



## Oregon Pupil Transportation Association Northwest Chapter Meeting Minutes

**April 10, 2012**

Meeting Location: Beaverton Transportation Facility

President Kim Crabtree called the meeting to order at 11:15 am

Members Present: Teri Brady, PPS; T.J. Crockett, ODE; Kim Crabtree, Sherwood; Jean Frazey, Beaverton; Mary Conger, NCSD; Dawn Parsall, NCSD; Patricia Baker, BSD; Sandy Van Baggen, PPSD; Kim Hevia, Schetky NW; Mark Sexton, NCSD; Shelly Cota, Vernonia SD; Vicki Weller, Jewell SD; Mike Hennings, Beaverton; Jerry Hickerson, Beaverton; Chase Schetky, Schetky NW; Paula Adams, Beaverton; Darin Tolls, Beaverton; Jean Devenport, Tigard-Tualatin SD; Judy Friesz, Tigard-Tualatin SD; Kathy Calkins, DDS; and Anna Borges, Seaside SD

Minutes of February 2012 meeting reviewed, motion made, seconded, minutes approved.

Financial Report: Dawn Parsell shared

### Banking Summary

7/1/2011 through 4/6/2012

Income \$19,929.87

Expenses \$12,927.08

Balance Checking \$12,446.10

CD \$ 3,676.02

Cash Box \$ 50.00

Balance of \$3,200.00 which was outstanding from August Workshop registration has been collected totally by Lynette O'Dell Oregon City SD hard work. THANK YOU LYNETTE! The committee greatly appreciates your energy, time and effort to get this job done.

The motion made, seconded and report approved.

**Committee Reports:**

Winter Workshop – Jean Frazey shared that the 2013 NW Chapter OPTA Winter Workshop is scheduled for March 18, 2013. If anyone has ideas for theme, speakers, and allocation of the event please contact Jean.

Poster Contest: Mary Conger reported that the 2012 Poster Contest is closed and poster are being collected and organized for voting. The voting occurs during the Safety Exercise on May 5<sup>th</sup>.

Summer Workshop: Patricia Baker and Bill Mattes will co-chair.

Ryan Hahn will assist with organizing workshop. Mary Conger has a thumb drive and boxes of materials from last year to help the co-chairs.

The Workshop is scheduled for August 7 -10, 2012 at Oregon City High School in Oregon City.

There was a proposal to increase registration fee for the First Aid classes from \$35 to \$40. The Red Cross is charging the chapter \$38. The proposal was discussed; a motion was made, seconded and approved.

There was a proposal to look at canceling the Friday Event at the workshop. There is reduce participation for this, and the cost of the facility could be eliminated. After much discussion and polling of the meeting participants, it was determined to continue with the Friday event but to promote the scheduled events for that day before and during the workshop. It also was shared that South Willamette and NW Chapters would share the cost of guest speakers and that a couple of years ago that practice was discontinued. It was felt that someone should approach SW to see if they were interested in reinstating the practice.

Schetky NW committed to sponsoring the cost of the donuts for this week and to donate the use of SPED buses equipped with three wheelchair stations for better training at the workshop.

Membership: No report

ODE Report: T.J. shared several handouts.

- 1) DMV made available a memo explaining some of the challenges they have had in collecting medical cards. The most common issue is that the writing on the medical certificate by the driver and the doctor are not legible. DMV will not accept anything

that cannot be read. So drivers and doctors need to write neatly and make sure their portion is legible.

- 2) He presented information about the changes to OAR's. The hearing for the approval of the changes is April 25. The changes are also open to public comment. Contact DOE for information about submitting written comments. The new OAR's will take effect on July 1, 2012.
- 3) A proposal was present to the group about a certification program for supervisors and district designated signees on the application forms.
- 4) A new form is available for "Request for Temporary Approval of a School Bus Driver". It now requires that the medical certificate expiration date be listed on it.
- 5) T.J. also shared that DOE conducted a system test of expired certificates. They used the field of 1/1/2012 – 4/6/2012. There were 95 expired certificates found throughout the state. DOE contacted the districts and coached them in how to eliminate this issue.

