

JOINT POWERS AGREEMENT
MARIN PUPIL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
Post Office Box 605, LARKSPUR, CALIFORNIA

MINUTES
September 9, 2015

BOARD MEMBERS PRESENT:

Loreen Farrell (Reed), Yancy Hawkins - 8:52 (Larkspur-Corte Madera), Sally Swan (Tamalpais), Chris Thomas (San Rafael Elementary & High School Districts) and Dennis Petri (MPTA).

BOARD MEMBERS ABSENT:

Midge Hoffman (Ross Valley), Barbara Johnson (Kentfield), Paula Rigney (Sausalito-Marin City), Michele Rollins (Mill Valley) & Deborah Wolfe (Ross)

GUEST(S) :

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

Special notes:

- #1. As members arrived, Dennis distributed handouts that were not available when agenda packets were distributed. The handouts are for **Action Session #5 Updated Financial Outlook for 2015 - 2016. (Minutes Attachments #1 to #7)**
- #2. Initially, we did not have a quorum. While we waited for another Board member to arrive to ensure our quorum, Chris Thomas provided some background information for new Board members Sally Swan and Loreen Farrell on the history of the MPTA and specifically the funding the JPA receives.
- #3. While still waiting for a quorum, our Time Certain speaker (Janelle Campbell) arrived. Chris asked Janelle to present her information to those members present.

TIME CERTAIN - Scheduled for 8:30 a.m.
Actual time (8:40 to 8:50 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 reported that Raquel Rose, Assistant Superintendent of Student Services, is on maternity leave. In her place, Jon Lenz, SELPA Director, will support Raquel's programs as needed.

- b. Janelle asked to be scheduled for an 8:30 a.m. time slot at future MPTA Board of Director's meetings due to conflicting meetings she has to attend. Dennis said that would not be a problem to schedule as requested.
- c. For the benefit of new MPTA Board members, Chris Thomas briefly explained the history of our cooperative effort between the MPTA and Janelle's department. The Time Certain presentation is a vital part of that cooperation to keep Board members apprised of any changes MCOE is contemplating that may directly impact the MPTA and its member school districts.
- d. Janelle noted that for the 2016 - 2017 school year, MCOE is expecting a number of changes in programming and services offered. This is a result of several school districts that are planning to offer special education classes for some of their district students currently attending MCOE programs.
- e. The Lynwood School class is growing. Recently, 2 students transported by the MPTA were placed at this school site in Novato.

The Time Certain agenda item ended at 9:50 a.m. The Board thanked Janelle for her attendance and information she shared.

Note: Board member Yancy Hawkins (Larkspur-Corte Madera) arrived at 8:52 a.m.

CALL TO ORDER:

Chairperson Chris Thomas called the Board of Directors meeting to order at 8:52 a.m. in the Board Room at the Marin County Office of Education building in San Rafael.

ACTION SESSION:

1. **Approval of Agenda (8:52 a.m.):** -- Members approved the agenda as presented. (M/Yancy Hawkins, S/Loreen Farrell)
Vote by member:
 Aye: Farrell, Hawkins, Swan, Thomas (2)*
 * Chris Thomas' vote counts as 2. She represents 2 school districts.
 Nay: No members
 Abstention: No members
 Absent: Hoffman, Johnson, Rigney, Rollins, Wolfe

2. **Approve Minutes of the June 10, 2015 Meeting (8:53 a.m.):** -- Members approved the minutes of the June 10, 2015 meeting as presented. (M/Yancy Hawkins, S/Loreen Farrell)
Vote by member:
 Aye: Farrell, Hawkins, Swan, Thomas (2)*
 * Chris Thomas' vote counts as 2. She represents 2 school districts.
 Nay: No members
 Abstention: No members
 Absent: Hoffman, Johnson, Rigney, Rollins, Wolfe

3. **Approve letter addressed to Terena Mares on State entitlement funds currently received by the MPTA (8:53 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.

Special note: Chairperson Chris Thomas asked that action on this letter be delayed at this time. In fact, with recent communication from the California Department of Education - see Action Session Item #4 below -- this letter will no longer be needed.

4. **Approve Submission to the California Department of Education for "Designation of Member LEAs that will receive redistributed funding" (8:53 a.m.):** -- The Department of Education (CDE) is requiring our JPA to compete and submit the form attached as part of this agenda packet. This form must be submitted by September 30, 2015.

(Minutes Attachment #8 to #10)

Special note: Chairperson Chris Thomas asked that action on this letter be delayed at this time. Chris asked Dennis to revise the form to include Ross Valley School District - though their State entitlement funds already go directly to their district.

Further, Chris asked Dennis to contact her on Friday, September 11, 2015, for further discussion on this document and the process to submit it to the CDE prior to the September 30, 2015 deadline.

5. **Approve Updated Financial Outlook for 2015 - 2016 (8:54 a.m.):** -- Dennis briefly reviewed the minor changes he made to these documents. They include: a) Copies of the final budget & bill back spreadsheets for the 2014 - 2015 fiscal year. This information was previously emailed to Board members in mid-August; b) No changes to the 2015 - 2016 budget at this time. Dennis is waiting for the First Period Interim Report to make any needed changes; and c) Minor changes to the 2015 - 2016 Bill Back spreadsheet. The rebate from last fiscal year as well as the 1st quarter invoices are added to the enclosed document.

Members approved the updated financial outlook for 2015 - 2016 as presented. **M/Yancy Hawkins, S/Sally Swan)**

Vote by member:

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

6. **Approve Certification for Financial Reports for 2014 - 2015 (9:00 a.m.):** -- Members did not have any questions concerning this document, so they approved the Certification for Financial Reports (Unaudited Actuals) for 2015 - 2016 as presented.
(M/Loreen Farrell, S/Yancy Hawkins)

Vote by member:

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

DISCUSSION SESSION

1. **Discussion on protocol for Board Member requests:** -- As we were out of time for the room reserved for our meeting, Chris asked that this discussion item be held for the next scheduled Board of Directors meeting.
2. **Fall 2015 Student Transportation Information:** -- This item will be held over for the next Board of Directors meeting.
3. **Monthly Student Count Tally Sheet:** -- This item is for informational purposes only.
4. **Students Listed by School of Attendance:** -- This item is for informational purposes only.
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 October 7, 2015.

ADJOURNMENT: 9:02 a.m.