

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

**MINUTES
June 8, 2022**

Special Note: Meeting was held via Zoom Video Conference.

BOARD MEMBERS PRESENT:

Corbett Elsen (Tamalpais), Carlos Estrella – 8:29 a.m. (Reed), Bob Marcucci (San Rafael Elementary & High School Districts), Michele Rollins (Mill Valley), Carol Slender (Ross) & Kirsten Starsiak (Kentfield).

BOARD MEMBERS ABSENT:

Chris Carson (Ross Valley), Itoco Garcia (Superintendent & Interim Chief Business Official for Sausalito – Marin City) & Paula Rigney (Larkspur – Corte Madera)

STAFF PRESENT:

Dennis Petri, Executive Director

GUESTS:

Kristi Dahlstrom, Director of Special Education, Marin County Office of Education
Christina Posedel – 8:29 a.m., San Rafael City Schools Accounting Manager

I. CALL TO ORDER (8:15 a.m.):

Chairperson Michele Rollins called the Board of Directors meeting to order at 8:15 a.m. This Board of Directors Meeting was held via Zoom Video Conference.

II. PUBLIC COMMENT: (8:16 a.m.)

There were no public comments.

III. ACTION SESSION

1. **Review & Possible Action on the Agenda (8:16 a.m.):** – Members approved the Agenda as presented.

(M/Carol Slender, S/Bob Marcucci)

Vote by member:

Aye: Elsen, Marcucci for SRES, Marcucci for SRHSD, Rollins,
Slender, Starsiak

Nay: No members

Abstention: No members

Absent: Carson, Estrella, Garcia, Rigney

2. **Budget Approval Process (8:17 a.m. to 8:20 a.m.):**
[PRESENTATION & PUBLIC HEARING]

a. PRESENTATION OF THE PROPOSED 2022 / 2023 BUDGET: --

Chairperson Rollins asked our Fiscal Agent to present the budget. Treasurer & Fiscal Agent Bob Marcucci noted that the projected budget is higher than previous expectations due to First Student not covering bus routes and the expected increased use of alternate providers – taxi companies & van services.

b. PUBLIC HEARING ON PROPOSED BUDGET FOR 2022 / 2023.

Note: Public Hearing was conducted June 6, 2022.

Chairperson Rollins stated there were no attendees at Monday's public hearing.

c. PUBLIC HEARING ON RESERVE LEVEL FOR PROPOSED BUDGET

FOR 2022 / 2023: - Executive Director Petri stated that the reserve level remains at 5% of expenses per MPTA policy.

d. Review and Possible Approval of 2022 / 2023 Budget.

Members approved the 2022 / 2023 Budget as presented. (8:20 a.m.)

(M/Corbett Elsen, S/Carol Slender)

Vote by member:

Aye: Elsen, Marcucci for SRES, Marcucci for SRHSD, Rollins,
Slender, Starsiak

Nay: No members

Abstention: No members

Absent: Carson, Estrella, Garcia, Rigney

3. **Review and Possible Approval of an Updated Memorandum of Understanding with the San Rafael High School District as the provider of the MPTA's Fiscal Agent Services for the Fiscal Year 2022 / 2023 (8:21 a.m.)** – Executive Director Petri explained that wording was changed for this MOU – as well as the Facility Lease MOU (following item) – to reflect an increase of 3% annually for the cost of service. This increase was in line with other MOUs the San Rafael City Schools have with similar outside service groups.

The cost for Fiscal Agent Services for 2022 / 2023 is \$15,093.50.

Members approved the Memorandum of Understanding with the San Rafael High School District for Fiscal Agent Services for the 2022 / 2023 fiscal year as presented.

(M/Corbett Elsen, S/Kirsten Starsiak)

Vote by member:

Aye: Elsen, Marcucci for SRES, Marcucci for SRHSD, Rollins, Slender, Starsiak
Nay: No members
Abstention: No members
Absent: Carson, Estrella, Garcia, Rigney

4. **Review and Possible Approval of an Updated Memorandum of Understanding with the San Rafael High School District as the MPTA's Office Facility Lease Holder for the Fiscal Year 2022 / 2023 (8:24 a.m.)** – Fiscal Agent Marcucci presented this MOU for the Board. There were no questions.

