CWU Pupil Transportation Management

Monday Night Mixer & Level Project Info Meeting
July 13, 2026 – 5:00 pm

Agenda

5:00	Welcome and Overview of the Evening	Veronica
5:05-5:20	Icebreaker	Tony / Lin
5:20-5:50	Course Completion Options & Graduate Certificate	Chris
	Selecting a Project	Mike
	Guidelines for Projects	Dan
	Project Grading & Criteria	Chris
	Presentations	Cindy
	Closing remarks	Patti
5:50-6:30	Dinner	
6:30-7:00	Group Activity	Tony / Lin
7:00	Closing	Cindy

CENTRAL WASHINGTON UNIVERSITY

PUPIL TRANSPORTATION MANAGEMENT TRAINING PROGRAM

Course Completion Options

Graduate Certificate Requirements

Professional Skills Enhancement Electives Descriptions

Student Credit Worksheet

Graduate Certificate Application

June, 2025

A joint educational program to promote a safer, more efficient pupil transportation system throughout the State of Washington by providing highly trained and skilled management personnel.

Course Completion Options:

Program participants can choose to participate at three different levels.

Audit – Participation is available only on a space available basis. Audit participants must register and pay all fees. Audit participants will:

- Attend one or more daily sessions for their registered level
- Not be required to take daily tests
- Not be required to complete the term project or presentation

No formal recognition of participation at the Audit level will be given (no completion certificate)

Annual "Full" Participation – Annual participation is the most common level of participation among program participants. Annual participants must complete an application for attendance to Level 1 and then register and pay all fees. Annual participants will:

- Attend all daily sessions for the registered level
- Take all daily quizzes
- Complete and turn in the level term project
- Attend Project Presentation Day in October prepared to present
- Have a composite passing grade (D or above) for graded components
- Annual participants may enroll with CWU and earn up to three professional development credits* per level satisfactorily completed with additional registration and fee

A *Level Completion Certificate* will be presented for each annual level successfully completed

Graduate Certificate – Participants who wish to obtain the Graduate Certificate will:

- Complete all levels (1, 2, 3, and 4) at the *Annual Participation* Level
- Complete, at a minimum, 24 college credits (professional skills enhancement electives) from an accredited college or university in accordance with, and distributed in, the subject areas attached (Up to 12 credits may be earned by taking Level 1-4 for CWU Credit)
- Elective credits must be completed within five years of the date the participant began Level 1 of the core program

A framed and mounted *Graduate Certificate* will be presented to participants earning the Graduate Certificate. See specific information attached regarding graduate certificate and professional skills enhancement electives attached.

Professional development credits issued by CWU may not be applicable to other certificate or degree programs at CWU or other institutions.

Graduate Certificate Requirements

The highest level of program completion is to meet all of the requirements for and obtain the "Graduate Certificate". The graduate certificate is recognition of a culmination of work; including completing all three levels of the core program and the associated coursework and projects as well as completion of a minimum of 24 credits from an accredited college or university distributed in specific subject areas to round out the educational experience.

Requirements for the Graduate Certificate are:

- Complete Graduate Certificate Application
- Successfully complete Levels 1 - 4 of the core program
    - Attend all course sessions
    - Complete all tests
    - Complete and present a Term Project in each level
    - Attend Project Presentation Day prepared to present
    - Complete all levels with a composite passing grade
- Earn 24 credits from an accredited college or university distributed in required subject areas (see *Student Credit Worksheet*);
    - Up to 12 credits of the 24 required can be obtained by taking Levels 1 – 4 of the PTMTP for CWU credit (3 professional development credits each level - additional fees apply)
    - College courses must be 100 level or higher
    - Official or unofficial transcripts must be attached to application (including institution emblem or letterhead, no online printouts)
    - Use course descriptions from course catalog or from syllabus
    - Use course name that appears on the transcript
    - Final decision regarding applicability of college credits will be made by the PTMTP Steering Committee
- Graduate Certificate applications received by April 15 each year will be evaluated for certificate presentation at that year's WAPT conference.
- Questions? Contact Chris Jose, Adjunct Professor at **cjose@psesd.org** or **253-686-1126**.

Professional development credits issued by CWU may not be applicable to other certificate or degree programs at CWU or other institutions.

