

## **Memo**

To: See Distribution  
From: Paul Mainuli, Director of Business Services  
Date: June 4, 2009

**Subject: Minutes from the Student Transportation Committee Meeting on 5/29/09**

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A meeting of East Hartford Public Schools and the First Student Bus Company's Student Transportation Committee was held on Friday, May 29, 2009 in the Business Office's Conference Room, 1110 Main Street, East Hartford, CT. Paul Mainuli called the meeting to order at 10:05 a.m.

**PRESENT** Joe Petrozak, First Student Bus Company  
George Simons, Transportation Coordinator  
Paul Mainuli, Director of Business Services

### **Status of Bus Schedules and Routes for FY 2008-09 School Year**

Mr. Simons reported that there were no changes or issues pertaining to our current bus routes. The bus schedule is working well and bus transportation for school athletic programs is in place for the rest of the year.

Mr. Simons did state that there was a complaint concerning the driver of Bus #8. Mr. Petrozak said he would meet with the bus driver to discuss the complaint and take appropriate action, if required.

### **Follow-up on Alleged School Transportation Incidents**

Mr. Simons reported that there was a bus incident involving a student at O'Brien School. The student will be suspended from bus privileges while Mr. Petrozak agreed to remind the bus drivers to enforce rules for appropriate behavior on the bus.

There were no other bus incidents to report for this meeting.

### **Year End financial Close Out; Purchase Orders and Invoices**

Mr. Mainuli stated that all invoices and Purchase Orders for the ten month payments to First Student will be paid the first week of June. Mr. Petrozak agreed to work closely with Mr. Simons to make sure all daily bus costs and field trip invoices are processed and paid before the end of the school year.

### **Other Business**

Mr. Petrozak reported that there were no video camera mal-functions since the last meeting.

Mr. Simons said he will be working with school district staff to finalize bus transportation for the summer school programs.

Mr. Simons reported that an additional bus or Type II Van may be required to meet the transportation needs of homeless students in the school district.

Mr. Simons said that he would be meeting with staff at Hockanum School and Facilities to discuss re-striping the parking lot at the school.

Mr. Petrozak said that the bus schedules are in place for final exams week.

There was no other business to discuss at the meeting.

The Student Transportation Meeting was adjourned at 11:15a.m.

**The next Student Transportation Meeting is scheduled for Friday, June 26, 2009 at 10:00a.m.**

Distribution: M. Zito  
All Board Members  
G. Simons  
J. Petrozak