

JOINT POWERS AGREEMENT
MARIN PUPIL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
375 DOHERTY DRIVE, LARKSPUR, CALIFORNIA

MINUTES
December 10, 2014

BOARD MEMBERS PRESENT:

John Frick (Reed), Yancy Hawkins (Larkspur - Corte Madera), Midge Hoffman (Ross Valley), Barbara Johnson (Kentfield), Lori Parrish (Tamalpais), Chris Thomas - 8:20 (San Rafael Elementary & High School Districts), Deborah Wolfe - 8:37 (Ross) and Dennis Petri (MPTA).

BOARD MEMBERS ABSENT:

Michele Rollins (Mill Valley) and Paula Rigney (Sausalito-Marín City)

GUEST(S) :

Janelle Campbell (Marin County Office of Education - Director of Special Education)

CALL TO ORDER:

Chairperson Lori Parrish called the Board of Directors meeting to order at 8:18 a.m. in the Marin Room at the Marin County Office of Education building in San Rafael. **Note:** Our meeting was originally scheduled to be held in the Cabinet Room, but - upon arrival - we were switched to the Marin Room.

ACTION SESSION:

1. **Approval of Agenda (8:18 a.m.):** -- Members approved the agenda as presented. (M/Yancy Hawkins, S/Barbara Johnson)
Vote by member:
Aye: Frick, Hawkins, Hoffman, Johnson, Parrish
Nay: No members
Abstention: No members
Absent: Rigney, Rollins, Thomas (2)* Wolfe
* Chris Thomas' vote counts as 2. She represents 2 school districts.
2. **Approve Minutes of the November 12, 2014 Meeting (8:18 a.m.):** -- Members approved the minutes of the November 12, 2014 meeting as presented. (M/Barbara Johnson, S/Yancy Hawkins)
Vote by member:
Aye: Frick, Hawkins, Hoffman, Johnson, Parrish
Nay: No members
Abstention: No members
Absent: Rigney, Rollins, Thomas (2)* Wolfe
* Chris Thomas' vote counts as 2. She represents 2 school districts.

Note: Board member Chris Thomas (San Rafael Elementary School District & San Rafael High School District) joined the meeting while Action Session #3 was about to begin (8:20 a.m.).

3. **Approval of Audit of Financial Statements (8:20):** -- Lori commented that there were no problems or findings with our audit for the year ending June 30, 2014. Dennis noted that hard copies of the audit were delayed at the printer and once they arrive he will deliver them to Board members. Members of the Board asked that starting next year only a few copies are printed for Dennis' files and use. The Board is OK with electronic versions in an effort to save resources and filing space. Then, the Board unanimously approved the audit as presented. (M/Chris Thomas, S/Barbara Johnson)

Vote by member:

Aye: Frick, Hawkins, Hoffman, Johnson, Parrish,
Thomas (2)*
* Chris Thomas' vote counts as 2. She represents
2 school districts.
Nay: No members
Abstention: No members
Absent: Rigney, Rollins, Wolfe

4. **Approval of Budget Revisions (8:23):** -- Dennis noted that there are very few budget revisions to be made at this time. The only changes are 1) a reduction of revenues of **\$48,951**; and 2) the projected transportation costs for First Student are reduced by **\$50,000**. The Board had no questions and unanimously approved the budget revisions as presented. (M/Chris Thomas, S/Yancy Hawkins)

Vote by member:

Aye: Frick, Hawkins, Hoffman, Johnson, Parrish,
Thomas (2)*
* Chris Thomas' vote counts as 2. She represents
2 school districts.
Nay: No members
Abstention: No members
Absent: Rigney, Rollins, Wolfe

5. **Approval of First Period Interim Report (8:24):** -- Lori noted that there were no problems or issues when creating this document. There was a brief discussion on the loss of entitlement funds directly to the MPTA starting next school year, but the Board is well aware of this pending change. Then, the Board unanimously approved the First Period Interim Report as presented. (M/Chris Thomas, S/Barbara Johnson)

Vote by member:

Aye: Frick, Hawkins, Hoffman, Johnson, Parrish,
Thomas (2)*
* Chris Thomas' vote counts as 2. She represents
2 school districts.
Nay: No members
Abstention: No members
Absent: Rigney, Rollins, Wolfe

TIME CERTAIN - Scheduled for 8:30 a.m.