Professional Skills Enhancement Electives

*Courses listed below are not an "all-inclusive" list, only suggestions

Personnel Management (6 Credits)

- Supervisory Skills
  Principles and techniques of supervision or management. Training and development of personnel, planning, organizing, leading, measuring success and efficiency. Emphasis on techniques and skills.

- Human Resources
  Principals, methods, and procedures in human resource management including job analysis, job description and classification, employee morale and motivation, and evaluation.

- Leadership
  Principles, theories, and practices of management, supervision and leadership as applied to for-profit and not-for-profit organizations. Developing productive work groups, motivating employees, and handling the challenging roles and responsibilities of being a supervisor or manager.

- Team Management
  How the needs of business or other formal organizations interact with individual needs, leadership styles, formal organizational policies and procedures.

Communications Skills (6 Credits)

- Public Speaking
  Emphasizing speech organization, audience analysis, speech delivery and speech writing. Basic communication in one to one, one to many and small group settings. Focus is on competency.

- Technical Writing
  Principles of organizing, developing and expressing technical information.

- Business Writing
  Theory and Practice in composing, evaluating and analyzing written and oral business communications. Emphasis on memos, letters, reports and oral presentations using business style and strategy.

- Public Relations
  Practical application in the concepts of publicity and public relations. Develop positive attitude toward the human element in business. Promoting services in the community.

- Listening Skills
  Learn important listening skills for academic, business and personal situations.

Fiscal Management (6 Credits)

- Practical Accounting
  Fundamental theories and concepts of accounting. Includes generally accepted accounting concepts, principles and practices for recording business finances. Standard use of journals and ledgers to analyze, record and developing financial reports.

- School Finance
  Accounting practices for the educational institution to include financial reports, budget codes, planning and tracking.

General Management (6 Credits)

- Computer Applications
  Introduction to the fundamentals of a computer, including the information processing cycle. Survey of computer technology, computer nomenclature, and the use of computers as productivity tools. Understanding of personal computers and emphasize their use as both stand-alone and networked systems. Learn software applications used for word processing, spreadsheet, database management, presentation, and desktop publishing for communication and presentation purposes. Including Microsoft Word, Excel, Outlook, Access or other application specific courses.

- Office Management
  Office Technology program emphasizing human relations skills to include leadership, assertiveness, handling criticism, conflict resolution, problem solving, management styles, ethics, personnel policies, hiring procedures, office politics, and diversity in the workplace.

- Problem Solving
  Class should include a portion of the following: Multi-step complex problems. Use of multiple approaches to solve a problem. Attempt a second path when first path doesn't work. Combine a variety of techniques to solve problems.

- Time Management
  How to manage time so it doesn't manage you. Knowledge of the techniques of time management that are different for different working styles. Prioritizing and exploring the pros and cons of procrastination.

CWU PTMTP Student Credit Worksheet

Participants can use this worksheet to evaluate and track their credits.
It is NOT to be included with the Graduate Application.

Credit Category	Class Title	Credits	Date
Personnel Management (6)			
Supervisory Skills			
Human Resource Management			
Leadership			
Team Management			
Level 1, 2, 3 or 4 (3 cr.)			
	Total Credits		
Communications Skills (6)			
Public Speaking			
Technical Writing			
Business Writing			
Public Relations			
Listening Skills			
Level 1, 2, 3, or 4 (3 cr.)			
	Total Credits		
Fiscal Management (6)			
Practical Accounting			
School Finance			
Level 1, 2, 3 or 4 (3 cr.)			
	Total Credits		
General Management (6)			
Computer Applications			
MS Word			
MS Excel			
MS Outlook			
Desktop Publishing			
Office Management			
Problem Solving			
Time Management			
Level 1, 2, 3 or 4 (3 cr.)			
	Total Credits		
	Grand Total Credits		

Notes on Core Program Credits:
-Each 3 credits earned from CWU Core Levels can be applied to a single subject area, and cannot be split.
-No more than 3 Core Level credits can be applied to any single subject area.

CENTRAL WASHINGTON UNIVERSITY

PUPIL TRANSPORTATION MANAGEMENT TRAINING PROGRAM

Application for Graduate Certificate

(See instructions on reverse side)

Name:_____ Level 1 Year:_____ Level 3 Year: _____

District:_____ Mentor Name:_____

Address:_____

City, State, Zip:_____

Phone:_____

College:	Course#:	Credits:	Date Completed:
Course Name:	Requirement Satisfied:		
Course Description:			

College:	Course#:	Credits:	Date Completed:
Course Name:	Requirement Satisfied:		
Course Description:			

College:	Course#:	Credits:	Date Completed:
Course Name:	Requirement Satisfied:		
Course Description:			

(Attach additional sheets as needed)

Instructions-Application for Graduate Certificate

College/University
Only accredited colleges and universities are recognized.

