



California Association of School Transportation Officials  
State Board Meeting

**Minutes**

Saturday, September 8, 2018  
10:30 am

California Department of Education-OST  
825 Riverside Parkway #110  
West Sacramento, CA 95605

**I. OPENING 10:34 AM, President Pam McDonald**

- A. Pledge of allegiance – Tony Peregrina**
- B. Attendance**

1. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 17, 18, 19, 20

*President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, Secretary, Treasurer, Past President, Professional Associate Rep., Contractor Rep., Sustaining Member Rep., CASTOway's Editor, CASBO Rep., CDE Rep., DMV Rep., Legislative Rep.*

2. *Verification of Eligibility – all Chapters are eligible to vote at this time*

1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 17, 18, 19, 20

- C. Introductions and welcome – All Chapter Presidents and Executive Board in attendance introduced themselves.**
- D. Minutes of Prior Meeting – Sam Anderson (M), Vicki Wingfield (S), (C)**
- E. Correspondence – NONE to report**
- F. Additions/changes to the Agenda – No adjustments or changes**

**II. Reports**

- A. Treasurer – Barbara Terry – apologized about sending closing budget late, was focused on get the taxes complete, and happy to announce that all taxes are complete and up to date; current budget checking account \$30,113.95, savings \$5,791.36 total balance \$35,905.31; Barb, any questions;**  
*Sam Anderson had a few questions; Q: business forum nothing on the agenda, but how are we doing on it? Budget is showing that we have a projected income of \$30,900.00 but have only collect \$3,000.00. We have exceeded out vendor registration, how are we with attendees? A: Pam stated that we are not where we would like to be, but we are doing okay. Barb stated that with payroll deduction, and online registrations some have not come through yet, as of yesterday 2 more folks had registered.*  
*Barb also stated that for the officer's workshop we made our numbers just some of the monies are in 2 budgets years as folks paid in June so the monies was deposited in June, for a total \$1650.00; she also stated that the income will decrease by \$200.00 dollars, that monies should have been reflected under officers' handbooks.*  
*Q: Sam Anderson, it shows that there is income under Mechanics workshop of \$675.00 how was there income? A: Barb explained that it's from a past Mechanics workshop as a stale check was resubmitted.*  
*Q: Sam Anderson, under membership Agency members it reflects we only have 70 members in monies, and the numbers showing for membership reflect 16, but 13 only active. A: Barb stated that there may be outstanding P.O.'s, Pam stated that Orange hasn't paid yet, Sam stated his district hasn't paid theirs yet either.*  
*Q: Sam Anderson, under Sustaining Membership reflects 62 members, but is only showing funds for 3 members. A: Barb stated that when vendors register for conference it includes membership for the following year.*  
*Q: Sam Anderson, under Rodeo's, shows an income of \$110.00 dollars, and is that from last year as well. A: Barb stated that is was and in fact it will go up again as she received more money from last year's rodeo yesterday Friday September 7, 2018.*

Q: Sam Anderson, on expenses next page, under Business Forum there doesn't show any expenses? A: Pam and Barb both stated not yet, but there will be.

Q: Sam Anderson, there is expenses under awards for conference, is that from last year? A: Barb stated yes, as there was a broken award and we replaced it.

Q / Comment: Sam Anderson on 3<sup>rd</sup> page, officers workshop did well on its budget, as I see we budgeted \$7,600 spent \$5,000.00, so that was good A: Barb, that is correct and all bills are paid

Q / Comment: Sam Anderson, I see under State Board expenses, State Franchise Tax Board we budgeted \$10.00 and spent \$140.00. A: Barb explained that it costs \$10.00 dollars to file state taxes; Pam commented that taxes haven't been done since 2014; Barb went on to say that there is a \$50.00 maximum fine for each year not filed; \$10.00 for current year filed and \$130.00 for the back taxes.