The cost for the MPTA's Facility Lease for 2022 / 2023 is \$10,450.92.

Members approved the Memorandum of Understanding with the San Rafael High School District for the MPTA's Office Facility Lease for the 2022 / 2023 fiscal year as presented.

(M/Michele Rollins, S/Corbett Elsen)

Vote by member:

Aye: Elsen, Marcucci for SRES, Marcucci for SRHSD, Rollins, Slender, Starsiak
Nay: No members
Abstention: No members
Absent: Carson, Estrella, Garcia, Rigney

5. **Review and Possible Election of MPTA Officers for the Board of Directors for the 2022 / 2023 school year (8:25 a.m.):** - Chairperson Rollins reviewed the slate of Officers for the Board of Directors for the 2022 / 2023 school year. She then asked if there were any other members interested in serving. Members were pleased with the slate of Officers as presented.

Board of Directors' Officers for the 2022 / 2023 school year are:

Chairperson	Michele Rollins, Ed.D
Vice Chairperson	Carlos Estrella
Treasurer	Bob Marcucci
Secretary	Corbett Elsen

Members approved the Officer slate as presented.
(M/Bob Marcucci, S/Carol Slender)

Vote by member:

Aye: Elsen, Marcucci for SRES, Marcucci for SRHS, Rollins,
Slender, Starsiak
Nay: No members
Abstention: No members
Absent: Carson, Estrella, Garcia, Rigney

6. **Review and Possible Action on a letter of agreement with School & College Legal Services of California for the MPTA to remain as a "billable client" for purposes of legal advice and legal service needs (8:28 a.m.)** – Executive Director Petri noted that we have used School & College Legal Services of California for years. Their new rates for service have been increased by \$15.00 per hour for the 2022 / 2023 fiscal year.

Members approved the continued use of School & College Legal Services of California as the Agency's legal representatives as needed.
(M/Michele Rollins, S/Corbett Elsen)

Vote by member:

Aye: Elsen, Estrella, Marcucci for SRES, Marcucci for SRHS,
Rollins,
Slender, Starsiak
Nay: No members
Abstention: No members
Absent: Carson, Garcia, Rigney

Note: Vice Chairperson Carlos Estrella (Reed) joined the meeting as Action Session Item #6 was under review.

Note: Guest Christina Posedel (San Rafael City Schools Accounting Manager) also joined the meeting as Action Session Item #6 was under review.

IV. CONSENT AGENDA (8:31 a.m.):

CA-1. Acknowledge & Accept the Minutes of April 20, 2022, Board Meeting.

CA-2. Acknowledge & Accept a letter from the Marin County Office of Education approving the MPTA's Second Interim Reporting Period Report. Letter dated April 15, 2022.

CA-3. Acknowledge & Accept Financial Documents as follows:

- a. Approve vendor warrants paid for the period of April 1, 2022, through April 30, 2022, in the amount of \$85,817.50.**
- b. Approve vendor warrants paid for the period of May 1, 2022, through May 31, 2022, in the amount of \$386,097.49.**

CA-4. Acknowledge & Accept Potential Reimbursement Information for member school districts as follows:

- a. April 2022 in the amount of \$468.16.**
- b. Potential Reimbursement Fund Totals to Date: \$5,103.75.**

CA-5. Acknowledge & Accept Monthly Student Count Tally Sheets for the following:

- a. April 2022.**
- b. May 2022.**

CA-6. Acknowledge & Accept Spreadsheets of Students Listed by School of Attendance for the following:

- a. April 2022.**
- b. May 2022.**

CA-7. Acknowledge & Accept Proposal & Qualifications for Legal Services from DWK – Dannis, Woliver, Kelley – Attorneys at Law. This proposal was received May 18, 2022.