Course number
The course number will be indicated in the college catalog and the student's transcript. The number must be at least at the 100 level. College prep level classes are not valid for this application.

Credits
Credits cannot be split between categories. Use the number of credits listed on your transcript in one category only.

Date Completed
Indicate month and year the class was completed

Course Name
Use the course name that appears on the transcript.

Which Requirement Satisfied?
The requirement category must be indicated on your application for certificate. Each main category has sub-categories. Make sure you indicate BOTH the main and sub categories. Refer to your Elective/Credit Worksheet for this information.

Course Description
Either the description that appears in the institution's course catalog, or one provided by your instructor are acceptable. Do not make up your own class description.

Attaching Transcripts
You may use official or unofficial transcripts that include an institution emblem or letterhead. You may not use on-line printouts as they can be altered.

Deadline for Application
Classes must be completed within 5 years of the student beginning Level I (Level I start date) in the CWU Pupil Transportation Management program. All application materials must be received by April 15 for certificate presentation the following June. ***Your credits are not approved for graduate certificate issuance until you have received a confirmation letter from the steering committee.***

Questions regarding classes or applying for your certificate may be addressed to:

Chris Jose, Adjunct Professor
cjose@psesd.org
1282 Valentine Ave SE
Pacific, WA 98047
253-686-1126

Guidelines for the Structure and Format of a Term Project

(Revised 7/2023)

A finished term project in this program is composed of two equally important parts, a *process paper*, and your *final product.*

- *Process Paper:* a term paper including explanation of how and why you chose your project, how you accomplished it, and how it's being used.
- *Final Product:* the end product of your project, such as your video, brochure, lesson plan, radio advertisement, etc.

Format

Your *final product* is not required to follow any specific format. It is professional, high quality, and useful. You have some creative license in this component, but it must be appropriate to the application, and be worthy of a college level project.

Your *process paper* is required to follow a specific format and consists of three main parts: preliminaries, text (main body), and bibliography and appendices (as appropriate).

- Printed on standard white 8 ½" X 11" paper.
- Single space and use 12 pt. Arial font.
- Set margins to one inch
- Title:
    - Centered at the top of the first page of your paper. Don't underline the title or put it in quotation marks. Title is in "Title Case", not in all capital letters.
        - "Title case" means all words in the title begin with capital letters except articles, conjunctions, and prepositions (unless they start the title).
    - Double space between the title and first line of text.
- Students name and level of program placed in the header, and the page number in the footer.
- Number applicable pages consecutively with Arabic Numerals (1, 2, 3 etc.)
- Folded pages are discouraged, however in some cases may be necessary.
- If non-standard materials are part of your *process paper*, they must be copied or printed on 8 ½" X 11" paper.
- PowerPoint presentations printed out in a six-slide handout format and included as an appendix.

Proofreading

Content, grammar, style, and spelling of the project are the responsibility of the student. The following should also be checked prior to submission:

- Missing pages or appendices
- Incorrectly numbered pages
- Messy, smeared or dirty pages
- Non-standard margins
- Non-standard fonts

Preliminaries (Presented in this order)

Title Page

Include the title of your project; also list class information (course name and level) and personal information (your name, the date, name of your mentor, and name and level of the program (Pupil Transportation Management Training Program, Level #).

- Title page is not a numbered page

Approval Page

Approved project transmittal – not numbered.

Table of Contents

Heading is "Table of Contents", centered with a double space. Then, list all of the parts of your project organized in the order in which they appear and respective page numbers. Table of Contents includes titles of first level headers, bibliography, and appendices.

- Table of contents is not a numbered page

Executive Summary

A brief summary of your *process paper* capturing the essential elements of your project: the why and how, with a summary or conclusion. Write the executive summary after you write your paper. Identify your main points, and write a single sentence for each main point. Add supporting or explanatory sentences as needed. Avoid technical jargon. Carefully proofread your summary and ask someone else (like a spouse, friend or co-worker) to proofread it for readability.

- Executive summary is numbered
- Title of page is "Executive Summary"

Main Body of Paper

Body

This is the text of your *process paper* and follows all of the same general guidelines listed above. In the body of your paper, include large divisions and then more important minor divisions as necessary. Use consecutive page numbers.

