

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

MINUTES  
June 10, 2015

BOARD MEMBERS PRESENT:

Loreen Farrell (Reed), Yancy Hawkins - 8:41 (Larkspur-Corte Madera), Midge Hoffman - 8:54 (Ross Valley), Barbara Johnson (Kentfield), Michele Rollins (Mill Valley), Chris Thomas (San Rafael Elementary & High School Districts), Deborah Wolfe - 8:29 (Ross) and Dennis Petri (MPTA).

BOARD MEMBERS ABSENT:

Paula Rigney (Sausalito-Marin City), & Vacant Position for the Tamalpais Union High School District.

GUEST(S):

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

Special note:

As members arrived, Dennis distributed handouts that were not available when agenda packets were distributed. They are for the following agenda items: **a)** Action Session #3 Budget Approval Process (revised copy of sheet 4 - Bill Back Spreadsheet); and **b)** Discussion Session #1 Executive Director's Report (Information sheet for an Emergency Contact List of Board members).

CALL TO ORDER:

Vice Chairperson Michele Rollins called the Board of Directors meeting to order at 8:28 a.m. in the Board Room at the Marin County Office of Education building in San Rafael.

ACTION SESSION:

1. **Approval of Agenda (8:28 a.m.):** -- Members approved the agenda as presented. (M/Chris Thomas, S/Barbara Johnson)

**Vote by member:**

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

2. **Approve Minutes of the May 13, 2015 Meeting (8:28 a.m.):** -- Members approved the minutes of the May 13, 2015 meeting as presented. (M/Barbara Johnson, S/Chris Thomas)  
**Vote by member:**  
Aye: Farrell, Johnson, Rollins, Thomas (2)\*, Wolfe  
\* Chris Thomas' vote counts as 2. She represents 2 school districts.  
Nay: No members  
Abstention: No members  
Absent: Hawkins, Hoffman, Rigney, Vacant (for Tamalpais)

**Note:** Board member Deborah Wolfe (Ross) arrived while Action Session #2 was in process (8:29 a.m.).

3. **Budget Approval Process (8:29 a.m.):** -- Michele announced this agenda item. She asked that Dennis change the format next year to include a presentation of the proposed budget before the public hearings.

**PUBLIC HEARING ON PROPOSED BUDGET FOR 2015 - 2016 (8:30 a.m.):** -- Michele opened the public hearing. Since there were no audience members present, she closed the hearing shortly thereafter (8:30 a.m. also)

**PUBLIC HEARING ON RESERVE LEVEL FOR PROPOSED BUDGET FOR 2015 - 2016 (8:30 a.m.)** - Michele then opened the public hearing on the reserve level for our proposed budget for 2015 - 2016. Chris noted that the reserve level is 5% of expenditures which is the minimum allowed. She also asked Dennis if he had the "Reserve Disclosure Document" available. Dennis has never seen this document, so Chris promised to send a copy to him via email. With no audience members present, Michele closed the public hearing for the reserve level at 8:30 a.m.

**Approve 2015 - 2016 Budget (8:31 a.m.):** -- Dennis noted that the proposed budget and bill back spreadsheet show a reduction of over \$200,000 from May's report due to the following issues brought forth by various members at the May meeting: a) the classroom days were too high and were reduced from 220 to 206; and b) there were errors in several formulas that have since been corrected.

In making her motion to approve the 2015 - 2016 budget, Chris asked to acknowledge Ray deAquino of the Tamalpais Union High School District's Business Office as well as Dennis for their hard work in preparing these documents.

Members then approved the 2015 - 2016 Budget as presented.  
(M/Chris Thomas, S/Barbara Johnson)

**Vote by member:**  
Aye: Farrell, Johnson, Rollins, Thomas (2)\*, Wolfe  
\* Chris Thomas' vote counts as 2. She represents 2 school districts.  
Nay: No members  
Abstention: No members  
Absent: Hawkins, Hoffman, Rigney, Vacant (for Tamalpais)

4. **Approve letter addressed to Terena Mares on State entitlement funds currently received by the MPTA (8:37 a.m.):** -- In the agenda packet, Dennis presented an updated version of this letter on State Entitlement Funds addressed to Terena Mares. Chris had asked that Dennis include an additional column showing what the 2015 - 2016 entitlement funds looked like that each eligible member school district should receive directly from the State.

There was a long discussion amongst Board members on this topic. It was noted that the deadline for giving notice to the State is September 30, 2015. Chris asked that this letter be placed on the meeting scheduled for September 9, 2015. Once the financials for 2014 - 2015 are closed, then we will have a final look at how the entitlement funds appear. Dennis was directed to include a final letter on this topic on the September meeting's agenda.

This letter was approved with changes expected in September 2015.  
(M/Chris Thomas, S/Yancy Hawkins)

**Vote by member:**

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

**Note:** Time Certain guest speaker Janelle Campbell joined the meeting while Action Session #4 was in process (8:40 a.m.)

**Note:** Board member Yancy Hawkins (Larkspur-Corte Madera) joined the meeting while Action Session #4 was in process (8:41 a.m.)

**Special note:**

Since the Board's discussion of agenda item #4 ran late for the Time Certain agenda item, we proceeded to that item now. Chris offered an apology on behalf of the Board to Janelle Campbell for running late for her presentation. The Board will complete the remaining Action Session Items at the conclusion of this conversation.

