too.
- Meeting wrap-up: Rosanna thanked the group for their time and said the group will reconvene in the fall.

Head-Royce Summer Program Transportation



Head-Royce Summer Program

Camp Info.
Overview

Transportation
Systems

Parent
Training

Staff
Training +
Compliance

Questions

Total Campers Per Session - 655 thus far

(max 720)

- Lower School = 433
- Middle School = 95
- Upper School = 24
- Heads Up 125 = 103



4 Week Program
1 Session
June 17th - July 12th

500/655 of families or
76% are Oakland Residents

94611 = 125 (2019)	213 (2018)
94610 = 88 (2019)	144 (2018)
94602 = 85 (2019)	111 (2018)

School	Number of Students	Distance from HRS (mi.)
Head-Royce School	88	-
Sequoia Elementary (OUSD)	11	.5
Corpus Christi Elementary	12	.9
Joaquin Miller Elementary (OUSD)	16	1.3
Montera Middle School (OUSD)	7	1.3
Glenview Elementary (OUSD)	12	1.5
Redwood Heights (OUSD)	12	1.8
Crocker Highlands Elementary (OUSD)	35	2.3
Montclair Elementary (OUSD)	31	2.3
Total	224	34% attend schools within 2.5 miles of HRS

Transportation/ Traffic Systems

- Two dismissals - Long Windows
 - 4:15 pm
 - 6:00 pm
- Free AM Childcare
- Sign-Out Table
- Staging Area

Returners:

LS: 301 of 433 (70%)

MS: 72 of 95 (76%)