Safety Exercise Committee: Teri Brady shared that she is working on securing contestants and that Patricia is collecting judges. They are moving forward with napping out the parking lot for the event and determining the style and types of buses that will be used. The date for the exercise is May 5<sup>th</sup>, 2012 at Hillsboro High School on Rook Rd. Registration deadline is April 20<sup>th</sup>.

Dates for events are:

May 5<sup>th</sup>, 2012 – NW Chapter Safety Exercise at Hillsboro HS in Hillsboro. The sign-in starts at 7 am and the event starts at 8 am. You must be signed in before the starting time of the event.

May 19<sup>th</sup>, 2012 – South Willamette Chapter Safety Exercise at Thurston HS in Springfield  
Jun 2<sup>nd</sup>, 2012 – State Safety Exercise at Thurston HS in Springfield. There will be a SPED event available at only this event to qualify for the National competition.

There is a need for more contestants and judges. Patricia has been calling districts to remind them to get their paperwork in.

Trophies are being ordered.

Nominations for the Buck Klemm Award close on April 16. Get them sent in; applications for the award are available on the OPTA website. [www.optaschoolbus.org](http://www.optaschoolbus.org)

Sunshine: Dawn Parsell will be sending out a card to a mechanic at PPS that has had surgery.

Education: Sandy Van Baggen handed out a complied list and a list will be posted at the end of the minutes. Please contact Sandy by the 1<sup>st</sup> Friday of the month of any classes being offered at your operation that you can share with others.

State Board: No report

Old Business:

State Summer Conference is June 18 – 21, 2012 in Bend Oregon at the River Place. Teri Brady handed out a class schedule for the event. More information is available at the website. [www.optaschoolbus.org](http://www.optaschoolbus.org)

New Business:

Nominations for NW Chapter committee openings are needed for the May 8 meeting. We will be voting at that meeting. Send your nominations to Kim Crabtree.

The open committee positions are:

President-Elect (3 year commitment); Secretary (1 year commitment); and Director at Large (3 year commitment). An important part of the commitment for all these positions is to attend all monthly meetings.

State Award nominations are also open at this time to recognize those individuals in our state that make the difference in transportation. More information is available at the OPTA website. [www.optaschoolbus.org](http://www.optaschoolbus.org)

Roundtable Discussion:

Topic – 3 point seatbelt systems in new buses

Sherwood has had new buses delivered that are equipped with the 3 point seatbelt system. Kim was asking about how to load students and insure that straps are adjusted properly. What do other districts do? Does the driver strap each student in even while loading on a street?

Chase from Schetky will investigate to see if there is some information about the strap adjustments and procedures.

Good of the Order:

PPS is in the process of developing a proposal for an Operation Center that would address incidents/emergency event response. They are looking for current practices, policies and procedures to help organize this service. Teri shared that not only does DOT have camera's to view traffic and street conditions but the cities do also and she is investigating how to access this camera system.

Meeting adjourned at 1:00 pm

Next meeting: May 8, 2012 at 11 am – Village Inn at Bridgeport

Please send to Kim suggestion topics for the Roundtable Discussion

# OPTA MEMBERSHIP APPLICATION

## MEMBERSHIP CATEGORY:

- Active Member  
Persons performing administrative, supervisory, driver training, and/or regulatory duties in School bus operations.
- Associate Member  
Any person interested in or associated with, any phase of pupil transportation.
- Professional Member  
Persons employed as a school bus driver or a mechanic/technician in school bus Operations.
- Honorary Member  
Any person, or, institution so named by the State Board of Directors.