Q: Sam Anderson, State National Championship Rodeo expenses of \$1,226.56 was that for a previous year? A: Barb, no the winners just went in July 2018. Comment: Anna Borges, Pam McDonald, Sam Anderson; this will always go into the next year's budget because of how the National Rodeo Calendar falls. Comment: Barb, we need to adjust some of the budget to carry over from previous year. National Rodeo tax franchise

Q: Sam Anderson, last years ending of \$24,074.45, where does that roll over into the next year's budget

A: Barb stated that it is not really part of the budget; the budget is made up of projected income and expenses, but it's not part of the budget; quick books doesn't add in ending balances, if the board would like me to add that in at the end of the year I certainly can do that; Pam, so the \$24 thousand is included into the beginning balance of the \$30 thousand that we have now; so there is only a \$5 thousand difference.

Q: / Comment Dano, thank you Barb for presenting the budget; Dano would like for the record for the years of taxes filed;

A: Barb stated that the following years taxes have been brought current and up to date, 2015 / 2016, 2016 / 2017, & 2017 / 2018 (fiscal years)

Sam Anderson made a motion to accept the current budget 2018 / 2019 as it was reported (S) Tania Kaylor, discussion none, (C)

Pam has asked for a motion to close the budget for the 2017 / 2018 fiscal year; (M) Tania Kaylor (S) Amanda Hightman, discussion none, (C)

**B. Membership** – Barbara Terry – wild apricot sent out invoices in June, then in July anyone that had not paid their invoice renewal the program suspended them, it dropped our numbers really low. With the help of Mike Sawyer we have been working hard on getting those folks unsuspending, with 224 left to unsuspend, our numbers will go back up. This was the first renewal 1437 current, 463 active, 895 are lapsed 950 renewal overdue.

**C. State Officers** – All State Officers in attendance reported on the various activities they have attended.

**D. Special Representatives** –

**1. California Department of Education** – Anna Borges, went over the State Map of the consultant's areas; Leann Kenley has come out of retirement and is back consulting; Cal HR has changed the process with hiring / accepting applications; OST having a difficult time of finding applicants, we will now have an open list, constantly; every quart the application process is open, for those interested in applying, they can submit their application; the specifications were changed a few years back, for the job description; once an application has been accepted, the individual will go on a list for an interview with CDE, OST department, once an applicant is successful (completed the whole process) they will go on the eligibility list and it is good for a year. Anna will send information out Lires system; Class schedule will come out soon, as the department has been busy, there have been more requests for delegates than usual so that has been taking up a lot of time. A little about CASBO, in 2019 there will be a program that CASBO has been working with a couple of long-time CASTO members to develop a School Transportation Leadership certificate program, Tim Purvis and Mike Rea. CASTO supported this effort. The program

will occur over ten months and consume one weekend per month, with a Friday evening class, and an all-day Saturday class. This will be a rigorous program that is designed to train current and prospective school transportation leaders in the technical aspects of the job of Director, Supervisor or Manager, as well as prepare students for the elements and nuances of leadership. Nico will be going into SB1840; won't go much into it but will share that CDE, CHP along with CASTO will create FAQ's that will be posted on web sites on the child safety alert systems, that will kind of be like the FAQ's in regards to seatbelts on school bus, dual air brake systems; the CDE will work with President McDonald and her team in regards to the FAQ's.