Illustrations

All charts, graphs, drawings and diagrams must be neat and clearly identified. All of these materials must fit on 8 ½" X 11" paper within the margins (1 inch for all margins) and the pages are to be numbered. Photographs printed on regular pages or on 8 ½ X 11-inch photograph paper. These guidelines apply to both illustrations in the body of the paper, or in an appendix.

Conclusion

A conclusion is an important part of your *process paper*, and may include how you benefited from the project personally, professionally, or within your operation.

Reference Material

Works Cited (Bibliography)

Your works cited page includes references to material cited in your paper that are not your original creation.

- Entries on the Works Cited page are consistent with Modern Literary Association (MLA) formatting.
  - For guidance, search "MLA Works Cited" in the search engine of your choice
- Works Cited page is numbered with your paper

Appendices

Information that is relative to your project, but needs to be kept separate from your process paper is placed in an appendix. If something is in the appendices, it is referenced in your process paper. (For example, your final product could be an appendix to your process paper, or it could be a separate document depending on the application).

- Appendices are NOT required
- Appendices are not numbered in succession with the process paper
- Label each appendix with a letter (A, B, C, etc.)
- Place the appendices in the order in which the references to them appear in the main body of your process paper.
- Multiple page appendices are numbered separately (I.e. each appendix begins with page 1).

Project Binding

Your project must be securely bound so all of your materials will stay together through the grading process. For example, three hole punched and bound in a three-ring binder. Please, DO NOT USE SHEET PROTECTORS for your *process paper*. If you need to use a single sheet protector to contain a brochure or some other similar *final product*, that's allowable.

Term Project Grading Criteria

(Revised May, 2016)

INTRODUCTION

The term project & presentation comprise 65% of your composite level grade (50% project + 15% presentation).

The goal of the project is to conceive and develop an idea and create a product that will benefit your department. Your project will be based on one of the topics presented in your current program level and documented in a written report (see "Guidelines for the Structure of a Term Project). The time and effort that you expend on your project should make you confident and proud to share your work. Please do not hesitate to contact your class mentor for suggestions and help on your project.

Keep in mind that a project is made up of two crucial components:

> **The Final Product** which is your handbook, video, PowerPoint presentation, brochure, lesson plan or other product of your work.
>
> **The Process Paper** which includes an Executive Summary and other components. This gives an overview of how you developed and accomplished your project; and,

Each component is worth 50% of the term project grade.

Project Grading Criteria

The process paper portion of the grade is based on:

1. **Organization (20%)** – The process paper has a logical sequence, flows well, is coherent and comes to a conclusion.

2. **Formatting/Presentation (10%)** – The physical appearance / visual impact of your paper is important. It must be neat and have a professional appearance.

3. **Accurate Content (10%)** – Include a transmittal sheet. Provide a title page with the full name of your project per the project guidelines. Use proper grammar and spelling. Research your topic to the point that you are sure of your position and confident that you can present the information accurately and convincingly.

4. **Effort (10%)** – The content of your paper reflects your effort. High volume does not automatically indicate high effort. A specific yet comprehensive topic will allow you to focus your effort and your project development.

The final product portion of the grade is based on **effort** and **overall appearance** of the product of your term project. **(50%)**

ADDITIONAL CRITERIA

After the project is graded, 1/2 grade deductions will be applied for:

- **Submitting Project Late –**Your project is due no later than presentation day, and will not be accepted beyond 30 days late

- **Late Transmittal Sheet** - The transmittal sheet for your project must be submitted to your class mentor no later than August 31. (Your mentor will review and return an approved copy to you.)

- **No Transmittal Sheet -** a copy of the approved transmittal sheet for your project is required to be part of your project.

- **Project not approved** – Submitting a project that was not the one that was approved through the transmittal sheet process

The Steering Committee reads and grades all projects. All grades are final.

Keep a copy of your project for yourself. One copy is to be turned in by the due date, which is also Project Presentation Day.

Term Project Presentation Guidelines

INTRODUCTION

Attendance at Project Presentation Day is a required component of each level. Requests for an excused absence from Project Presentation Day must be submitted to the steering committee in writing, and in advance. Requests will be considered on a case-by-case basis, and if approved may include a "make-up" presentation as determined by the committee. Unexcused absences will result in failure to successfully complete the level.