## CHAPTER MEMBERSHIP:

- State Membership \$15
- Northwest Membership \$10
- South Willamette Membership \$20

Total Paid \_\_\_\_\_

*Make checks payable to: OPTA*

## REGISTRATION:

Please Type or print

Name: \_\_\_\_\_

Company/Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

New Membership \_\_\_\_\_ Renewal \_\_\_\_\_

Email address: \_\_\_\_\_

Specify Year (July 1<sup>st</sup> - June 30<sup>th</sup>) Payment Applies: \_\_\_\_\_ / \_\_\_\_\_

*Send Membership Application and Payment to:*

Kathy Houck  
1204 NE 201<sup>st</sup> Av.  
Fairview, OR 97024

OPTA NORTHWEST CHAPTER  
TRAINING CLASSES  
04/12/2012

Beaverton SD: (503) 672-3721 Jean Frazey <a href="mailto:Jean_Frazey@beaverton.k12.or.us">Jean_Frazey@beaverton.k12.or.us</a>	8 hour CORE Class 4/13/12 7 AM to 4 PM
David Douglas SD: (503) 256-6500 x5223 Kathy Calkins <a href="mailto:kathy_calkins@ddouglas.k12.or.us">kathy_calkins@ddouglas.k12.or.us</a>	None to report
Centennial SD: (503) 762-3674 Debbie Lillison <a href="mailto:Debra_LillisonAcentennial.k12.or.us">Debra_LillisonAcentennial.k12.or.us</a>	None to report
Hillsboro SD: (503) 844-1123 Carol Hatfield <a href="mailto:hatfieldc@hsd.k12.or.us">hatfieldc@hsd.k12.or.us</a>	None to report
North Clackamas SD: (503) 353-6156 Mark Sexton <a href="mailto:sextonm@nclack.k12.or.us">sextonm@nclack.k12.or.us</a>	4/23 CORE Sec. 1&2 10:00 to 1:00 (tentative) 4/24 CORE Sec. 3 10:00 to 12:30 4/26 CORE Sec. 4 10:00 to 12:30
Oregon City SD: (503) 785-8540 Jennie Skellenger <a href="mailto:Jennie.skellenger@orecity.k12.or.us">Jennie.skellenger@orecity.k12.or.us</a>	None to report
Parkrose SD: (503) 408-2129 Melinda Hammond <a href="mailto:melinda_hammond@parkrose.k12.or.us">melinda_hammond@parkrose.k12.or.us</a>	None to report
Portland SD: (503) 818-8901 x77284 Keith Wright <a href="mailto:Kwright2@pps.k12.or.us">Kwright2@pps.k12.or.us</a>	
Reynolds SD: (503) 492-4921 x3311 Janet Trapold <a href="mailto:Janet_Trapold@reynolds.k12.or.us">Janet_Trapold@reynolds.k12.or.us</a>	First Aid 05/5/12 8:00 to 12:00 \$35.00 Please contact Janet
Sherwood SD (503) 825-5904 Kim Crabtree <a href="mailto:kcrabtree@sherwood.k12.or.us">kcrabtree@sherwood.k12.or.us</a>	

Banking Summary

7/1/2011 through 4/6/2012

<u>Category Description</u>	<u>7/1/2011- 4/6/2012</u>
<b><u>INCOME</u></b>	
August Workshop Income	162.87
August Workshop Refreshments	222.00
RETURNED CHECK (Summer Workshop)	-20.00
August Workshop Registrations	18,050.00
Donations (Awards)	150.00
Membership Dues	330.00
Winter Workshop Registrations	<u>1,035.00</u>
<b>TOTAL INCOME</b>	<b>19,929.87</b>
<b><u>EXPENSES</u></b>	
Bank Service Charge	7.00
Custodial	103.11
Refreshments	650.41
Supplies	94.73
August Workshop(Facility)	3,150.00
August Workshop-First Aid	6,895.00
Postage	46.11
Poster Contest Winner	75.00
Winter Workshop	<u>1,905.72</u>
<b>TOTAL EXPENSES</b>	<b>12,927.08</b>
OVERALL TOTAL	7,002.79
Balance Checking	12,446.10
Cash Box	50.00
CD	<u>3,676.02</u>
	<u>16,172.12</u>