

**MICHIGAN DEPARTMENT OF EDUCATION
PUPIL TRANSPORTATION ADVISORY COMMITTEE**

Thursday, June 7, 2012
State Board Room, 4th Floor, John A. Hannah Building

PUPIL TRANSPORTATION ADVISORY COMMITTEE MEETING 9:00 – 10:15 a.m. – Hannah Building - State Board Room
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The subcommittee meets prior to the regular meeting to review and discuss agenda items in preparation for the regular meeting. Pupil Transportation Advisory Committee (PTAC) representatives are welcome to attend. Topics covered include:

- a) Curriculum and Training
- b) Management and Best Practices
- c) State and National Issues

PUPIL TRANSPORTATION ADVISORY COMMITTEE REGULAR MEETING 10:30 a.m. to 12:00 p.m. – Hannah Building - State Board Room

I. CALL TO ORDER

The meeting was called to order at 10:30 a.m. by Louis Burgess.

II. ROLL CALL AND RECOGNITION OF GUESTS

Introductions were made of all attending the meeting. Guests included Lisa Grost, Vice-President of Mid-Michigan Autism Association and Karen Losch, former Executive Director of Michigan Association for Pupil Transportation.

Michigan Department of:

Education:

- Kyle Guerrant
- Louis Burgess
- Ken Micklash

Transportation

- Angel Fandialan (Primary)
- Andrea Brush (Alternate)

State

- Carol Reagan (Primary)
- John Harris (Alternate)

Michigan Association for:

Pupil Transportation

- Gary Bubar (Primary)
- Mark Niewoonder (Alternate)

Michigan Association of:

School Business Officials

- Matthew Losch (Primary)
- Scott Little (Alternate)

School Administrators

- Steve Matthews (Primary)
- Joseph Candela (Alternate)

School Boards

- Don Wotruba (Primary)

Public School Academies

- Dan Quisenberry (Primary)

Intermediate School Administrators

- Kim Hooper (Primary)
- Lori Richardson (Alternate)

Non-Public Schools

- Brian Broderick (Primary)
- Mary Drew (Alternate)

Michigan Education Association

- Arthur Przbylowicz (Primary)
- Joe Nazem (Alternate)

Office of Great Start/Head Start Collaboration Office

- Jeremy Reuter (Primary)

Michigan PTA

- Sandra York (Primary)
- Ruthann Jaquette (Alternate)

Michigan State Police

- Inspector Randy Coplin (Primary)
- Sgt. Jill Bennett (Alternate)

Middle Cities Education Association

- Fred Clarke (Primary)

Representing:

Northern Michigan Directors

- William Coaster (Primary)

Rural Directors

- Kevin Doty (Primary)

Urban Directors

- James Minnick (Primary)
- Mark Schrupp (Alternate)

Suburban Directors

- Kerry Weishaupt (Primary)
- Karen Henning (Alternate)

Special Education Transportation Directors

- Darryl Dettloff (Primary)

School Bus Drivers (1)

- Frank Brown (Primary)
- Penny Ruff (Alternate)

School Bus Drivers (2)

- Sue Britt (Primary)

Private Contractors

- Kellie Dean (Primary)
- Brian Thrasher (Alternate)
- Duane Kooyers (Alternate)
- Dale Goby (Primary)

Training Agency Association of Michigan

- Lori Richardson (Primary)
- John Savage (Alternate)

Other

- Fred Doelker for Duane Kooyers
- Lisa Grost, Mid-Michigan Autism Association
- Karen Losch, Excel Consultant Group
- Molly Piecucht for Brian Broderick

III. APPROVAL OF FEBRUARY 16, 2012, MEETING MINUTES

Matt Losch moved to approve minutes as presented, seconded by Kim Hooper. Motion passed.

IV. ADDITIONS TO AGENDA AND APPROVAL OF AGENDA

- A. Training Agency Association of Michigan (TAAM) update: Kim Hooper
- B. National Association for Pupil Transportation (NAPT) performance measure update: Dale Goby

Moved to approve the agenda as amended by Kim Hooper, seconded by Matt Losch. Motion passed.

V. OPENING COMMENTS / ANNOUNCEMENTS / PRESENTATIONS

- A. Michigan Department of Education (MDE) Initiated
 - 1. Pupil Transportation State Director and PTAC Chairperson named: Louis Burgess

Louis Burgess welcomed all PTAC members and guests. It was noted that Ken and Louis will continue to support PTAC in same manner as previous chairperson, Mary Ann Chartrand.

