

**MEETING
BOARD OF DIRECTORS
MARIN PUPIL TRANSPORTATION AGENCY**

**MINUTES
February 14, 2023**

BOARD MEMBERS PRESENT:

Chris Carson (Ross Valley), Bob Marcucci (San Rafael Elementary & High School Districts), Paula Rigney (Larkspur – Corte Madera), Michele Rollins (Mill Valley) & Carol Slender (Ross)

BOARD MEMBERS ABSENT:

Corbett Elsen (Tamalpais), Carlos Estrella (Reed), Gina Murphy-Garrett (Sausalito – Marin City) & Raquel Rose (Kentfield).

STAFF PRESENT:

Dennis Petri, Executive Director

GUESTS:

Josue Calvo-Perez, First Student San Rafael Location Manager
Christina Posedel, San Rafael City Schools Accounting Manager
Stacey Tachiki, Director of Special Education, Marin County Office of Education

Note: While waiting for a quorum – and in the interest of time – the Chairperson decided to review the non-action items as follows:

V. DISCUSSION / INFORMATION ITEMS

**1. TIME CERTAIN – Scheduled for 9:20 a.m.
(Actual time was 9:08 a.m. to 9:21 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, Stacey Tachiki, Director of Special Education, shared the following information:

a. For the Extended School Year (ESY) session, the classroom located at Terra Linda High School will temporarily relocate to either San Rafael High School or Davidson Middle School. No decision has been made yet on the ESY location for these students.

b. For the 2023 – 2024 school year and beyond the classroom currently located at Lagunitas School will move to a school site closer to the Hwy. 101 corridor. No location has been identified yet.

c. Chairperson Rollins asked if the Juneteenth Holiday is included in the ESY calendar. Stacey said that it was.

d. The ESY session will be either eighteen (18) or twenty-eight (28) days long depending on the needs of the students served.

The Board did not have any further questions for Stacey. They thanked Stacey for taking the time to meet with the Board of Directors with this information.

2. Executive Director's Report (9:10 a.m. to 9:19 a.m.)

a. Follow-up on Transportation Contract expiration date as requested at our December 13, 2022 meeting (9:10 a.m.): - Executive Director Petri reminded the Board that the current transportation contract with First Student expires on August 9, 2025. As this is the last extension possible under our selection criteria, the Board should consider starting the process for a new transportation contract bid selection in October 2024 or sooner.

Chairperson Rollins asked if there is any benefit to going out to bid sooner than the current end date. The Director said he would confer with our legal counsel – School & College Legal Services of California – for advice and report back to the Board on this issue.

b. Request from Breean Brown, Senior Director of Business Services at the Marin County Office of Education, to assist with language for a county-wide Transportation Plan under development (9:14 a.m.): - Executive Director Petri reviewed the request for MCOE for this information and his reply.

3. First look at the proposed 2023 – 2024 Budget & Bill Back Spreadsheets (9:16 a.m.):

- a. Initial email sent January 19, 2023 as our January Board Meeting was cancelled.
- b. Initial proposed budget for 2023 – 2024.
- c. Initial proposed bill back figures for 2023 – 2024.

Director Petri reviewed the spreadsheets that showed a 1st look at the proposed 2023-2024 Budget & Bill Back figures. Chairperson Rollins reminded the Board that the figures in columns 5 & 6 of the Bill Back spreadsheet should be used for each member district's Second Period Interim Report.

4. Future agenda items requested by Board members.

There were no future agenda items requested at this time.

5. Reminder of next meeting date.

March 14, 2023

Note: At the conclusion of the Discussion Items, we still had a few minutes to wait for a meeting quorum.

I. CALL TO ORDER: (9:29 a.m.)

Chairperson Michele Rollins called the Board of Directors meeting to order at 9:29 a.m. in the Board of Trustees Room at San Rafael City Schools District Office. 310 Nova Albion Way in San Rafael.

II. PUBLIC COMMENT: (9:29 a.m.)

There were no public comments.

III. ACTION SESSION

1. **Review & Possible Action on the Agenda (9:29 a.m.):** – Members approved the Agenda as presented.

(M/Carol Slender, S/Bob Marcucci)

Vote by member:

Aye: Carson, Marcucci for SRES, Marcucci for SRHS,
Rigney, Rollins, Slender
Nay: No members
Abstention: No members
Absent: Elsen, Estrella, Murphy-Garrett, Rose

2. **Review and Possible Action on Selection of Nigro & Nigro, PC as our auditing firm for fiscal years ending June 30, 2023, 2024, and 2025 (9:30 a.m.):** - Chairperson Rollins reviewed the proposed audit contract as presented. The Chairperson then sought input from the fiscal agents on their working relationship with Nigro & Nigro, PC (which was positive).

The Board approved the audit contract with Nigro & Nigro, PC as presented.

