



**WESTPORT BOARD OF EDUCATION
SCHOOL START TIMES COMMITTEE MINUTES**

March 15, 2018

Room 1028 Staples High School

In Attendance: Christopher Breyan, Carolyn Caney, Jackson Delgado, Sandra Evangelista, Suzanne Levasseur, James D'Amico, Marty Lisevick, Elio Longo, Christine Meiers Schatz, Jacquelyn Mellin, Mike Rizzo, Eugenie ten Cate, Christine Wanner, Ritu Johorey, Colleen Palmer, Anne Spencer, Karen Klein

Agenda Items

1. Approval of meeting minutes

- Minutes were reviewed. No suggestions were made.

2. Group Norms

- Chris Wanner reviewed committee norms (group norms that are used for Staples meetings)
 - Treat everyone with respect
 - Express ourselves completely and concisely
 - Prepare for meeting and participate
 - Engage each other through ideas and opinions
 - Stay focused on topic under discussion
 - Start and end meeting on time and arrive for meeting on time

3. Transportation Study Report Update - Mike Archer

- Powerpoint presentation provided to members of the committee
- Provided a summary of analysis of current systems
- Discussion on the number of bus stops. Sandy reviewed the current guidelines used (speed limit, sight lines, sidewalk access etc.)
- Discussion on buses to private schools
- Mr. Archer reviewed summary findings and two possible options
- Mr. Archer provided other considerations for the committee to consider- athletics, traffic and cost

4. Next Steps Based on the Report

- The committee set parameters for Mr. Archer to develop additional options
 - Two middle schools on same tier
 - Only one tier separation between elementary schools
 - 35 minutes between each tier
 - All students will continue to be bused
 - No stop prior to 6:45 or after 4:15
 - Elementary schools cannot start before 7:45
- The committee discussed the idea of a sleep expert presenting to the committee. Mike and Chris will speak with Dr. Palmer.
- Additional meeting set for April 26 at 1:30 for Mr. Archer to present additional options

5. Sub group reports

- No updates at this time

6. Other School Start Time Business

- No additional items discussed

School Start Time Committee

Notes Re: Transportation sub committee

January 9, 2018 -- School Bus Consultants (SBC) submit proposal for analysis of current transportation operations for efficiency and performance measurement and development of bell time scenarios and transportation implications related to change of school start times.

January 26, 2018 -- under contract with SBC with the following milestone deliverables:

Data collection week of January 29, including site visit

Committee engagement by telecommunication committee meeting scheduled for February 8

Attend and present preliminary findings and get feedback at committee meeting scheduled for March 8

Deliver final report on TBD and concluding report by April 30

February 8, 2018 -- Mike Archer (SBC) present teleconference at meeting. Outlined the process and scope of work SBC would be providing. To include comparison baseline of transportation services, efficiency analysis, modeling of alternative bell time scenarios and impacts to overall transportation operations.

Discussion and questions: traffic studies, driver behavior, student drop off and pickups, community restraints, reasonable parameters for school bus start times. Mike Archer agreed to attend next meeting to present preliminary findings expected to prompt discussion for next report.

March 8, 2018 SST Meeting rescheduled to March 15, 2018 due to weather.

March 15, 2018

Mike Archer, School Bus Consultants, presented a preliminary report for the committee (see attached).

Discussion: Two options (A and B) were presented as they were closest to cost neutral and closely aligned with current operation time parameters. These served as a starting point for discussion.

Committee Questions: Possible change to BOE transportation policies, shuttles for campuses with close proximity, coordinating pick up for private school utilizing district buses, athletic program impacts, combining elementary and middle school students, extending time period between tiers of busing and earliest and latest time for pick up and dismissal.

Conclusions: The following committee responses will be incorporated into development of future bell time change options: No change to board transportation policies, athletics can use alternate transportation vendors, explore campus proximity and shuttle options, no more than 1 tier separation for the elementary school time schedules, middle schools preferred on same time schedule, reasonable pick up times -- no stop prior to 6:45 or after 4:15, no elementary start prior to 7:45 and increased time +5 minutes between tiers.

The next transportation study update will be presented by SBC at a meeting scheduled for April 26, 2018 at Staples High School from 1:30 -- 3:00 pm. The next SST committee meeting is scheduled for April 5, 2018.



