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MEMORANDUM

DATE: February 10, 2003

TO: School District Transportation Directors
School District Driver Trainers

FROM: Ronnie H. McCallister, Program Director
School Transportation Management Section

SUBJECT: 14th Annual Training Meeting, March 31-April
3, 2003 "Lake Yale," Eustis, Florida

We have reserved meeting dates for a staff in-service opportunity at Lake Yale Baptist Assembly. The theme for this year is "**Still Living In The Land of The Free in 2003.**" Topics for this year's meeting are from suggestions offered by a group of personnel throughout the state who attended a planning meeting to assist with this project (draft agenda enclosed).

There are no limitations on the number of participants who can attend. We believe there is sufficient space available to accommodate all participants from each school district. A registration form is enclosed.

The Florida Association for Pupil Transportation (FAPT) is charging a \$50 registration fee to cover the cost of materials and all lunches. The registration will be the only fee collected for those participants who will be commuting to Lake Yale each day. Confirmation of a participant's registration will be based upon receipt of the completed registration form and check (district/personal) made out to FAPT or a purchase order.

WAYNE V. PIERSON
Chief Financial Officer

Lake Yale
February 10, 2003
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For those participants who plan to stay at Lake Yale, the following costs are in addition to the initial \$50 registration fee and are based on double occupancy:

<u>Sunday – Thursday Motel Rm (4 nights)</u>	<u>Monday - Thursday Motel Rm (3 nights)</u>
\$171.00	\$146.00

These costs cover lodging for the nights indicated, breakfast each morning (lunch is included in registration fee) and dinner each night, as indicated on the agenda. All room rates are based on double occupancy. Participants arriving Sunday will not receive dinner; however, a Monday breakfast will be prepared for a minimum of 25 persons.

A map with directions to the assembly is provided. You will find a questionnaire that requests information from each participant. Nightly planned activities include an Ice Cream Social on Monday, dinner on your own in Eustis on Tuesday, Movies and Popcorn and Karaoke on Wednesday for those who are interested.

Because we must guarantee participant count, there can be no refunds for cancellations; however, substitutions can be made prior to camp. Prepayment via check or purchase order is required for participation; please ensure that all participant payments have been completed prior to attending Lake Yale. In order to properly account for all payments addressed to FAPT, please imprint onto your check or purchase order the wording "Lake Yale" to reference the Lake Yale meeting.

There will be door prizes daily. Contribution of door prizes would be appreciated.

For further information on registration or content of this exciting program please contact Herman Carter, Kay Kanupp, or me at (850) 488-4405 or by e-mail to Ronnie.McCallister@fldoe.org.

RHM/lkk

Enclosures: Draft Agenda
Registration Form
Participant Questionnaire
Map

cc: Cathy Wooley-Brown
Jennifer Rippner
J.C. Bowman

Registration Form

		<i>Select One Column for Each Person Staying at Lake Yale</i>			
		Sunday - Thursday	Monday - Thursday		
Participant's Name & Position	Reg. Fee \$50 (1)	Motel* \$171 (2)	or	Motel* \$146 (3)	Total (4)
1.					
2.					
3.					
4.					
5.					
6.					
Check or POs Made Out to FAPT Enclosed For (TOTAL):					(5)

- (1) Includes materials and lunches and must be paid by ALL participants.
- (2) Cost for persons staying in a motel room at Lake Yale (Sunday - Thursday; four nights)
- (3) Cost for persons staying in a motel room at Lake Yale (Monday - Thursday; three nights)
- (4) Add costs across the row for each participant.
- (5) Add costs for all participants down the column (mandatory).
- (6) Make multiple copies of this form if more than six (6) participants are attending.

Because we must guarantee participant count, there can be no refunds for cancellations; however, substitutions can be made prior to camp. Prepayment is required for participation; please ensure that all participant payments have been completed prior to attending Lake Yale. In order to properly account for all payments addressed to FAPT, please imprint onto your check or purchase order the wording "Lake Yale" to reference the Lake Yale meeting.

ALL CHECKS AND POs MUST BE MADE OUT TO FAPT AND RETURNED TO THE ADDRESS BELOW.

