

Memo

To: See Distribution

From: Paul Mainuli, Director of Business Services

Date: August 18, 2011

Subject: Minutes from the Student Transportation Committee Meeting on 08/18/11

A meeting of East Hartford Public Schools and the First Student Bus Company's Student Transportation Committee was held on Thursday, August 18, 2011 in the Business Services Office, 1110 Main Street, East Hartford, CT. Paul Mainuli called the meeting to order at 10:30a.m.

PRESENT George Simons, Transportation Coordinator
Paul Mainuli, Director of Business Services
Mike McDaniel, First Student Bus Company
Barbara Walz, First Student Bus Company
Clair Graham, First Student Bus Company

Status of Bus Schedules and Routes – FY 2011-12

Mr. Mainuli asked the committee if the bus schedules were complete for the new school year. Mr. Simons reported that the bus schedule for the Regular AM/PM Runs were completed and available on the school district's website. He also stated that bus schedules will be posted in Central Registration. Mr. McDaniel added that the majority of bus routes for special education students were ready. First Student is waiting to complete the special education bus routes for Willowbrook School.

Mr. Mainuli asked if there were any more buses that need to be added to the fleet this school year. Ms. Walz stated that two, Type I Buses need to be added in order to transport the Choice students enrolled in the STEM Program at O'Brien School. The committee further discussed the possibility that an extra bus may be needed for the new Choice Program at Langford School. Mr. Mainuli agreed to provide First Student with the Choice Program enrollment information for Langford School as soon as it's complete.

There were no other bus schedule or route issues to report.

Status of Purchase Orders for FY 2011-12

Mr. Mainuli reviewed all the First Student purchase orders with the committee. The committee recommended some minor changes to the purchase orders before their approval. Mr. McDaniel stated that First Student Corporation was implementing a new billing procedure through their regional office in Rhode Island. However, he added that this change would not directly impact our district.

Other Business

Ms. Mainuli and Mr. McDaniel agreed to continue working on ways to reduce bus costs which may include the purchase of diesel fuel on a regional basis. First Student's recent award of CREC's bus contract may provide an opportunity to reduce costs for bus operations.

Mr. Simons agreed to follow up with district staff on bus transportation for the "Star Base" Program.

Mr. Simons and Mr. McDaniel agreed to schedule bus evacuations for students at the end of October and in early April. Mr. Simons will notify school principals of the times and dates for the evacuations.

There was no other business to discuss at the meeting.

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

The next Student Transportation Meeting is scheduled for Friday, September 23, 2011 at 9:00a.m.

Attachment

Distribution: M. Zito
All Board Members
G. Simons
M. McDaniel