**SCHOOL BUS
CONSULTANTS**

Westport Public Schools

Discussion

March 15, 2018

Scope

Task One: Establish Comparison Baseline

Task Two: Assessment of Bus Routes

Task Three: Develop Options

Task Four: Results & Engagement

Establish Comparison Baseline Financial

SCHOOL BUS
CONSULTANTS

Summary Data	Value	Notes
Total Transportation Budget	\$5.6 million	Includes special & regular ed., summer school
Transportation As % of Total Ops. Budget	4.9% of \$114.4 million	Typically SBC sees this value between 4% and 6%
Average Cost per Regular Education Bus (annual)	\$78,647	National average is approx. \$62,000
Average Cost per Regular Education Student (annual)	\$778	National average is between \$1,000 and \$1,100 annually

- Nearly all of the transportation budget is allocated to transportation contract and fuel
- Cost KPIs are comparable to Fairfield County districts
- Special education is higher cost, excluded from initial analysis

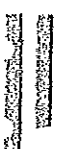
Establish Comparison Baseline Service & Operations

SCHOOL BUS
CONSULTANTS

Summary Data	Value	Notes
Average ride time (stop to school)	25 minutes	With 30 minute windows between bell starts, this represents the maximum amount of time for a trip, before a subsequent trip must begin
Students per bus (district average)	49 students	A bus can fit 48 students at 2 per seat
Planned students per HS bus	74	HS students ride the bus with far less frequency than other grade levels, so planning for the bus to be overloaded is industry best practice
Planned students per MS bus	39	These numbers are much more in line with the total seating capacity of the buses, because many of these students do actually utilize the bus
Planned students per ES bus	43	
Students per bus — actual ridership	27	Lower than the planned amount
Number of trips per bus route	4.86	WPS operates three tiers, and so this average suggests some buses performing 2 trips per shift, and some 3 trips

Establish Comparison Baseline Policy & Procedure

- Follow state guidelines for required transportation
 - K to 3 – outside of 1 mile distance
 - 4 to 8 – outside of 1.5 mile
 - 9 to 12 – outside of 2 miles
 - Special education – student's registered address driveway or curb to school, no exceptions
- Safety concerns such as sidewalks and shoulders, crosswalks, roadway visibility, and high traffic volume lead to the requirement for transportation to nearly all students
- WPS responsible for transporting private school students within Town
- Bus stops are typically placed at established locations
 - New stops are entered into a review process that incorporates administration and Police Department