Please complete the registration and questionnaire form and return no later than February 28, 2003, to:

Attn: Rick Rothberg
 Florida Association for Pupil Transportation
 PMB 517
 1699 Apalachee Parkway
 Tallahassee, FL 32301
 Fax No. (305) 251-8502

*Please note that ALL persons staying at the camp will be expected to share lodging (double occupancy) unless other arrangements are specified. Private single room rates per person including registration: Sunday–Thursday (\$297) / Monday–Thursday (\$253).

Director's Signature: _____

District _____

**2003 14th Annual Leadership Conference Agenda
Lake Yale, Eustis, Florida**

March 31-April 3, 2003

“Still Living in the Land of the Free in 2003”

Monday, March 31, 2003

9:00 - Noon	Registration (Fellowship Hall)
Noon - 1:15 PM	<p>Lunch, Introduction, Welcome, and Invocation (Dining Room) <i>Presenters: Ms. Pam Saylor, Superintendent of Lake District Schools; Mr. Phil Lucas, Director of Transportation, Lake District Schools; Kay Kanupp, Program Specialist, Julie Wammack, Program Specialist, and Herman Carter, Program Specialist, DOE</i></p> <p>Lunch in the dining room will be preceded by a welcome from the Superintendent and Director of Transportation of the host district.</p>
1:30 - 3:00 PM	<p>“The Church Lady” (330 Activities Wing) <i>Presenter: Miss Naomi Smith</i></p> <p>A highly motivational person will give us a new outlook on how things are in the world and will highlight the great happenings in our world of school buses.</p>
3:00 - 3:15 PM	Break
3:15 - 4:30 PM	<p>Department of Education Updates and Legislative News (330 Activities Wing) <i>Presenter: Mr. Charlie Hood, Director of School Transportation, Department of Education</i></p> <p>This session will bring the latest news from the director’s office, including legislation that is related to school transportation. Mr. Hood will discuss the news from national and state agencies.</p>
6:00 PM	Dinner (Dining Room)
7:00 - 8:30 PM	<p>Old Fashioned Ice Cream Social (Fellowship Hall).</p> <p>Once again we are having an ice cream social. This is the time we meet and greet our newcomers and our neighbors we haven’t seen in a while. It is an opportunity to learn what is happening in the other districts and to share new ideas with each other.</p>

Tuesday, April 1, 2003

8:00 - 9:00 AM	<p>Insurance and Worker's Compensation from an Expert's View (330 Activities Wing) <i>Presenters: Mr. James Barnidge, Loss Prevention Coordinator, School Boards Insurance Trust, and Mr. Herman Carter, Program Specialist, DOE</i> Mr. Barnidge will discuss how each school district is responsible for job-related injuries and how each person can help reduce the risk of greater losses and higher prices for this service. The presenters will also discuss school bus accidents and how they relate to the loss prevention program.</p>
9:00 - 9:15 AM	<p>Break</p>
9:15 - 10:15 AM	<p>Behavior Management (330 Activities Wing) <i>Presenters: Mr. George Francey, Pinellas County, and Ms. Jennifer Whitlock, Lake County</i> This session will give insight into successful programs for student discipline in two school districts and how each continues to make a difference.</p>
10:15 - 10:30 AM	<p>Door Prizes-Break</p>
10:30 - Noon	<p>Participants may choose one of the following sessions, which will be repeated once. These sessions will be limited to 80 participants in any one session. Sign-up sheets will be posted outside each classroom.</p> <p>Attitudes and Defensive Driving (340-342 Room) <i>Presenters: Ms. Jackie Cihlar, Manager Safety & Training, Charlotte School District</i> This program addresses different driver attitudes and how they affect their habits on the road.</p> <p>FHP Update on Investigating School-Bus Related Accidents (Room 345-347) <i>Trooper Kim Miller, Florida Highway Patrol, and Mr. Herman Carter, Program Specialist, DOE</i> Come listen and learn the long and short story: how the accident investigation is done and the important steps the Florida Highway Patrol considers necessary for completing reports. Be prepared for great handouts!!!!</p> <p>NHTSA Child Passenger Safety Training for School Buses (Room 341-343) <i>Presenters: Ms. Sharon Arnold, Polk County; Ms. Vicki Creech, Orange County; Mr. George Francey, Pinellas County; Ms. Kathy Krell, Brevard County; Mr. Bill Villanova, Citrus County; Ms. Julie Wammack, DOE.</i> The presenters will teach this new course from NHTSA addressing the unique issues of transporting preschool age children on school buses. Each participant who attends <u>all</u> the modules of this training will receive a certificate in Child Passenger Safety Training for School Buses.</p>
12:00 - 1:00 PM	<p>Lunch</p>
1:00 - 2:30 PM	<p>Repeat Concurrent Sessions Above (<u>please choose one of the topics from above.</u>)</p>
2:30 - 3:00 PM	<p>Break</p>