- 2. Office name change: Office of Grants Coordination and School Support is now the Office of School Support Services (OSSS)
- 3. New OSSS Office Director named: Kyle Guerrant; replaces Mary Ann Chartrand who retired on April 30, 2012
- 4. School Bus Inspections Update: Inspector Randy Coplin

Inspector Coplin stated that third quarter inspection results will be posted on the Michigan State Police (MSP) website later this week. The information can be found at the following link: <http://www.michigan.gov/msp/0,4643,7-123-59877-267859--,00.html>. He noted that there has been a positive response related to the online postings; this allows for review and correction of results. The MSP current system involves entering in codes, and an improperly entered code can result in misidentifying the inspections result. The review of results on the website has enabled MSP to correct records in a timely manner.

Four new inspectors were hired in April; one inspector hired in May. Ten inspectors are now on-hand, although one is on long-term military duty. Over 11,200 school bus inspections have been conducted to date. Total busses in Michigan are between 16,500-17,200 units.

When conducting inspections of contracted busses, the results are coded to the district that is contracting for the busses. For new busses, the results are coded to the new bus dealer.

Mention of pilot program in Indiana where handheld devices are being used to record results of bus inspections. Inspector Coplin visited the pilot program to learn how it was being conducted.

Matt Losch had a question about red-tag inspection results from minor faults. Discussion about the collaborative nature of the inspection manual resulted. If the manual needs improvement, MSP will ensure the inspection program is modified.

Dale Goby asked about results certificates and the process of distributing them. Discussion resulted over the process and the need for the certificates. There was general support for printing and distribution of the certificates. Inspector Coplin acknowledged MSP is behind schedule but intend to send out the certificates later this year, though legislation does not require MSP to distribute them.

5. Beginning School Bus Driver Safety Training Curriculum – Update completed for entire document

Ken Micklash reported that all nine beginning bus driver safety education training units have been reviewed, updated, and posted on the MDE pupil transportation website. From this point on, updates and unit revisions will be completed on an “as needed” basis.

6. Autism Presentation: Lisa Grost, Vice President of Mid-Michigan Autism Association.

Autism is currently the fastest growing childhood epidemic. An increased focus on training transportation staff, law enforcement, and emergency services on autism, its common characteristics, and effective tips on how to increase safety on daily bus rides is a priority in Michigan.

Lisa Grost’s presentation was well received. The Mid-Michigan Autism Association is working to increase the awareness of autism and they have developed information on awareness training, as well as recommendations for school districts to address the increasing number of children with autism.

VI. PRELIMINARY RECOMMENDATIONS/ITEMS PRESENTED

- A. Curriculum and Training (Coaster)
 1. Supervisor Continuing Education – Update

Bill Coaster updated the results of training to date. He noted the increased use of Michigan Virtual University (MVU) to provide on-line training for supervisors. Six hour training has been divided into two sessions (one two-hour and one four-hour). In future, they would like to split into two three-hour sessions. This was the first year of this process. The training has been well-received in the field.

2. TAAM - Update

Kim Hooper noted that TAAM will be training 50 trainers on the new curriculum later in June. The MDE website is an excellent resource for trainers. Kim noted that Ken Micklash keeps the website up-to-date and that TAAM members have made many referrals to the website in order for questioners to obtain resource material.

B. Management and Best Practices (Goby)

1. NAPT Performance Measures - Update

Dale Goby reported there is a national effort to identify key performance indicators (KPI) for supervisors. This process will be ongoing.

C. State and National Issues (Micklash)

1. National Congress on School Transportation – Update

Ken Micklash reported that Michigan will have at least one new member on the 2015 delegation, as Matt Losch will not be taking part in the congress. MDE will work with Michigan Association of School Bus Officials and Michigan Association of Pupil Transportation to identify another participant. Also MDE will host some pre-event work prior to the 2015 meeting beginning this fall.

VII. FINAL RECOMMENDATIONS FOR PTAC TO CONSIDER

A. Curriculum and Training (Micklash and Richardson)

1. Beginning School Bus Driver Curriculum – Unit I Driver Role and Responsibility page 28 has been revised to address the issue of driver self certification. This was considered a minor edit and is being presented as an information item.

There were no comments from PTAC on the change.

B. Management and Best Practices – No items.

C. State and National Issues – No items.

VIII. ASSIGNMENTS FOR SUBCOMMITTEE WORK

1. MDE Initiated

1. To Curriculum and Training – No items.
2. To Management and Best Practices – No items.
3. To State and National Issues – No items.

2. PTAC Initiated
 1. To Curriculum and Training – No items.
 2. To Management and Best Practices – No items.
 3. To State and National Issues – No items.

IX. OTHER ISSUES

1. Proposed Meeting Dates for 2012-2013 (all Thursdays)
 1. October 4, 2012
 2. February 14, 2013
 3. June 6, 2013

Carol Reagan, Department of State, provided updated copies of the State's "What Every Driver Must Know" pamphlet. School bus pictures on pages 116-117 were updated.

X. ADJOURNMENT

The meeting adjourned at 11:47 a.m.