



**OREGON PUPIL
TRANSPORTATION ASSOCIATION, INC.**
Northwest Chapter
optaschoolbus.org

A non-profit organization

NW Chapter Meeting

Date: November 8, 2018
Location: Sherwood SD Transportation Offices
Attendees: Casey Jebens, Sandi Miller, Dan Hagan, Scott Bohl, Jason Chess, Brandon Coonrod, Sandy vanBaggen, T.J. Crockett, Kevin Kramer, Mary Conger, Sharon Pierce, Cindy Sim, Geoff Smoke, Kathy Calkins, JD Russell, Jason Morrow, Angel Morales, Todd Heninger, Julie Mitchell, Teri Brady

The meeting was called to order at 10:35am. Introductions were made by those present.

Minutes from the 10/11/2018 were approved as presented.

Financial Report: Treasurer Jason Chess presented a financial summary report from 7/1/2017 to 10/31/2018. He informed the attendees that the current balance in the checking account is \$30,775.16. He is working on new processes as the finances have not been reported for several years. Several members of the Board will be meeting prior to the State audit to formulate a draft budget for the Audit on 11/29/2018. A motion was made and approved to accept the financial report as presented.

It was also brought up that our previous motion to approve payment for 2017 Summer Work expenses was not an adequate amount. A balance of \$99.79 was still needed. A motion was made and approved to spend the additional \$99.79.

Committee Reports:

Education Committee – There was no response to inquiries about districts offering upcoming trainings. A sign in sheet was sent around the attendees to have districts write down their training contact for future correspondence and planning. Committee Chair Sandy vanBaggen would like to know who she can reach out to at each district.

Sunshine Committee – It was shared that Craig Pruitt recently lost his mother. A card was passed during the meeting.

State Report – Scott Bohl/Brock Dittus –See attached

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Winter Workshop – Committee Chair Mary Conger presented that she has looked into 3 possible venues. The Monarch Hotel, Sah Hah Lee Golf Course, and the Clackamas Banquet Center. Some factors in price include food minimums, A/V and sizes of rooms available. Several of the venues do not have Saturday availability. Mary is proposing having the Workshop on Thursday, March 14th. Reynolds SD said they may be able to host the workshop as their district does not have students that day. President Sandi Miller asked Mary to convene her committee and bring back a recommendation to the Board and membership.

Safety Exercise – No report at this time.

Summer Workshop – DaL Casey Jebens wanted to seek clarification that the first full week of August was when the Board and members wanted to hold the Summer Driver Workshop. He is proposing classes on Tu, Wed and Thur. August 6th, 7th and 8th. We need to lock in a date for Patrick Mulick as the keynote speaker as his schedule fills up fast. Casey will send out a “Save the Date” to Districts and members early so that the new date is widely known. Casey shared that Patrick’s fee is \$2,000 for 3 hours or \$2,500 for up to 6 hours. After discussion regarding the best use of Patrick and our funding, a motion was made and approved

Vendor Updates: Jason Morrow, Blue Star Gas, shared that he is the Area Manager for Blue Star and their company assists many different businesses and school District in saving money on fuel costs. He shared that propane is regularly 40% less than the cost of Diesel. He also stated that the propane supply is currently growing and the price remains steady. There was some discussion on winter impacts with propane. (How fast do the buses warm up? Any issues in colder weather? Etc.)

Kevin Kramer, Schetky NW, shared brochures and answered questions on a stock unit Ford Transit van. The van has an ADA conversion and can seat 8 plus 1 wheelchair. The stock unit is for sale in the high \$40K’s. The can also order other units that can be customized to district specifications.

Forum Topic: Driver Recruitment, Retention and Morale

JD Russell from Beaverton SD shared that they have 5 open routes, about 2% vacancy in their ~270 routes. They credit their recruitment success to a level online/digital presence. They advertise on inDeed, Craigslist, and their district website. They hold regular interviews every Thursday to keep the cycle going. Routes are built to be 6 hours so that drivers get their benefits. Starting pay is \$17.56.

Cindy Sim from David Douglas shared that they have 0 open routes at this time. They have approached the driver problem from several ways. They have been working on a District level to stagger bell times. This has led to a reduction of 31 routes over the last 2 years. They also increased their pay rate and offer a \$1,500 hiring incentive. They place a huge emphasis on driver morale and positive work environment. Management is out with the drivers, greeting them, talking with them. This goes a long way with retention.



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Other discussion included turnaround time from interview to hiring, paid or unpaid training, when are candidates washing out and assistance for studying to pass CDL tests.

Suggested topic for next month's meeting: Student behavior management

Unfinished Business:

Budget: As previously mentioned, a smaller committee of Board Members will be building a draft budget prior to the Audit at the end of the month. There has not been a budget in several years.

A/V Equipment: The State is working on research to make the best purchases for the Association's needs. Black Friday sales will be utilized to stretch our budget. AT the State Board meeting the questions/concerns regarding storage/tracking and check out will be discussed.

Director at Large seats: There is a concern that we have individuals elected to the Board who have not been in attendance at meetings or participating in events. It was decided that we should informally ask them if they wish to continue in their position and remind them of their responsibilities as an elected board member.

New Business:

Coats for Kids: Kathy Calkins shared her inspiration and plans for her Stuff the Bus coat drive. Partially it is in response to all of the negativity that abounds through social media and in part just to help the kids in her district who are in need. The date for the Event is December 1st. She would like to get other districts involved to increase awareness of the event and to attract more media attention. She has flyers and ideas for anyone else willing to join in. Each district would choose their own organization to support.

Meeting adjourned 12:15p. Next meeting scheduled for December 13, 2018 at North Clackamas School District, 15628 SE 102nd Ave. Clackamas.

Respectfully submitted
Teri Brady

Attach: October report from ODE
Chapter meeting schedule

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Board Members for the 2018-19 School Year:

NW President – Sandi Miller, Sherwood SD

NW President Elect – T.J. Crockett, Reynolds SD

NW Past President – Becky Adovnik, Oregon City SD

Treasurer – Jason Chess, Reynolds SD

Secretary – Teri Brady, Portland Public Schools

Director at Large (2016-2018) – Sean Schroeder, North Clackamas SD

Director at Large (2017-2019) – Sharon Pierce, Portland Public Schools

Director at Large (2018-2020) – Casey Jebens, Sherwood SD

Banking Summary
7/1/2017 through 10/31/2018

Category	7/1/2017- 10/31/2018
INCOME	
August Workshop Income	3,629.00
Membership Dues	460.00
Other Inc	82.83
Regional Safety Exercise	298.35
SUMMER WORKSHOP REGISTRATION	5,340.00
Winter Workshop Registrations	840.00
TOTAL INCOME	10,650.18
EXPENSES	
August Workshop	
Refreshments	261.61
Supplies	404.54
TOTAL August Workshop	666.15
BANK SERVICE CHARGE	50.00
Donation To State	2,500.00
Regional Safety Exercise	675.00
Regional Safety Exercise	
Awards	1,024.50
TOTAL Regional Safety Exercise	1,024.50
Summer Conference	6.98
SUMMER WORKSHOP	4,031.85
Sunshine Fund	4.69
Winner Support	205.00
Winter Workshop	
Door Prizes	549.67
Facility	1,488.30
Speaker Fees	100.00
TOTAL Winter Workshop	2,137.97
TOTAL EXPENSES	11,302.14
OVERALL TOTAL	-651.96