Tuesday, April 1, 2003 continued:

3:00 - 4:30 PM	<p>The Importance of Mirrors and How To Adjust Them Correctly (330 Activities Wing)</p> <p><i>Presenters: Ms. Janet Anderson, Driver/Trainer, Wakulla County, and Ms. Becky Hurley, Driver/Trainer, Walton County</i></p> <p>This session will focus on the importance of mirrors and their placement. It will also point out that the danger zone in front of the bus is sometimes more than the proverbial 10 feet.</p>
3:00 - 4:30 PM	<p>NHTSA Child Passenger Safety Training for School Buses (Room 341-343)</p> <p><i>Presenters: Ms. Sharon Arnold, Polk County; Ms. Vicki Creech, Orange County; Mr. George Francey, Pinellas County; Ms. Kathy Krell, Brevard County; Mr. Bill Villanova, Citrus County; Ms. Julie Wammack, DOE</i></p> <p>The presenters will teach this new course from NHTSA addressing the unique issues of transporting preschool age children on school buses. Each participant who attends <u>all</u> the modules of this training will receive a certificate in Child Passenger Safety Training for School Buses.</p>
	<p>Dinner Will Be On Your Own</p>
7:00 PM	<p>Movies in the Activities Wing-Mr. Herman Carter</p>

Wednesday, April 2, 2003

8:00 - 9:00 AM	<p>How to Recruit and Retain School Bus Personnel (330 Activities Wing) <i>Presenter: Mr. Herman Carter, Program Specialist, DOE; Mr. Don Crawford, Director of Transportation & Ms. Barbara Robertson, Volusia District Schools</i> Participants will learn a wonderful new approach to retaining drivers and how attitude adjustments can help in the process.</p>
9:00 - 9:15 AM	<p>Break</p>
9:15 - 10:30 AM	<p>Regular and Exceptional Student Transportation (330 Activities Wing) <i>Presenters: Ms. Daphney Krause and Mr. Shawn Tucker, Osceola District Schools</i> Participants will learn how to transport regular education students and students with disabilities together in harmony. It may mean putting students with special needs back on a “special ed” bus.</p>
10:30 - 10:45 AM	<p>Break</p>
10:45 - Noon	<p>Development of an Individual Education Plan (IEP): Who Should be Invited and What Should be Discussed (330 Activities Wing) <i>Presenters: Mr. George Francey, Driver Safety & Training Specialist, Pinellas District School; Ms. Margot Palazes, Ph.D., Program Director, ESE Conflict Resolution, DOE</i> This session will include information on who is mandated to attend an IEP meeting and the essential components of an IEP. The presenters will discuss transportation’s role in the IEP process.</p>
Noon - 1:00 PM	<p>Lunch</p>
1:00 - 2:30 PM	<p>Participants may choose one of the following. Sessions will be repeated once. These sessions will be limited to 80 participants in any one session. Sign-up sheets will be posted outside each classroom.</p> <p>Basic School Bus Drivers’ Curriculum Unit Six: Critical Situations (340-342 Room) <i>Presenter: Mr. John Bickford, Safety Specialist, Flagler District Schools</i> This session will discuss different ways to teach Unit Six (6) of the curriculum manual.</p> <p>Building Trust: The Key to High Performance (344-346 Room) <i>Presenters: Ms. Karen Wells, Principal, Shadeville Elementary, Wakulla District Schools</i> “Compelling trust is the highest form of human motivation.” This session will focus on the powerful principles of trustworthiness and trust. In this session you will: *Understand the Emotional Bank Account concept, *Increase your awareness that building trust is a process, not an event, and *Have a little fun while learning.</p> <p>NHTSA’s Child Passenger Safety Training for School Buses (345-347 Room) <i>Presenters: Ms. Sharon Arnold, Polk County; Ms. Vicki Creech, Orange County; Mr. George Francey, Pinellas County; Mr. Kathy Krell, Brevard County; Mr. Bill Villanova, Citrus County; Ms. Julie Wammack, DOE</i> The presenters will teach this new course from NHTSA addressing the unique issues of transporting preschool age children on school buses. Each participant who attends <u>all</u> the modules of this training will receive a certificate in Child Passenger Safety Training for School Buses.</p>

