10:30-a-12p| Wednesday, October 23, 2019
Bolling Building Room 4-43

Presented are minutes from the Boston Compact Transportation Committee meeting held on October 23, 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), **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), **Delavern Stanislaus** (Dir. or Transportation, BPS)

Others present: **Elise Swinford** (Compact staff), **Sam Zuckert** (BPS Welcome Services)

ADMINISTRATION ACTIONS

September minutes approved with one revision.

UPDATES

Dual enrollment:
Sam Zuckert is currently handling entry of charter data to Aspen from the Google Form. All enrollment updates have been made except students who are dually enrolled but still actively attending BPS. **Mark Loring** inquired if Welcome Services can inform charter schools they are not processing enrollment change due to conflicting enrollment or if a form could be linked through Google Forms. He emphasized the need for clearer communication to families about how enrollment affects transportation. **Mark** also wondered if there is a better process than Google Form for updating in Aspen, such as giving schools access to Aspen, to edit or just view (the current process only duplicates work and does not help with verification). **Shanda** noted that this is a conversation to have with BPS Technology.

Fall routing:
Roudcha Serizier noted that there are still some late buses, but it's overall much better.

School messenger:
Angela Zhang proposed piloting the messenger, perhaps with Brooke as a network. She is still in conversation about what needs to happen to include charter schools in the system.

Handbook:

Mark has not received the email with a recap/ apology or the handbook as Del had planned. He suggested waiting on the handbook until enrollment information is finalized. **Sam** noted that the enrollment process will be included in the handbook.

December strategy session:

Shanda Williams recommended inviting multiple departments to attend the December meeting for a broader strategizing session aimed at greater clarity in processes/ communication across BPS departments and sectors. Transportation, Barry (Welcome Services), BPS Technology, SpEd, and Shannah Varón of BCA should all be invited.

Thanksgiving:

Roudcha announced a 2.5 hour early release district wide. BPS Transportation cannot accommodate earlier release requests from charters, which she will communicate to schools.

Overlapping/ conflicting routes:

Shanda observed that this issue was due to schools adding stops without flagging them for **Roudcha**. **Mark** asked if there is any way to stop schools from adding routes without supervisory approval. There is a flag, but it is not a true "stop and verify" measure. This should be part of a larger conversation with the developer.

EMERGENT ISSUES

Mark asked about change report issues. **Shanda** responded that this was due to a server issue. Automating reports is a work in progress until other issues are resolved. Reports do not have SASIDs, but according to Technology, this should be possible down the line.

Roudcha noted that some BPS ID numbers have changed because there was confusion between student and employee ID numbers. Updated numbers will work better for Aspen. **Mark** was concerned that schools have access to new numbers but were not notified that these have changed. He requested that BPS notify schools that some BPS IDs have changed for use of "Where's my school bus" app.

Mark broached the issue of communication with incoming 6th graders who are no longer eligible for bus transportation. **Shanda** said that BPS schools notify families of this. **Mark** will communicate to charters that they should communicate this to their families (as well as the transition from yellow bus to T pass).

ACTION ITEMS

BPS Transportation will invite BPS Technology for IT-related conversations (Eric).

Del will send out the handbook when ready with an explanatory email to charter schools.