2. **Sustaining Member Representative** – Jason Hohalek, Salesman for Creative Bus Sales – grant funding just finished up with the dura program last month in August; I always encourage everyone to apply it is a nation wide program, kind of like a lottery; last go around was \$25,000, which is a good amount when looking for a replacement program; CEC Grant, is the California Energy Commission that's funding partial funding for CNG and Electric Thomas will in of 2019, IC; Blue Bird has there unit available; the Lion bus has been operating for some time now; important thing is that electric has been around for years, so it is not new to the industry, but it is new to the school bus industry. Jason talked about fueling stations for the near future. California is the leader in safety and CASTO has played a huge roll in that; Jason talked about the future the vehicles having sensors installed on them to help in avoiding traffic collisions; there are a lot of safety parameters that go along with this, however it detects if your following to close, leaving your lane of travel, would apply the brakes if you going under 35 MPH; IC, Blue Bird and Thomas will be offering that with their technology; Electronic stability control is huge and is mandated on the commercial side, transit side where vehicles over 30 GVW must be equipped with electronic stability control, that technology essentially will identify if you are turning to fast will apply the brakes to which ever accel / tire is losing traction to stabilize the vehicle; that will be a standard piece of equipment on school buses moving forward, it is a standard on IC now; Bendix an Meritor as a main function or option for the school bus equipment
3. **Contractors Representative** – Open – NO REPORT
4. **CASBO Representative** – Pam McDonald PC Chair, (Professional Council) – CASBO conference starts Tuesday April 16, 2019 8:00 AM that will be held in San Diego at the Convention Center, Hyatt is the host hotel; providing 11 strands of classes over a 3 day period. Tim will be teaching his class "So you Want to Be a Leader", which starts Wednesday April 17, 2018, 8:00 AM, he will give an overview of the certification class as well. Vendor show opens on Tuesday night ending Wednesday, Thursday will have 3 strands of classes. Registration opens in October; there are some PC positions are open, so if anyone is interested, email Pam and she will get you the information.

## **E. Standing Committee Reports**

1. **Legislation** – Nico Chavez – passed out the letter that was submitted to the Governor to veto the school bell time AB 328 School Bell Start Time; Nico talked about why it's important not to have standardized bell times; he also wanted to thank everyone for working with him and taking his calls, and digging in on all the changes that have been coming forward; AB 1840, Committee on Budget. Education Finance has been signed by Governor Brown for the extension of compliance of the child safety alert system; Nico passed out information regarding the 6 mo. extension.

## **BREAK 12:13 – 12:30 PM**

2. **Roadeo Report** – Doug Smith Roadeo Chair – Contacted the Rose Bowl as we still have a deposit with them and would like to fulfill our obligation so that we do not lose the monies; southern sectionals; Doug stated he is looking into the Orange Fairgrounds for possible southern sectional facility; there is currently no vice chair; he has been in contact with someone who may be interested, will know more at a later date, Pam stated that the application is on the Web site if anyone is interested; he also sent out an Email to current roadeo specialist to see will be committed for this next years Roadeo season, has had 3 confirmed. Question from the floor (Chapter 6 President Nannette) 3 confirmed out of how

many? Doug stated 10, however he sent the email out late and as of Friday he had only received 3, and would have further results at a later date. Question from the floor (Chapter 6 President Nannette) when the Rose Bowl was stated, which roadeos were you speaking of having there? Doug stated, southern sectionals; Dough also stated that Durham has agreed to sponsoring \$1,000.00 – \$1,100.00 towards trophies this year; went to Philadelphia during July for the National School Bus Safety Roadeo, he apologized for missing the Officer's workshop; Doug gave the National Roadeo Results: Victor Garza 1<sup>st</sup> place from Newport-Mesa USD, and Sergio Duenas 3<sup>rd</sup> Place from Durham transportation. Northern Section, no information for the site, as he needs to contact the facility. There's a concern as Chapter 6 reserves the same site for their chapter roadeo which is already scheduled for April 6<sup>th</sup>, 2019.