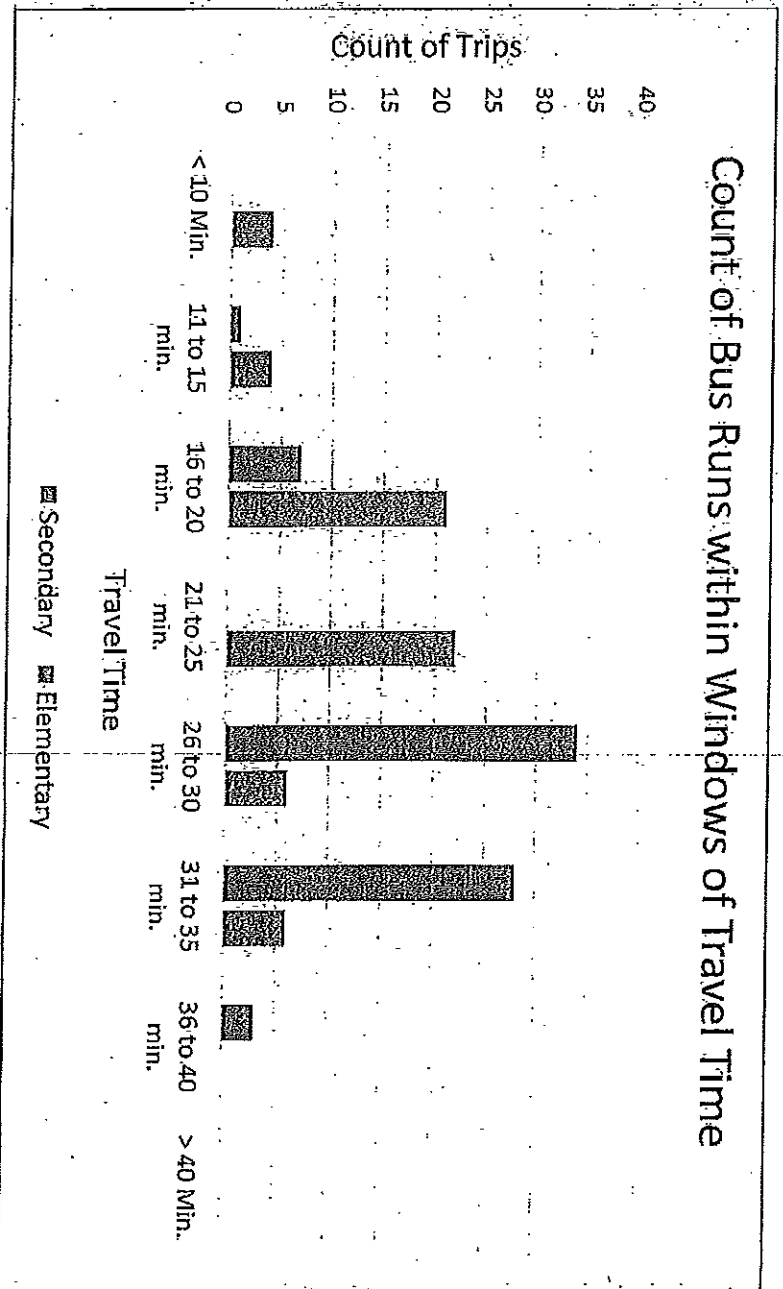


SCHOOL BUS
CONSULTANTS

Establish Comparison Baseline Current Operations

- Earliest student pickup is 6:40 AM
- Latest student drop-off is 4:03 PM
- Longest bus ride is 38 minutes, 98% of trips are <35 minutes long
- Routes designed to fit within 30 minute windows between tiers

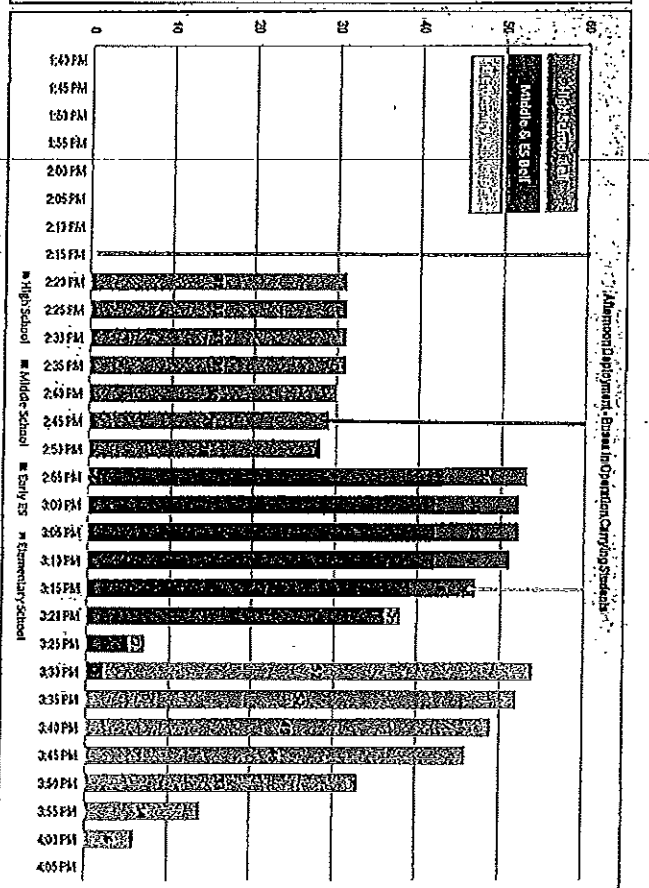
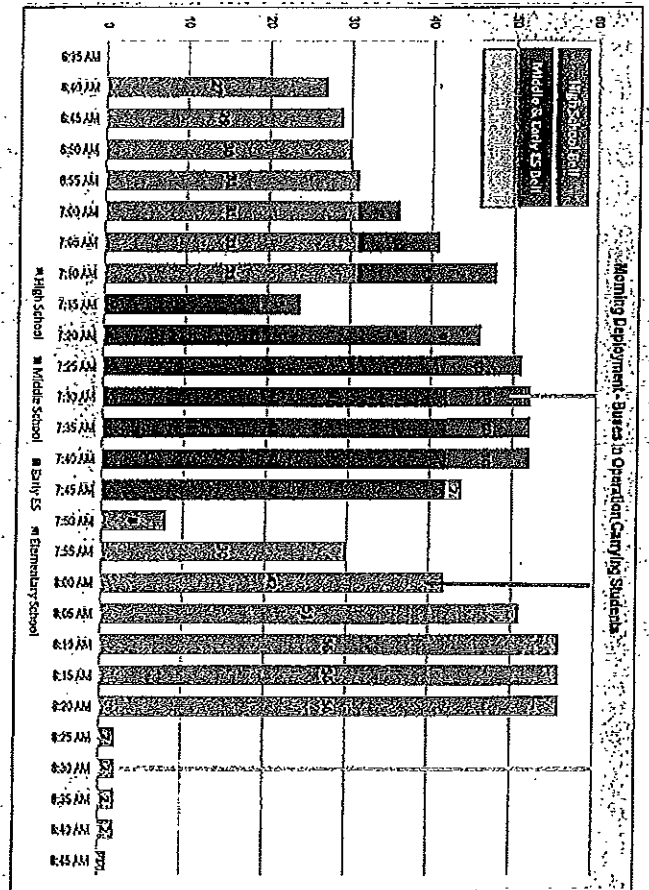
Current Bus Routes



