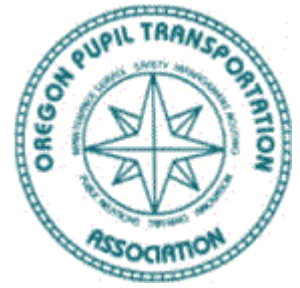


# OREGON PUPIL TRANSPORTATION ASSOCIATION, INC.

*A non-profit organization since 1966*



## ***South Willamette Chapter***

Date: January 10, 2017  
Location: Elmer's Restaurant, Salem  
Meeting Called to Order: Sandi Miller, 11:00 AM

Members Present: Craig Pruitt, Michael Cape, David Jorgenson, Sandi Miller, Carla Tysor, David Farley, Stephanie Malherbe, Michele Fletchall

Previous Minutes: Minutes from December meeting were not available. Will be reviewed next month.

Financial Report:

Beginning Balance:	\$ 18,736.30
Income	\$ 447.05
Expenses	\$ 119.39
Ending Balance:	\$ 19,063.96

Note: There is a \$2,544.15 uncleared transaction for a 50% down payment on previously approved work to be completed on the OPTA trailer. A motion was made by Michael Cape to approve the financial report, seconded by David Jorgenson. Approved.

## ***Committee Reports***

State Board: No updates. Next meeting is 1/19/2017.

ODE Report: Updates to legislation scheduled by the legislature. See attached for list of bills ODE will be tracking.

The Pupil Transportation January newsletter is scheduled to go out on Friday, January 13, 2017. The letter will include dates and times for this year's instructor courses. BTW will be held during spring break; both Third Party and Core classes will be in July. Classes are scheduled to be at OSD.

NW is having discussions about moving their summer classes to June. At this time, we do not have concrete dates and time; however, do watch for announcements on the OPTA web site.

For those who have checked out the OPTA programs in the past, approval letters have been updated to include the instructor approval and class number.

The ODE web site was moved to <http://www.oregon.gov/ode/Pages/default.aspx>. The Pupil Transportation & Fingerprinting homepage is listed under Schools and Districts. Most of the pages are there; however, they have been arranged differently. The OAR link goes directly to the Secretary of State's web site. Feel free to contact us if you are unable to locate an item. Do note that all forms are PDF fillable or PDF. RTF no longer appears.

Reminder: Documents with PII (Personally Identifiable Information) will no longer be processed if sent as an attachment to emails. Documents must be sent to ODE via fax or the secured server. If you need assistance navigating the site, send an email to Flo ([flo.nguyen@state.or.us](mailto:flo.nguyen@state.or.us)) or [buslicense@ode.state.or.us](mailto:buslicense@ode.state.or.us). The process is slower but more secured.

Please do not send documents to ODE to multiple recipients or by more than one method. If you send by email, please do not mail or fax. This does not ensure better service. Most documents can come to ODE by fax or secured sever. If you are uncertain whether an item can be sent electronically, please contact us.

Poster Contest: No updates.

Safety Exercise: David Jorgenson and Tim O'Connell have been working on locations for both the combined regional and state exercises. Sprague HS in Salem is available on the preferred dates (5/6/17-regional, 6/3/17-state). David will check with Tim prior to finalizing the locations.

Sunshine: Michael Shields (Salem-Keizer), surgery  
Denise Newton (Salem-Keizer), death in family  
Jerry Boisa (Nestucca)-illness

Education:

Winter Workshop: With Sandi transitioning to a new position in another district, Chris Ellison has been taking the lead on the winter workshop. The workshop will take place on Saturday, 2/25/17, at South Eugene HS. Cost is \$25, with 6 hours of ODE credit available for attendees. Patrick Mulick will be the keynote speaker. Topics will include bullying prevention, effecting behavior changes on the bus, and autism. Subway will again be providing/delivering lunches. Registration information is available on the ODE website.

Membership: No updates.

Scholarship: No updates.

Old Business: OPTA Awards-Sandi discussed the Buck Klemm special needs award. She also indicated that some work needs to be done to preserve the legacy of these awards. Contact should be made with people that worked with or knew of the namesakes of the awards, otherwise that history could be lost.

**New Business:** Sandi has accepted a new position as supervisor at Sherwood SD (a district represented by NW OPTA). She indicated that she would be willing and able to continue as SW President for the remainder of the year, this was supported by those in attendance.

With the lack of attendance at today’s meeting, the restaurant charged the chapter with a room fee of \$25. This was not mentioned previously (nor had it been an issue-lack of attendance today was likely due to weather issues around the state). A motion was made by Sandi Miller to pay the room fee as charged. Approved.

**Open Discussion:** None

***For the Good-of-the-Order***

**Future Meetings:**

<b><u>Date</u></b>	<b><u>Location</u></b>	<b><u>Topic</u></b>
February 7, 2017 Tuesday	Albany/Carino’s Italian/11 AM	Winter Workshop/Safety Exercise
March 7, 2017 Tuesday	Roseburg	Safety Exercise
April 4, 2017 Tuesday	Eugene	Safety Exercise/Nominate New Officers
May 5, 2017 Friday	Bend	Safety Exercise/Elect Officers
June 19-23 Monday-Friday	Bend Summer Conference	Install New Officers

**Meeting Adjourned:** 12:40 PM

**Next Meeting Date:** February 7, 2017

**Next Meeting Location:** Albany/Carino’s Italian Restaurant