

**Milford Board of Education**

Workshop Minutes  
September 26, 2013

**Board members present:**

Tracy Casey  
Michael DeGrego  
Laura Fetter  
Susan Glennon  
Dora Kubek  
Chris Saley  
Earl Whiskeyman

**Administration present:**

Dr. Elizabeth Feser  
Michael Cummings  
James Richetelli

**I. CALL TO ORDER**

The Milford Board of Education held a Transportation Workshop on Thursday, September 26, 2013 in the Board Room in the Parsons Complex. Mrs. Casey called the meeting to order at 7:03 p.m. with the reciting of the Pledge of Allegiance.

**II. STUDENT TRANSPORTATION PROGRAM REVIEW FOR MILFORD PUBLIC SCHOOLS**

Mr. Walsh, President of Transportation Advisory Services (TAS), explained the components that were used in the conducting the audit or review of the district's transportation program. They first collected an abundance of data. Interviews were then conducted with district administrators, parents and Durham representatives. VersaTrans (bus routing software company) did an extensive review of the data. Following the review, TAS offered the following recommendations to administration:

- Decision should be made in very near future relative to renewal or rebidding.
- Begin stop-arm camera program.
- Periodic notice to parents about notification if child not attending.
- Cameras on all buses.
- Courtesy services should be reviewed. Proper notice to parents is critical if procedures will be changed.
- In locations where determinations are difficult, consider developing a matrix system for stop evaluations.
- Evaluate parent pick-up programs for certain athletic competitions.
- Establish defined procedures if child not dropped-off due to lack of qualified adult. Be sure to communicate process to all parents. Verify process to all parents. Verify process with all authorities. Review all hazardous designated areas.

Mr. Richetelli then presented administration's response to the audit and the subsequent recommendations. The current student transportation contract expires in June 2014. He reviewed the remedies to the recommendations and assured the Board the district will continue to seek out cost savings to the district. Certainly administration will research the best pricing, and secure a contract that will use the most

Approved

advantageous method for Milford Public Schools. Mr. Richetelli explained some of the recommendations have been resolved. Some recommendations will need to be further reviewed for safety reasons. The decision to contract with the current student transportation provider, or to send it out to bid will be presented to the Board at the October meeting.

### **III. ADJOURNMENT**

Ms. Glennon made a motion to adjourn. Ms. DiBiase seconded the motion. The motion passed.

Meeting adjourned at 9:30 p.m.

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Ms. Susan Glennon  
Corresponding Secretary