of Unique Households: 496

AM Care - 50% utilize AM Care

Two Dismissal Windows - 4:15/6:00

50% leave in each dismissal window

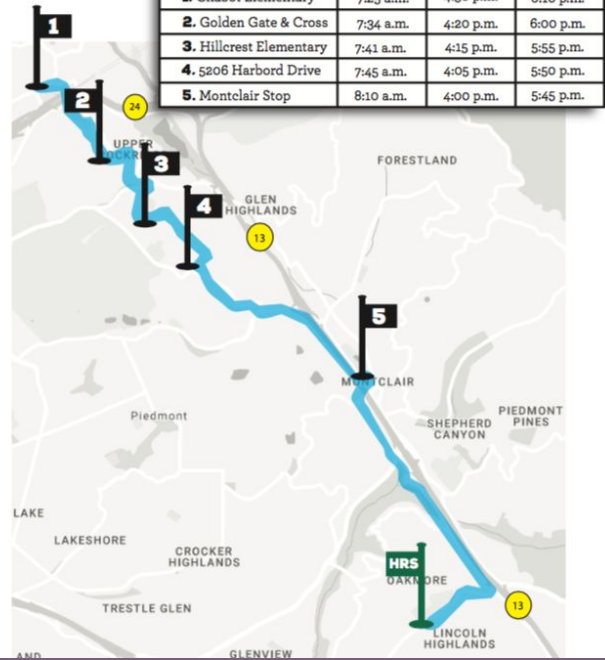
50-60 Campers Walk, Use AC Tranist

Bus Service

Very local routes, meant to alleviate traffic

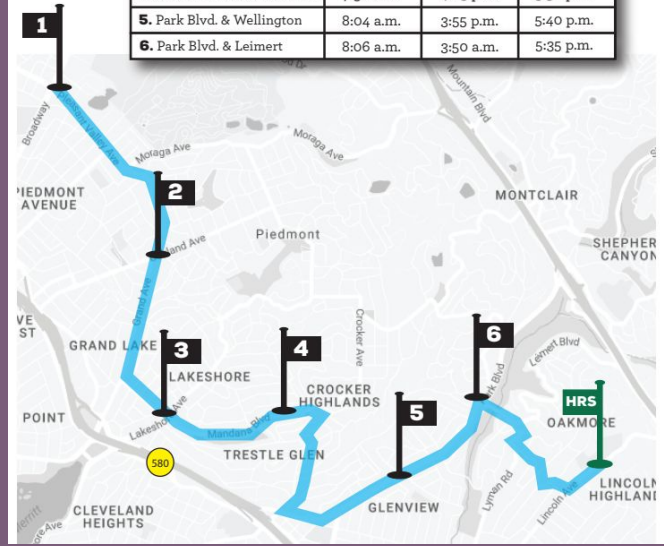
north route

Location of Bus Stop	AM bus will depart by:	3:45 bus to next stop by:	5:30 bus to next stop by:
1. Chabot Elementary	7:25 a.m.	4:30 p.m.	6:10 p.m.
2. Golden Gate & Cross	7:34 a.m.	4:20 p.m.	6:00 p.m.
3. Hillcrest Elementary	7:41 a.m.	4:15 p.m.	5:55 p.m.
4. 5206 Harbord Drive	7:45 a.m.	4:05 p.m.	5:50 p.m.
5. Montclair Stop	8:10 a.m.	4:00 p.m.	5:45 p.m.



west route

Location of Bus Stop	AM bus will depart by:	3:45 bus to next stop by:	5:30 bus to next stop by:
1. Broadway & Pleasant Valley	7:40 a.m.	4:20 p.m.	6:05 p.m.
2. Grand & Oakland Avenue	7:45 a.m.	4:15 p.m.	6:00 p.m.
3. Lakeshore & Mandana	7:50 a.m.	4:10 p.m.	5:55 p.m.
4. Mandana Blvd. & Mandana Cir.	7:56 a.m.	4:05 p.m.	5:50 p.m.
5. Park Blvd. & Wellington	8:04 a.m.	3:55 p.m.	5:40 p.m.
6. Park Blvd. & Leimert	8:06 a.m.	3:50 a.m.	5:35 p.m.



Bus Transportation



Ridership per session:

AM: 150 PM: 173

26% arrive by bus

30% of campers leave by bus

496 Families

248 at each dismissal

86 leaving by bus

25 leave by foot or AC Transit

137 Campers in the queue

Many carpool

Parent Training

- Regular Emails
- Website
- Transportation Policy Guide
- Video
- Orientation

- [Video](#)

- Transportation Policy Guide

- [Website](#)

Parent Emails Pre-Camp & Day One

Transportation Information - Head-Royce School is dedicated to maintaining good neighborhood relations, reducing our carbon footprint and traffic congestion, and offering a no-hassle way to get to and from campus. Due to our school location occupying a big space in a residential neighborhood, we have agreements with our neighbors and the city that can even supercede traditional traffic laws. We've summarized our most crucial driving guidelines in our [Big 10 Driving Rules](#) as a quick reference for you to follow. We've also outlined the process specifically for transporting summer campers in our Transportation Policy Guide for transporting campers to Head-Royce below. Please read through very thoroughly and abide by all guidelines! At this point the bus registration is closed as we have met capacity and the waitlist is closed.

- There are absolutely no u-turns on neighboring side streets or usage of ANY driveways to reverse directions. It is imperative that we keep the normal flow of traffic in each direction without interruption.
- The "Queue" extends from the traffic light in front of campus to the traffic light at our upper parking lot. If the queue is full, you will be asked to turn into our parking lot, complete a loop and be instructed to return to the queue by a staff member. At no time, can we have a line of cars waiting for pick-up above the light.
- NEVER double park or block traffic on Lincoln to await a spot in the queue.
- Please do NOT run over cones to position your car in a holding spot. The cones are there to protect the space outlined in our agreements with our neighborhood.
- Continue to pull forward at all times. We want to load campers into cars with the most ideal spacing to assist as many families as possible simultaneously. You may have to pass your camper to proceed forward, we will get them to you - do not stop and quickly let them in.