3. **CASTOway's Editor** – None
4. **Access & Mobility** – Tony Peregrina - the committee has submitted all new up to date information, nothing much has changed. In the future will work on updating photos for new equipment; final review will submitted on Friday; costs on production will change and will have that info to Pam next week; question from the floor, would it be possible to have ready by managers forum; that is the committees goal. Looking into changing the cover as it will be the 3<sup>rd</sup> print; Mike Sawyer stated online web store for purchasing once completed; Dano has someone working on the cover, and asked if CASTO would be willing to allow the Bingo person do the printing of the book as she already does a lot for CASTO; Pam agreed to allow her to give us a quote for possible printing.
5. **Fundraiser / Bingo** – Dano Rybar – annual report is submitted in January, but will give a brief overview for the new folks, chapter presidents; bingo has been up and running since 2011, Bingo has provided \$129,000 to the association. Just a small break down, last month's revenue was \$87,256, paid out little over \$83,000 in cash prizes; CASTO Bingo broke even the last couple of months, which is expected because of the summer months; CASTO Bingo was awarded best bingo session in Sacramento in July, 2018. Thanked all the parent volunteers; every Friday night parents come to help with bingo, they get paid \$15.00 hr., that money in turn goes to sports traveling groups that their children play for; the volunteer time helps their students succeed in sports, in turn helps CASTO bingo every Friday night, without the support of the parents volunteering CASTO Bing wouldn't be as successful as it is. Bingo isn't just about making money, it is a great support in giving back to the students we transport; Dano also thanked Anna for her support and in supporting CASTO; CASTO Bing is projecting \$12,000 income by April; Pam thanked Dano for giving up every Friday night and additional days to support CASTO
6. **CASTOways.org Web page** – Mike Sawyer – passed out business card, asked all Chapter Presidents to email all the flyers that were passed out so that he can get them up on the web page to support their Chapters events; also have updated the web page, there is a legislation page, CDE page, job posting link, all of this information helps keep the members informed of what is going on; Kern is no longer hosting the web page which is a \$2,000.00 savings; when you type in castoways.org, it will take you straight to wild apricot; this web page gives us the ability to register for state events online, pay for any event registered for and membership, has online store capabilities, live membership lists for the Chapters. Q: Chapter 19, will the web page have the contacts link that it used to have? A: Mike, yes currently working on it, will be accessible shortly. Q: Pam to Chapter 10, is there a current copy of the mutual aid book so that it can be posted up on the web page? (Pam gave a brief overview what it is and what information is in it to assist drivers / district when out of there areas on trips.) A: Chapter 10 Amanda, there is information just not a lot of new information, will forward what is there.

### **III. BUSINESS AND ISSUES**

#### **A. Old Business**

1. **Officer's Workshop** – Pam McDonald – thanked everyone that was in attendance, next years is booked; handbook, strategic plan was missing, that information was passed out so the chapter presidents could update their officer's handbook; 3 books left for sale \$50.00 ea., memory sticks in the books as well; general comments that the workshop was great and glad

to see it being held back in Oceano at the Elks Lodge; a brief statement was made by Anna; the overall turnout was good, but it's embarrassing when the guest speaker is from Chapter 3 and there is not one person from that Chapter in attendance. The question is always brought up "What does CASTO do for me?", the Officer's Workshop is put on every year to give the Chapters guidance in how to help the Chapters thrive, the question should be "What can I DO for CASTO". It's important that the entire chapter boards are in attendance; it is our jobs to help this organization grow, it's our job to help this organization thrive! Next year's Officers workshop will be held in Oceano, July 12 & 13, 2019 at the Elks Lodge. Mechanic's workshop will be held July 25 & 26, 2019, then STN starts July 27, 2019.

2. **School Transportation Business Management Forum** – Mike Sawyer / Dano Rybar – registration is open; on the website has the class schedule, there are lot of great classes that pertains to all aspects of transportation. Mike also talked about getting each chapter involved by printing out the classes and sending the information out to all their districts in their areas. Pam talked about how using district mail, is free, sending out information through emails. Dano reported on facilities – in second year of contracts; hotel was sold, our contract was sold with the Marriott Corp., it is called the Delta Hotels. Dano, handed out lodging information for the Managers forum, encouraged everyone to book through the Marriott so that CASTO gets all the credits.
3. **Mechanic and Supervisor Workshop/CA Best Tech & Inspector comp** – Justin Gregori, Chair; would also like to recognize an unofficial co-chair that has helped out tremendously Tony Lavezzo, has been doing a lot to help plan the programs; confirmed to held at the Tahoe Truckee Unified School Districts Transportation Facility; programs will be set by January 2019, it is scheduled for July 25 & 26, 2019. STN will help us anyway they can, by extending their hotel rates; Nanette Chapter 6 stated that Tahoe Truckee will provide shuttle services for those that will not be staying locally.

