

## **Memo**

To: See Distribution

From: Paul Mainuli, Director of Business Services

Date: August 21, 2009

**Subject: Minutes from the Student Transportation Committee Meeting on 8/21/09**

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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, August 21, 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 2009-10 School Year**

Mr. Petrozak reported that First Student has all the regular education bus routes completed for the new school year. Mr. Simons added that the bus routes will be on our web site and published in the East Hartford Gazette and the Reminder News next week. Mr. Petrozak said the schedules for a few remaining special education students will be completed early next week.

The committee discussed the transportation arrangements for the CREC Pre-K to First Grade magnet school located at Sylvan's on Silver Lane. Mr. Mainuli stated that EHPS is required under state statutes to provide transportation for East Hartford students attending CREC magnet schools located within the town. There are ten students who will require transportation to this magnet school. Mr. Petrozak offered to add these students to existing vehicles at no extra cost to our district. However, he did caution the committee that if the vehicles being used to transport the ten students were needed to transport medical needs students, it may require the addition of a Type II Van which the district will be charged for. Mr. Simons will be monitoring this bus run at the start of the school year.

Mr. Simons reported that the enrollment in the Open Choice program may result in having to add a school bus. We will review this concern in early October after student enrollment is completed.

### **Fall Athletics Bus Schedule**

Mr. Petrozak stated that First Student received the fall athletics schedule from the high school. Mr. Simons said that he would follow-up with the Athletic Director at the high school to remind him to combine teams for games, when possible, to reduce our costs for bus operations.

### **Field Trip Billing**

Mr. Mainuli asked First Student if they would directly bill third party vendors for field trips. He also asked First Student to include the Field Trip Form number on all invoices as this would help Accounts Payable expedite the payment process. Mr. Petrozak stated that First Student can not bill third party vendors for transportation services. Their company policy does not allow them to extend credit for third party vendors. Mr. Mainuli stated that the Business Office will amend the field trip approval procedure to include billing information for third party vendors at the outset of the process.

### **Other Business**

Mr. Petrozak stated that First Student has (72) bus drivers in place to cover (64) bus routes this year. He also mentioned that (6) bus drivers were currently being trained.

Mr. Petrozak reported that First Student will be conducting a training session for all its bus drivers, which will include mock bus runs, on August 28<sup>th</sup>.

Mr. Simons stated that the construction repairs to the Walnut Street Bridge will be completed before the start of school.

Mr. Petrozak reported that all video cameras are in working order for the start of the school year.

There was no other business to discuss at the meeting.

The Student Transportation Meeting was adjourned at 11:00a.m.

**The next Student Transportation Meeting is scheduled for Friday, September 25, 2009 at 10:00a.m.**

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