Wednesday, April 2, 2003 continued:

2:30 - 3:00 PM	Break
3:00 - 4:30 PM	Repeat Concurrent Sessions Above
6:00 PM	Dinner (Dining Room)
7:00 - ???	An evening of Karaoke and Movie Night with Popcorn (Fellowship Hall and Activities Wing) Come and join us for an old time sing-along with your favorite music. If you choose, you can enjoy a movie for the evening. Come and enjoy Herman's wonderful popcorn!

Thursday, April 3, 2003

8:00 - 8:30 AM	“Put Your Hound Dog Owtta His Mizzery” (Activities Wing-Room 330) <i>Presenter: Buford P. Fuddwhacker</i> In this session, Buford explains how to eliminate the negative “hound dog” that resides in all of us. The focus of this session is on developing a positive attitude as the basis for success in life.
8:30 - 9:30 AM	Creating Value Through Teamwork (Activities Wing-Room 330) <i>Presenter: Mr. Roger Reese</i> In this session, Mr. Reese will talk about the nature, importance, and value of teamwork.
9:30 - 10:00 AM	Break
10:00 - 10:30 AM	Stress For Success (Activities Wing-Room 330) <i>Presenter: Buford P. Fuddwhacker</i> The focus of this session is learning how to convert stress into fuel you need to propel you to success in life. Buford offers tips for stress management and reveals his latest time management invention.
10:30 - 11:00 AM	Creating Value Through Effective Communication (Activities Wing-Room 330) <i>Presenter: Mr. Roger Reese</i> What we have here is a failure to communicate. Topics include communication and conflict, overdue conversations, and group communication exercises.
11:00 - Noon	“Don’t Look A Gift Horse in the Mowth!” (Activities Wing-Room 330) <i>Presenter: Buford P. Fuddwhacker</i> Buford focuses on appreciating the value in people and following your heart rather than your ego during conflict. He touches on relationships with friends, family, significant others, and hard to deal with co-workers.
Noon -1:45 PM	Session Wrap-up and Presentation of Workshop Certificates (Dining Room) <i>Presenters: Mr. Herman Carter, Program Specialist, DOE, and Ms. Kay Kanupp, Program Specialist, DOE</i> Before starting on the road for home, plan on attending this wrap-up session that will provide participants with lunch, a recap of the week’s activities, addresses and phone numbers of presenters, and workshop certificates.

All districts are asked to bring door prizes (if possible) to be given away daily.

We will also be having an Easter Egg Hunt.

Anyone wishing to participate in any of the above mentioned activities or with ideas to share, please notify Kay Kanupp or Herman Carter. Thank you.

QUESTIONNAIRE

To be completed for each participant and returned with Registration Form

Name: _____

District: _____

Position: _____

Lake Yale Lodging: Motel _____ None _____

Name of preferred roommate: _____

(If not completed, a roommate will be assigned)

Special needs: _____

Special dietary needs: _____

Smoking: Yes _____ No _____

Directions to
Lake Yale Baptist Assembly
Eustis, FL