## **B. New Business**

- 1 **CASTO PowerPoint – Why CASTO** – Pam talked about the importance of Why CASTO, handed out a PowerPoint asking how we could improve it; let's move forward with it if everyone thinks it would be a great idea. Asked Chapter presidents to send her emails with ideas, updated photos, etc.
- 2 **Membership Policy (application including trifold)** – Pam reported that all information is updated on all applications with current information. Folks can register for events online, as well as becoming members online. Mike Sawyer stated that he can create a link on the web page where folks can print out applications if needed.
- 3 **CASTOways Newsletter** – Pam reported that in our Administrated Policies, it states that we have to have a CASTOways newsletter; Chapter 14, Christy (Secretary) has offered to help out, a sample of what she put together was handed out; Pam stated that this is not an official CASTOways, just a sample of what could be offered; it can be emailed out at no cost, just suggestions on what we could offer; Christy stated that money could be generated with advertisement, and is open to all ideas. Pam also stated that advertisement could be done online as well. Mike Sawyer suggested that the more people we put to the web page then we could use this as our communication, content is hard to get, as Greg Straw struggled with it. Dano, stated that our by-laws state that we are required to send to our agency members, and if we use the web page we could print then send it that way to our agency members monthly; Pam commented that we use to send the information to State Directors so that they could see what we were doing; we need to get back to sending our information as the by-laws state. By-laws need to be worded to either email, or US mail whatever is voted on.
- 4 **Constitution and By-Laws** – Pam, at the officer's workshop I wanted everyone to review the constitution and by-laws; last updated April 17, 2011. Nothing has been done in the Administrative Policies and procedures, last updated 1992 on most of it. On the page where membership and dues need to be looked at, ideas need to brought forward; shared what CASBO did to bring up their numbers to get legislative backing was they up their companies, districts no matter how many employees a school district everyone will become a member; for instance, it can go off of ADA, a district with 30,000 would pay a set membership fee and then

everyone in that district would become a member. It's about the membership numbers, when it comes to lobbying, it's about the numbers! Pam gave several suggestions on increasing membership; she asked that all chapter presidents put something together and email it to her so that it can be brought to the next state board meeting, but our numbers need to get better. Group discussions were made from all, Pam stated that emails needed to be sent to her so that something can be brought forward to the next board meeting to be voted on, she would even do conference calls if needed before the next state board meeting. Dano asked if this would work against us in the long run; if we were to gain say 25,000 people tomorrow how would one person be able to get that accomplished; Pam stated that in the by-laws, it states that we can hire an executive secretary when we get to that point. More discussion was made on membership dues; Pam stated that if we do nothing this year (implemented) then we need to work on the language now so that it can be implanted by next year. Pam stated, the meeting was supposed to be adjourned at 2:30, it's 2:10 and we will not get through the rest of the constitution and by-laws today, this will need to bring this back again, she asked that each chapter president go back and look at all of this and bring things back to the next board meeting. Page 6 states there shall be a public association publication, we talked about CASTOways is online put I believe that it's talking about paper form; anything in administrative policies and procedures we can make the changes, the constitution and by-laws changes have to be voted on by the members. We can collectively work on this together, we will take the next 15 minutes and to chapter exchange so that we can adjourn our meeting at 2:30 PM.

**5 Administrative Policies - Tabled for the next meeting**

**IV. Information Exchange**

**A. Chapter News – Chapter Presidents**

**V. ADJOURNMENT – 2:35 PM November 3, 2018 next meeting**