Staff

- Precamp 3 Day Training
- Daily Check-Ins

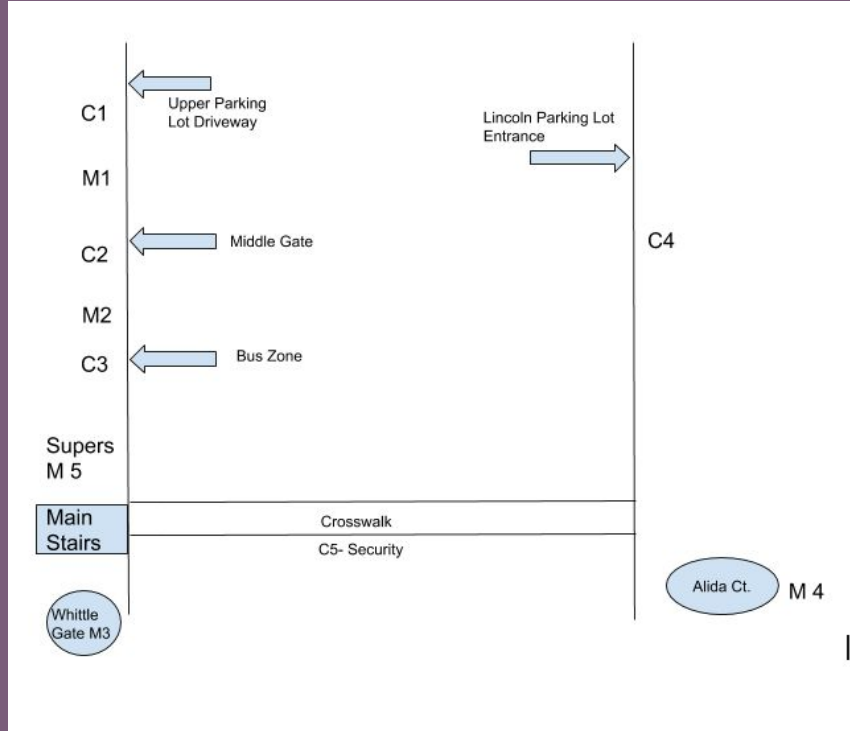
- Lincoln Avenue Staffing
AM Staff = 21 PM Staff = 75

- All supervisors have responsibilities on Lincoln Avenue

- One Full Time Staff Member
- Bus Counselors

Staff Training

Monitors & Circulation Assistants



Staffing Plan

Inside Gate Supervisor	John Miottel
Lincoln Ave Gate Area	Rosemary Duroousseau
Runners	Honey, Bugs Bunny, Crunchy, Minniebo, Floppy, Potato, Bunny, Treeunks , Verso, Jelly Bean, Houdini, Apple
Parent Walk Up Reception	2 counselors
Counselors in Charge	1 Calling Names - Fly/Butter 1 Bus Coordination - Melo
Bus Wranglers	Eugene, Avatar, Olaf, Smiley, Melo, Cozy, Butter, Treeunks , Peanut, EZ
Counselors Managing Kids inside Gate	K: Mei Mei, Crunchy 1: Soledad, Lumos, Honey 2: Shimmer, Apple, Nemo, Poppy, Little Tim 3: Sun, Boogie, Puppy, Catt 4: Chai, Leo, Peaches 5: Lolly, EZ
Managing collecting kids in ARC in case kids are down below and need to come up	(Charmalya) on channel 3 at Big Toy
Managing campers with dismissal changes: communicating with Charmalya	1 Lead Counselor at Main Gate on channel 3 - Lightning / Bubbles
Lincoln Ave top of queue on Lincoln (driveway)	Traffic Monitor 1 (Eugene)
Crossing Guard	Darnell Crossland
Circulation Assistant 1:	Leo
Circulation Assistant 2:	Fresa
Circulation Assistant 3:	Chica (5A)
Circulation Assistant 4:	Olaf
Circulation Assistant 5:	Security Guard
Traffic Monitor 1:	Seabass
Traffic Monitor 2:	Bam Bam
Traffic Monitor 3 (Whittle Gate):	Floppy
Traffic Monitor 4 Alida Court:	Skyscraper
Traffic Monitor 5:	Jelly Bean (1E)

Questions ?