**TIME CERTAIN - Scheduled for 8:40 a.m.**  
**Actual time (8:41 to 8:53 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 Campbell was in attendance.

**Janelle reported on the following:**

- a. Janelle said there are no major changes to report at this time. She noted the following:
- b. The Grant Grover ESY program begins on Monday, June 15, 2015. As in past years, there is no ESY program at Indian Valley College.

- c. One Program Manager is off work due to illness. Her duties for the ESY session have yet to be reassigned.

Chris asked if MCOE can reconsider their policy of using existing class sites for the ESY session that remain on school sites alone. Many times they are the only staff and students on campus other than minimal school site members. For safety as well as economy, it makes more sense to move a class to another school site where additional ESY classes are operating. An example being the Glenwood class (a stand-alone), which could be moved to Venetia Valley (where 4 other classes operate).

Michele also mentioned the Edna Maguire School class (a stand-alone) as well. Janelle said this is certainly something that can be discussed before the 2016 ESY session.

Janelle noted the following changes or issues for the 2015 - 2016 school year:

- a. A meeting will be scheduled for late June or sometime in July to meet with the transportation supervisors with class lists for the Fall.
- b. The Marindale Early Intervention (EI) program will add one (1) SH class due to enrollment increases for that population.
- c. The hours at the Willow Creek Academy EI program have changed. Dennis noted he was asked about this beforehand and it actually will work much better for our bus routes.
- d. The Lynwood class site will operate similar to the Lu Sutton program (class grades and services).

The Time Certain agenda item ended at 8:53 a.m. The Board thanked Janelle for her attendance and information she shared.

Note: We returned to the Action Session at the close of the Time Certain presentation.

5. **Approve Addendum #13 to MPTA Lease (8:53 a.m.):** -- Dennis noted that Addendum #13 calls for a 2.4% increase from our current rates based on the San Francisco-Oakland-San Jose Consumer Price Index annual increase of April 2015. For 2015 - 2016, office rent will be \$8,623.96 and fiscal services will cost \$3,980.20. Members approved Addendum #13 to the MPTA lease as presented.

(M/Chris Thomas, S/Barbara Johnson)

**Vote by member:**

Aye: Farrell, Hawkins, Hoffman, Johnson, Rollins, Thomas  
(2)\*, Wolfe

\* Chris Thomas' vote counts as 2. She represents 2 school districts.

Nay: No members

Abstention: No members

Absent: Rigney, Vacant (for Tamalpais)

Chris mentioned that she may ask the Board to name San Rafael City Schools as the fiscal agent for the MPTA starting with the 2016 - 2017 fiscal year and move the offices to a site in San Rafael.

Note: Board member Midge Hoffman (Ross Valley) joined the meeting while Action Session #5 was in process (8:54 a.m.)

6. **Approve nominations for MPTA Officers for the 2015 - 2016 school year (8:55 a.m.):** -- At the May meeting, the Board discussed possible nominations for Board of Directors Officer positions for the 2015 - 2016 school year. Nominations are: Chris Thomas (Chairperson); Michele Rollins (Vice-Chairperson); Barbara Johnson (Treasurer); and Yancy Hawkins (Secretary).

The Board unanimously approved this slate of Officer Nominations as presented. (M/Midge Hoffman, S/Deborah Wolfe).

**Vote by member:**

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

7. **Elect MPTA Officers for the 2015 - 2016 school year (8:55 a.m.):** -  
- The Board quickly moved to elect the Officer nominations noted in Action Item #6 (above). Members approved the election of the slate of Officers for the 2015 - 2016 school year as follows: Chris Thomas (Chairperson); Michele Rollins (Vice-Chairperson); Barbara Johnson (Treasurer); and Yancy Hawkins (Secretary). (M/Loreen Farrell, S/Midge Hoffman)

**Vote by member:**

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

**DISCUSSION SESSION**

1. **Executive Director's Report.** Dennis briefly reviewed his report as the Board had to leave to attend another meeting shortly:

- a. **Suggested goals for the Executive Director for the 2015 - 2016 fiscal year:** -- Dennis stated that during his evaluation in January Board members suggested that he develop some specific goals to accomplish for the 2015 - 2016 school year. This request is in line with what most school districts request of their Superintendent.

Dennis mentioned that one of the Board's suggested goals - developing a phone tree for emergency notifications - has already started. As members signed the attendance log today, a draft phone tree was also distributed.

The second goal mentioned in January was the successful start-up process with whatever company won the contract for our new transportation contract set to start in September. First Student won the bid and this process is well under way.

Future goals will be identified and worked with the Board's blessing.

- b. **School District Calendars for 2015 - 2016:** -- The Board accepted this information as presented.
- c. **Marin County Office of Education Program Graduates 2015:** -- The Board accepted this information as presented.
2. **Extended School Year (ESY) 2015 Update:** -- The Board accepted this information as presented.
3. **Monthly Student Count Tally Sheet:** -- The Board accepted this information as presented.
4. **Students Listed by School of Attendance:** -- The Board accepted this information as presented.
5. **Discuss other business:** -- There was no other business to discuss.
6. **Set next meeting:** -- The next regular Board meeting for the Board of Directors is scheduled for September 9, 2015.

However, an additional meeting scheduled for August 12, 2015 will be held to review funding matters and procedures. This is billed as a workshop instead of a traditional Board meeting. Meeting time is 11:00 a.m. to 12 noon.

ADJOURNMENT: 9:00 a.m.