

MICHIGAN DEPARTMENT OF EDUCATION (MDE)
PUPIL TRANSPORTATION ADVISORY COMMITTEE (PTAC)

Thursday, February 1, 2018
State Board Room (4th Floor), John A. Hannah Building

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| PUPIL TRANSPORTATION ADVISORY SUBCOMMITTEE 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. PTAC representatives are welcome to attend. Topics covered include:

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

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

All members and guests were asked to sign in. Members were introduced, and the guests were Pam Kies-Lowe, MDE Homeless Consultant; Karen Losch, Excell Consultant Group; and Matt Losch, Excell Consultant Group. Members in attendance included:

**Michigan Department of
Education**

Louis Burgess
Ken Micklash
Kevin Walters

State

Carol Reagan (Primary)
State Police – Office of Highway Safety Planning
Linda Fech (Primary)

Transportation

Rob Pearson (Primary)

Michigan Assn. for Pupil Transportation (MAPT)

Howard "Mac" Dashney (Primary)

Michigan Assn. of School Business Officials

Jill Segal (Primary)

Michigan Assn. of School Boards

Jennifer Smith (Primary)

Training Agency Assn. of Michigan

Lori Richardson (Primary)

Representing:

Private Contractors

Fred Doelker (Alternate)

Rural Directors

Kevin Doty (Primary)

Special Education Trans. Directors

Lisa Block (Primary)

Guests

Pamela Kies-Lowe, MDE

Karen Losch, Excell Consultant Group

Matt Losch, Excell Consultant Group

III. APPROVAL OF October 5, 2017, MEETING MINUTES

Fred Doelker moved, and Kevin Doty seconded to approve the minutes. The motion passed.

IV. ADDITIONS TO AGENDA AND APPROVAL OF AGENDA

Lori Richardson requested an addition to Section VI. B. School Finance Research Collaborative Report.

Carol Reagan moved, and Lisa Block seconded to approve the amended agenda. The motion passed.

V. OPENING COMMENTS/ANNOUNCEMENTS/PRESENTATIONS

A. MDE Initiated - Micklash

1. Sgt. Mike McLaughlin, Michigan State Police, was ill and unable to attend the meeting. Ken Micklash read an email from Mike announcing his retirement effective March 1, 2018. MDE will prepare a certificate of recognition to be signed by the State Superintendent recognizing Sgt. McLaughlin for his many years of outstanding service. The certificate will be presented at his retirement ceremony.

Lori Richardson moved, and Kevin Doty seconded that PTAC recognize Sgt. McLaughlin's service. The motion passed.

2. Pam Kies-Lowe, MDE Homeless Consultant, presented an update on homeless students and transportation. Pam presented an extensive briefing on serving homeless students in Michigan emphasizing that the overriding theme is to serve the best interests of the students. She highlighted the pupil transportation responsibilities of local districts as it relates to homeless students, the responsibilities of regional homeless coordinators, and the fact that they are good points of contact for local transportation service providers. There has been a 6%

decrease in the number of homeless students reported this year. Pam also provided a reference to a 2013 Office of Special Education and Rehabilitation Services communication. This communication provided guidance addressing the issue of homeless students without disabilities being provided transportation on a special education route to their school of origin. Ken Micklash is going to follow-up with the MDE Special Education Unit to determine how this federal communication is implemented in our state. To view Pam's presentation, click [here](#).

3. Howard (Mac) Dashney, Senior Consultant, MAPT, provided a MAPT update. Mac noted that MAPT offices have moved to 2153 Jolly Road, south of Okemos High School. The MAPT conference will start on March 6, 2018 in Midland.

VI. PRELIMINARY RECOMMENDATIONS/ITEMS PRESENTED TO PTAC

A. Curriculum and Training - Coaster/Richardson/Micklash

1. Howard (Mac) Dashney reported that the first segment of the training program has been completed and the second segment is being finalized. The entire training session is being videotaped at Wayne RESA. Transportation supervisors will have the option of completing the mandated training either via an in-person presentation or on-line training.
2. Beginning School Bus Driver Safety Education – (No update)
3. Continuing Education School Bus Driver Safety Education Curriculum – Recommend PTAC approval of the School Bus Driver Continuing Education Curriculum Manual, "Michigan Pupil Transportation – It Happened, Don't Let It Happen to You." This updated curriculum was sent out to PTAC membership via email. The manual is currently being made ADA compliant. Kevin Doty recommended to amend the document with a one-word language modification changing the word "and" to "or" in the Pre-school Children Transportation Considerations section and in the Advisory Practice and Guideline addressing this topic.

Kevin Doty moved and Howard "Mac" Dashney seconded to approve the modification. The motion passed.

- B. State and National Issues – School Finance Research Collaborative Report – Lori Richardson highlighted the work and the impact on funding for pupil transportation. Transportation is covered in Chapter 5, page 179 of the report. To view the report, click [here](#).

VII. FINAL RECOMMENDATIONS FOR PTAC TO CONSIDER

A. Curriculum and Training – (No items)

- B. Management and Best Practices – (No items)
- C. State and National Issues – (No items)

VIII. ASSIGNMENTS FOR SUBCOMMITTEE WORK

A. 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)

B. PTAC Initiated

- 1. To Curriculum and Training – (No items)
- 2. To Management and Best Practices – Ken Micklash provided an update related to two advisory practices: (a) Schools of Choice Transportation and (b) Usage of Vehicles with 10 Passengers (including the driver). The committee of Richardson, Coaster, Dashney, and Micklash are working on a first draft document which will be shared with PTAC membership when completed. The committee's work is planned to be finalized by the October 2018 PTAC meeting.
- 3. To State and National Issues – Jennifer Smith, MASB, presented a question related to the usage of school buses for community sponsored activities. After a brief discussion, it was recommended that Jennifer refer the questioner to either Howard "Mac" Dashney, MAPT, or Ken Micklash of MDE for follow-up.

IX. OTHER ISSUES

- A. Next meeting is June 7, 2018

X. ADJOURNMENT

The meeting adjourned at 12:02 p.m. by Louis Burgess.