

SCHOOL TRANSPORTATION COMMITTEE
10:30a-12p | Wednesday, July 24, 2019
Bolling Building Room 4-43

Presented are minutes from the Boston Compact Transportation Committee meeting held on July 24, 2019. For more information about any of the items listed below, visit www.BostonCompact.org or email info@BostonCompact.org.

ATTENDANCE

Members present: **Mark Loring** (Dir. of Network Ops, Brooke Schools), **Shanda Williams** (Assist. Dir. of Ops, BPS), **Roudcha Serizier** (Transportation Officer, BPS), **Delavern Stanislaus** (Dir. of Transportation, BPS), **Angela Zhang** (BPS Transportation)

Members absent: **Tchad Cort** (Transportation Officer, BPS), **Peter Crossan** (Fleet & Compliance Mgr., BPS), **Ali Dutson** (Principal, Mission Grammar), **Ellen McDonough** (Mgr. of Intergovernmental Relations, BPS)

Others present: **Barry Kaufman** (Director of Assignment, BPS), **Lynisha Samuel** (BPS Bus Monitor Unit Leader), **Elise Swinford** (Compact staff), **Rachel Weinstein** (Compact staff), **Jyoti** and **Samantha** (BPS interns)

ADMINISTRATION ACTIONS

June meeting minutes were approved.

UPDATES

Data alignment: BPS Transportation reported that the data alignment has taken place and they are working through AM and PM routes which are near completion for the start of charter school years. They are still working with student assignments.

Barry Kaufman reported that Lee Franty is entering enrollment records into Aspen. There are many dually enrolled students and BPS is working on communication to parents to communicate the importance of deciding on enrollment. **Mark Loring** asked how BPS handles confirmation of enrollment from charter schools. **Barry** responded that in the past, dually enrolled students were routed to both schools but the new system does not allow for that. **Rachel Weinstein** flagged the issue that if the default enrollment is BPS and the charter school starts earlier, there will be no bus for that student.

BPS noted that, to confirm enrollment, the family should call or email Welcome Services directly to decline the BPS seat. BPS should have a list of dually enrolled students to share with charter ops soon. BPS noted that the latest a family can notify BPS that they are enrolled in a charter to ensure busing is August 1st. As Brooke Charter School begins on August 12th, concern was expressed about the tight timeline. Other concerns about this timeline were noted such as the disproportionate effect on door-to-

door students and the difficulty in connecting with families over the summer. **Rachel** suggested that Transportation Troubleshooting Team meetings be moved up in response and that we should flag this to address earlier in the cycle next year.

Troubleshooting Team: **Shanda Williams**, **Roudcha Serizier**, and **Mark** will sit on this committee with **Delavern Stanislaus** joining as needed. BPS also suggested that a representative from the Student Assignments Office, the Special Education Office, and **Lynisha Samuel** be available as needed. **Roudcha** will share the charter ops email list with **Elise Swinford**. **The first** call will take place on July 26th at 10am and the Compact will staff it. The second call will be scheduled for July 30th.

Staff introduction: The BPS Transportation office introduced **Lynisha Samuel** as the new BPS Bus Monitor Unit Leader.

Lynisha noted that all summer routes were bid out to monitors. Standby monitors are on staff to assist with summer routes and they are hiring new monitors for the fall routes. An issue last year was monitors not showing after the summer, so BPS is hiring more in anticipation of this. **Delavern** added that last year there was an increase in 1-1 students by 75% which was a major issue for staffing, but they are adequately staffed for this year. They are hiring 75 monitors, increasing training (including training on CPR, first aid, accessibility, and special needs), and doing it earlier. BPS is doing more outreach to ensure clear communication with monitors and to avoid no shows. They have 50 total standby monitors for summer routes. **Lynisha** will review the data from last year to ensure monitors are available for the schools most likely to need them. She asked that all monitor-related complaints be communicated through the Google Form. Assistant managers will follow up within 24 hours. **Delavern** noted that the step-by-step process will be included in the operations handbook that will be shared with charter ops.

Routing: BPS Routing Team has copied all routes, which is ahead of last year. All routes have been put in the fleet schedule. The BPS team is now working on routing wheelchair-accessible buses and accommodating enrollment changes. Schools should notify BPS Transportation of wheelchair-accessible needs as soon as possible.

BPS Transportation cannot review alternative or waiver requests for the summer. They will review them for the start of fall routes.

Communication: The committee is on target for upcoming calendar deadlines including ops reports, finalizing the handbook, and communicating about waivers.

BPS Transportation is working on sending out mailers regarding ineligible transportation riders by all schools' start dates. They will send out confirmation mailers for summer route riders by August 2. They are happy to share the summer route mailer list with charters but not fall routes due to volume and the automated system.

Communication about late buses to charters is on **Angela Zhang's** radar and she will push to make it a priority with Aspen migration. That communication cannot currently happen during the summer for any summer starters. Hopefully, BPS can address this mid-August after data issues have been resolved.

EMERGENT ISSUES

Process for bus monitor compensation: **Lynisha** said that they should be signing in at each school and that the process will be included in the handbook. **Mark** noted that charter schools want to be on same page and use the correct template. **Lynisha** will include this template in the forthcoming handbook.

Mark asked about the availability of stand-by drivers for charter start dates. BPS noted that there is an additional list of volunteers (beyond standbys) that have not bid but are potentially available to pick up routes for absent drivers.

Agenda items for August include start-of-school emergent issues, route bid updates, and communications to charters in addition to the standing work streams.

ACTION ITEMS

Elise will send a calendar invite to charter ops after Rouchda emails them.

Elise will schedule transportation troubleshooting calls for July 26th and July 30th at 10am.

Rachel will flag the new dual enrollment challenge for earlier in the summer next year.

The next meeting is August 28 at 10:30am in Bolling 4-43.