

WESTPORT PUBLIC SCHOOLS

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TO: Anthony Buono, Assistant Superintendent of Teaching and Learning
Elio Longo, Jr., Chief Financial Officer

SUBJECT: WPS Student Transportation Status YR19-20

DATE: May 16, 2019

The preliminary planning for student transportation for the 2019-2020 is well underway with the expectation of maintaining current service experiences with no change in number of resources or existing transportation practices. I have outlined below the typical planning process for routing student transportation and I have identified specific details due to the assignment of all middle school students to the Bedford Middle school facility.

Objective: To continue to provide safe, consistent and reliable transportation services to all eligible district students to and from school.

Goal: To complete all student transportation routing by August 15th deadline for delivery to transportation provider. To complete Bedford Middle School (BMS) routes by August 1st to allow a thorough review of changes by transportation provider for efficacy.

Process: Grade up all current students, reassign all middle school students to BMS. This is complete. Assign all newly enrolled and currently enrolled students to bus stops and bus routes. This practice will be consistent with all existing policies and practices of the previous school years.

Resources: There will be no changes in the number of buses servicing the school district. The current number of buses utilized for the high school and the elementary schools will not change. The middle school resources may be reallocated for efficiency. This may mean a reduction in the number of buses servicing the middle school.

Challenges: Increased traffic on North Avenue and at BMS at arrival and dismissal. District staff will be reviewing and implementing plans to alleviate traffic impacts and insure safety. These plans will be communicated to BMS community.

Expected Outcomes: All transportation routing will be completed on time with minimal changes experienced by school communities. The middle school transportation model will be similar to the high school model with focus on logistical efficiencies. The flexibility of resource use on the middle tier offers opportunity to alleviate some of timing challenges on the elementary school dismissal busing.

Please let me know if you have any questions or require additional information.



5/17/19

Elio,

Through discussion with Dr Rosen, we were informed that the lunch waves at BMS would be expanded for the 2019-2020 school year from 4 waves to 5. In doing so, the number of students in each wave will actually be less than our current waves. We do however have a plan to expand the square footage of the serving area by simply moving the 4 foot high knee walls out towards the side closest to the loading dock. By moving these walls, it will allow us to add additional refrigeration (at no cost) for beverages as well as "Grab & Go" sandwiches, salads, fruit cups, etc for speed of service.

We will also be adding an additional space for a 4th hand held portable register. The additional space will not cost anything, but the additional tablet computer will be approximately \$1600. Our menu will be revamped, in order to offer more quick serve items like pre-made panini sandwiches and Grab & Go pizza items like Calzones, Stromboli, etc. We will also have more items already "plated" up so the students can quickly grab them. We will redesign the workspace layout for the Deli to create more space for an additional team member to assist. We have an additional Panini Grill at Staples that we will relocate, giving us 3 to increase sandwich output. We may have to check the electrical requirements to add the extra one.

We do not foresee having to add any additional labor to the district, just relocating 1 or 2 team members to cover the expanded hours.

I also have a floorplan that I can review with you if that would help. Let me know.

Sincerely,

Deb VanCoughnett
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