(M/Michele Rollins, S/Chris Carson)

Vote by member:

Aye: Carson, Marcucci for SRES, Marcucci for SRHS,
Rigney, Rollins, Slender
Nay: No members
Abstention: No members
Absent: Elsen, Estrella, Murphy-Garrett, Rose

3. **Review and Possible Action on First Student's request to increase the COLA from 5.0% to 6.0% (9:30 a.m.):**

a. Copy of Second Amendment to Special Education Transportation Contract between the Marin Pupil Transportation Agency and First Student, Inc.

Director Petri told the Board that transportation service for this school year has been positive. Both First Student and their subcontractor – RIDS BROTHERS – cover all bus routes. Parents, students, and school administrators seem to be happy with the service.

Josue Calvo-Perez – First Student's San Rafael Location Manager – reported that their driver recruitment efforts are paying off. First Student has "taken back" one (1) bus route from RIDS as of February 13, 2023 with a newly trained and certified school bus driver. Further, First Student plans to take back another bus route on March 6, 2023.

There was a small discussion among Board members concerning incentives for drivers to stay with First Student versus departing for other transportation providers.

Director Petri said that the Second Amendment to the Special Education Transportation Contract will be rewritten as appropriate.

The Board approved a 1% increase in transportation costs effective February 15, 2023 thru June 30, 2023 only – no retroactive increase.

(M/Michele Rollins, S/Chris Carson)

Vote by member:

Aye: Carson, Marcucci for SRES, Marcucci for SRHS,
Rigney, Rollins, Slender

Nay: No members

Abstention: No members

Absent: Elsen, Estrella, Murphy-Garrett, Rose

4. **Review and Possible Action on Memorandum of Understanding with Marin SELPA to transport one (1) NPS/LCI student from Marin City to/from a Non-Public School (the Irene Hunt School of Marin) for the balance of the 2022/2023 school year (9:36 a.m.):** - Director Petri reviewed the Memorandum of Understanding with Marin SELPA as presented.

Chairperson Rollins requested that the MOU be corrected to show two (2) levels of rates for transporting SELPA students – this is in accord with transportation we provide for the Miller Creek School District. Director Petri said he would speak with the SELPA Director on the wording and rate changes.

Then, contingent on the wording and rate change to the MOU – the Board approved as MOU with SELPA as corrected.

(M/Michele Rollins, S/Bob Marcucci)

Vote by member:

Aye: Carson, Marcucci for SRES, Marcucci for SRHS,
Rigney, Rollins, Slender

Nay: No members

Abstention: No members

Absent: Elsen, Estrella, Murphy-Garrett, Rose

IV. CONSENT AGENDA (9:40 a.m.):

CA-1. Possible Action on the Minutes of December 13, 2022 Board Meeting.

CA-2. Possible Action on a letter from Nigro & Nigro, PC detailing any “Significant Audit Matters” encountered during the fiscal year 2020-2021 audit reporting period. Letter dated December 9, 2022.

CA-3. Possible Action on a letter from the Marin County Office of Education approving the MPTA’s First Interim Reporting Period Report. Letter dated January 17, 2023.

CA-4. Possible Action on a letter from the Betty T. Yee, California State Controller on “Local Education Agencies Audit Advisory for Fiscal Year 2021-2022”. Letter dated November 29, 2022 but not received until December 29, 2022.

CA-5. Possible Action on Extending the Contract for the Employment of Executive Director (2023-2024 to 2024-2025).

CA-6. Possible Action on Financial Documents as follows:

- a. Approve vendor warrants paid for the period of December 1, 2022 through December 31, 2022 in the amount of \$107,832.32.**
- b. Approve vendor warrants paid for the period of January 1, 2023 through January 31, 2023 in the amount of \$249,219.98.**

CA-7. Possible Action on Potential Reimbursement Information for member school districts as follows:

- a. November 2022 in the amount of \$535.04.**
- b. December 2022 in the amount of \$403.37.**
- c. January 2023 in the amount of \$645.81.**
- d. Potential Reimbursement Fund Totals to Date: \$3,841.41.**

CA-8. Acknowledge & Accept Monthly Student Count Tally Sheets as follows:

- a. December 2022**
- b. January 2023**

CA-9. Acknowledge & Accept Spreadsheets of Students Listed by School of Attendance.

- a. December 2022**
- b. January 2023**

Chairperson Rollins introduced the Consent Agenda. There were no questions from the Board of Directors, so Chairperson Rollins asked for a Motion to approve the Consent Agenda as presented. After receiving the Motion, the Board approved the Consent Agenda as presented.

(M/Carol Slender, S/Bob Marcucci)

Vote by member:

Aye:	Carson, Marcucci for SRES, Marcucci for SRHS, Rigney, Rollins, Slender
Nay:	No members
Abstention:	No members
Absent:	Elsen, Estrella, Murphy-Garrett, Rose

VI. ADJOURNMENT: 9:49 a.m.

Public Records:

In accordance with Government Code section 54957.5 and the Public Records Act, public records that are distributed to a majority of the Board of Directors concerning open session agenda items will be made available upon request by emailing Dennis Petri at dpetri@marinschools.org or by calling (415) 258-8511. Such records distributed during a public meeting will be made available for inspection at the meeting if prepared by the Agency, or after the meeting if prepared by another party.