- Most elementary trips between 16 and 25 minutes total
- Most secondary trips between 26 and 35 minutes total

Current Bus Routes

SCHOOL BUS
CONSULTANTS



Above, each bus is counted when it is scheduled to be active

As we move through the morning and afternoon, we see buses beginning their Staples route, then moving on to subsequent trips

Peak is in 2nd and 3rd tier, drives the total number of fleet required

Current Bus Routes

Summary Findings:

- Bus routes are relatively short, due to the 30 minute window between tiers
 - Assigned ridership is affected, only 33 students per bus when 48 can ride
 - Not enough time to load buses to their capacity
- The current third tier, or Elementary tier drives the number of buses
 - 56 total buses required to do this tier, while only 31 for Staples tier
 - Can this change? Can schools go on different tiers, like Saugatuck?
- High level of service quality
 - Short trips (nearly all <35 minutes total)
 - Most bus stops located close to homes and driveways

Where are there efficiency opportunities?

- Elementary busing on separate tiers, split it up
- Add more time, more than 30 minutes

Option A

Schools	Times
Bedford MS, Saugatuck ES	7:45 AM to 2:30 PM
Staples & Coleytown MS	8:20 AM to 3:05 PM
Green Farms, Kings Highway, Long Lots, Coleytown ES	8:55 AM to 3:40 PM

- Re-aligns tiers
- Adds 5 minutes to each tier
- Net neutral in terms of fleet — possibly a fleet reduction with re-routing
- Possibly less expensive contract, due to length of shift
- Tiers as they are aligned are interchangeable

Option B

Schools	Times
Both MS	7:45 AM to 2:30 PM
HS + Saugatuck	8:15 AM to 3:00 PM
Green Farms, Kings Highway	8:40 AM to 3:25 PM
Coleytown ES, Long Lots	8:55 AM to 3:40 PM

- Additional 2 to 5 buses required
- Keeps tiers, but separates a later ES group
- Helps in afternoon, having additional time to prevent lateness at ES tiers

Other Considerations

 SCHOOL BUS
CONSULTANTS

Athletics

- Contract allows for other bus companies to be used if buses are not available at the time of a scheduled trip
- Transportation across the district for certain fields or internal sporting events is not significant

Traffic

- North Street remains a serious concern – 8:30 will look much different than 7:30
- Green Farms, Kings Highway, Long Lots on Option "B" – dismissal at 3:25 or 3:40
 - Buses and vehicles on the vicinity roadways 3:30 to 3:45 PM – interfere with Post Road?

Cost

- Option "A" provides cost neutral, disrupts alignment of tiers
- Option "B" keeps Elementary later, bus increase required
- Other options?

Develop Options

What is feasible or reasonable?

Elementary students go earlier or later?

What are parameters?


Cost?

Times?

Service design?

Next steps

Questions & Comments

 SCHOOL BUS
CONSULTANTS