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. After receiving the Motion, the Board approved the Consent Agenda as presented.

(M/Corbett Elsen, S/Carlos Estrella)

Vote by member:

Aye: Elsen, Estrella, Marcucci for SRES, Marcucci for SRHS,
Rollins,
Slender, Starsiak
Nay: No members
Abstention: No members
Absent: Carson, Garcia, Rigney

V. DISCUSSION / INFORMATION ITEMS

1. Time Certain – 8:30 a.m. (Actual time 8:33 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, Kristi Dahlstrom, Director of Special Education was in attendance.

Kristi presented the following information:

a. The 2022 Extended School Year session operated by MCOE will start on Monday, June 20, 2022. There are 5 week sessions for most students, 7 week sessions for students in Autistic programs.

b. For the 2022 / 2023 school year the following changes are planned:

- 1.** Terra Linda High School will operate 1 classroom (instead of 2 as current)
- 2.** A new class will open on the Davidson Middle School campus in San Rafael.
- 3.** The current Strawberry Point School elementary classroom will become an Early Intervention class.
- 4.** A new Early Intervention classroom will open in the Ross Valley School District.

c. Currently, MCOE has received eleven (11) referrals for new students entering the Early Intervention Program. This is much higher than normal.

d. Program Manager Judy Hull is retiring.

e. Program Manager Stacey Tachiki was promoted to Director of Special Education. Stacey will replace Kristi as she moves to Shanghai with her family for a great career opportunity.

f. MCOE will be hiring two (2) new Program Managers for the 2022 / 2023 school year.

This discussion ended at 8:38 a.m. The Board thanked Kristi for her attendance and input. They also wished Kristi the best in her new career move.

2. Executive Director's Report (8:40 a.m.)

a. Extended School Year (ESY) 2022 Information.

Executive Director Petri reported that two (2) ESY programs are slated to start on Friday, June 10th. Four (4) district-operated ESY programs start on Monday, June 13th. The MCOE programs start on Monday, June 20th. To date, we are scheduled to transport 171 students to 23 school sites for ESY. The MPTA will operate 23 school bus routes this summer.

b. School District Calendars for 2022 / 2023.

Executive Director Petri asked if any school district updates their 2022 / 2023 school year calendar, to please send a copy to MPTA. These calendars are an integral part of transportation planning.

c. Marin County Office of Education Program Graduates 2022.

This school year we have a total of eleven (11) students graduating from programs operated by the Marin County Office of Education. This is the largest graduating class in recent memory.

Additional Information:

(This information was approved to inform the Board of Directors by our legal representative. This information arrived too late for inclusion on our Agenda. Therefore, no discussion or action is allowed at this meeting. This information will be added to our next meeting – scheduled for September 14, 2022)

On Tuesday, June 7, 2022, Executive Director Petri received an email from Brig Summers, First Student's Area General Manager. Mr. Summers is asking the Board of Directors to consider increasing the annual COLA increase from 3.5% maximum to 6% for 2022 / 2023. This extra increase would allow First Student to increase employee wages and hopefully, increase interest in school bus driver jobs.

3. **Standing Item: Discussion on California Senate Bill 328 concerning school start times for Middle School & High School programs (8:45 a.m.): -**

a. Chairperson Rollins stated that the Mill Valley School District is adjusting their classroom hours for 2022 / 2023 to comply with this mandate. Elementary classes will start at 8:15 a.m. The Middle School will start at 8:35 a.m. (as they currently do).

b. Secretary Elsen asked Executive Director Petri if there are any long-range planning by MCOE for student enrollment. Petri said he was not informed or involved with any such plans but noted that the Special Education Directors' group may do that.

c. Vice-Chairperson Estrella said the Reed School District has declining enrollment projected for their regular education students. Students enrolled in Special Education programs remain steady.

4. **Future agenda items requested by Board members (8:46 a.m.)**

There were no items requested for future agendas.

5. **Reminder of next meeting date.**

September 14, 2022

VI. **ADJOURNMENT: 8:47 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.