This information is to help you prepare for a successful presentation. The oral presentation of your project will be recorded, observed and evaluated on content, organization and delivery. This will help you develop presentation skills. You will receive a copy of your presentation when your project is returned to you after grading. As a successful manager, you must be able to communicate your ideas in a clear and understandable manner. You may have the opportunity to present to school boards, district patrons, your own staff, your supervisor or other important groups of people.

PRESENTATION COMPONENTS

Be prepared to give a thoughtful, organized presentation. Dress in "business casual" attire, as if you were making the presentation to your school board. Have all your materials prearranged. Visual presentations (i.e. PowerPoint) have become an integral part of many presentations. Level 1 students are *required* to present with a PowerPoint presentation. Levels 2 & 3 are *encouraged* to use a PowerPoint.

CONTENT

Content is the substance of the presentation. We are looking for ideas, facts and examples. Emphasize the value of your project – "Sell" your ideas.

ORGANIZATION

Prepare a presentation outline:

Introduction	Tell us what you are going to tell us and grab our attention.
Body	A good rule is to make three main points and support those points with information.
Conclusion	Tell us what you told us, and then point out the value of your project and expectation for the future.

DELIVERY

Practice your presentation:

Time	Presentation time is 4 minutes and 1 minute for Q & A.
Volume	While everyone is required to use a microphone, speak loudly enough for the microphone to pick up your voice and clearly enough that the audience can follow your presentation. Speak so that we can hear you at the back of the room.
Connect	Make eye contact with your audience and use gestures where appropriate

Visuals	Make sure visuals are large enough to read and get comfortable using them. Practice your PowerPoint and be prepared with any other items you might demonstrate.

Note: "PowerPoint" is used generically in this document but includes other presentation software like Keynote or Prezi. Any presentation software is allowable.

CENTRAL WASHINGTON UNIVERSITY

PUPIL TRANSPORTATION MANAGEMENT TRAINING PROGRAM

Project Transmittal Sheet-2026

Name:_____**District:**_____

Address:_____ HOME or WORK (circle one)

City, State, Zip:_____

Phone:_____

Check the box next to your class level and then **underline the appropriate topic area:**

☐ **Level 1**

- Personality Style to Team Building
- Managing Yourself/Goal Setting
- Leadership – Level I
- Rules & Regs for Basic Transportation
- Rules & Regs for Special Transportation
- Professional Writing

☐ **Level 2**

- Administrative Organization & Management
- Developing a Program for Pupil Management
- Shop Operations, Fleet Analysis, Veh. Standards / Bus Replacement Revenue
- Routing & Scheduling
- Leadership Level II
- Communications

☐ **Level 3**

- Human Resources & Perf. Based Eval's
- Labor Relations / Negotiations / Grievances
- Risk Management
- Leadership
- Contracting / Purchased Services

☐ **Level 4**

- Conflict Resolution
- "Nuts & Bolts"
- STARS Revenue / Reports / GIS
- STARS Efficiency Application
- Transportation Budget
- School Safety & Security for Transportation
- Leadership Capstone

Title of Project:_____

What is your "Final Product"?:_____

How will this project benefit your school district?_____

_____

Is your project (check one):

____ Original Creation

____ Combination of Original and Existing Materials (clearly indicate what's original materials in your project)

____ Organization of Manual / Handbook Existing Materials (explain your plan)_____

_____

Submit this form to your mentor no later than August 31 to avoid a grade deduction. Place a copy of this transmittal in your project after you receive it back "approved" by your mentor.

MENTOR CONTACT INFORMATION

Level 1

Veronica Schmidt
Snohomish School District
4605 Bickford Ave
Snohomish, WA 98290
Work 360-563-3527
Cell 360-239-2516
Email: veronica.schmidt@sno.wednet.edu

Level 2

Tony Davis
Mead School District
12304 N Market St
Mead, WA 99021
Cell 509-209-1978
Email: tony.davis@mead354.org

Level 3

Lindahl Grant
Evergreen Public Schools
14015 NE 28th St
Vancouver, WA 98661
Work 360-604-4950
Cell 509-205-7133
Fax 360-604-4962
Email: lindahl.grant@evergreenps.org

Level 4

Mike Birch
Monroe SD Transportation
1410 W Main St
Monroe, WA 98272
Work 360-804-2659
Fax 360-804-2669
Cell 425-501-7741
Email: birchm@monroe.wednet.edu