Actual time (8:26 to 8:39 a.m.):

Time Certain - Transportation Issues & Discussion: -- This time is set aside for discussion with representative(s) of the Marin County Office of Education. This month we invited Raquel Rose, Assistant Superintendent of Student Programs and Janelle Campbell, Director of Special Education.

Janelle was in attendance at this meeting.

Janelle reported on the following:

a. The bell schedule at Edna Maguire School in Mill Valley was adjusted on December 1, 2014. The new schedule works well for our students and drivers. Dennis noted that to date, our drivers say they are able to access the school a little easier without all the major vehicle traffic from the bulk of the students' parents.

b. Janelle talked of the severe weather we are expecting and how that will affect school closures (if any). At this time no final decision has been made for classes on Thursday, December 11, 2014.

Follow up: All Marin County Schools closed on Thursday, December 11, 2014. Only the Novato Unified School District remained closed for Friday as well.

c. Janelle also noted that there was a slight Program Manager assignment change. Teri McLaughlin is handling students in the Post Secondary Programs. Toni Lee is responsible for Secondary (High School) students in MCOE Programs.

The Time Certain agenda item ended at 8:39 a.m. The Board thanked Janelle for her attendance and input and wished her Happy Holidays!

Note: Board member Deborah Wolfe (Ross) joined the meeting while the Time Certain agenda item was near its conclusion (8:37 a.m.)

CLOSED SESSION

Public employee performance evaluation (Title: Executive Director) and conference with labor negotiators (Unrepresented employee: Executive Director) pursuant to Government Codes 54957 & 54957.6. *

Dennis reviewed what he is asking the Board to consider when adjusting his contract. Including: 1) Maintain the current contract end date of June 30, 2016; 2) An increase of 3.0% to the base salary with a new total of \$103,378.58 salary + \$1,000.00 for holding a Master's Degree; and 3) No changes to any other contract terms and conditions of the contract. Then Dennis left the room for the Board to consider his contract and evaluation.

Closed session started at 8:39 a.m.

Reporting Out of Closed Session

Lori Parrish asked Dennis to return to the meeting at 8:49 a.m.

Lori stated that the Board decided on the following offers for Dennis' request:

Section 1 - Term: The Board agreed to maintain the current end date of June 30, 2016.

Section 3 - Salary: The Board overwhelmingly agrees with the request of 3.0% increase to the base salary as Dennis requested.

The Board asked that Dennis include this item on the January 14, 2015 agenda for final approval along with a copy of his full contract. The Board also asked that Dennis work on some yearly goals to complete that the Board would have input on. Examples for the new school year may include: 1) smooth implementation of the new bus transportation contract, regardless of who the successful vendor may be; and 2) establish emergency communications procedures - such as a phone tree for concerns including; severe weather conditions, unexpected school closures, accidents, injuries, other catastrophe, etc.

Dennis thanked the Board for their input and recommendations. Dennis agreed with all items covered and will schedule his contract adjustments for the January agenda for final approval. Regarding the idea of written goals to accomplish, Dennis agrees this is a great idea and will place it on the May or June agenda as suggested.

DISCUSSION SESSION:

1. **Update on Special Education Bus Transportation Contract Bid 2014-1:** -- Dennis reported that initially five (5) bus companies expressed an interest in our bid process and requested bid documents. However, at the mandatory bidders' conference on December 9, 2014, only three (3) companies showed up. Sealed bids are due January 7, 2015.

Chris reported that San Rafael City Schools is partnering with Marin Transit for a bus request for proposals. John said that the Reed District is joining that request as well.

2. **Discussion on the potential for a new funding structure for the Marin Pupil Transportation Agency starting in 2015 - 2016:** -- No discussion was held on this agenda item. Lori asked that this discussion agenda item be placed on the January meeting agenda as well.
3. **Monthly Student Count Tally Sheet:** -- Dennis reviewed the new format for this document. Per the Board's request, Dennis has added columns showing what student counts the bill back formula is based on in addition to the monthly count of all student riders. The Board liked the addition of this information. Then, the Board accepted this information as presented.
4. **Students Listed by School Site:** -- The Board accepted this information as presented.
5. **Discuss other business:** -- There was no other business to discuss.
6. **Set next meeting:** -- The next meeting of the Board of Directors is scheduled for January 14, 2015.

ADJOURNMENT: 8:58 a.m.