

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

**MINUTES  
June 4, 2024**

**BOARD MEMBERS PRESENT:**

Chris Carson (Ross Valley), Corbett Elsen (Tamalpais), Carlos Estrella (Reed), Michael Ghebregziabher (Kentfield), Bob Marcucci (San Rafael Elementary & High School Districts) & Carol Slender – 9:14 a.m. (Ross).

**BOARD MEMBERS ABSENT:**

Megan Atkins (Larkspur – Corte Madera), Michele Rollins (Mill Valley) & Gina Murphy-Garrett (Sausalito – Marin City).

**STAFF PRESENT:**

Dennis Petri, Executive Director

**GUESTS:**

Christina Posedel, San Rafael City Schools Accounting Manager  
Stacey Tachiki, Director of Special Education, Marin County Office of Education

**I. CALL TO ORDER: (9:07 a.m.)**

Vice-Chairperson Carlos Estrella called the Board of Directors meeting to order at 9:07 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: (9:07 a.m.)**

There were no public comments.

### **III. ACTION SESSION**

- 1. Review & Possible Action on the Agenda (9:08 a.m.):** – Members approved the Agenda as presented.

**(M/Chris Carson, S/Corbett Elsen)**

**Vote by member:**

Aye: Carson, Elsen, Estrella, Ghebregziabher, Marcucci for SRES D,  
Marcucci for SRHSD.

Nay: No members

Abstention: No members

Absent: Atkins, Murphy-Garrett, Rollins, Slender

- 2. Budget Approval Process (9:08 a.m. to 9:14 a.m.):**  
**[PRESENTATION & PUBLIC HEARING]**

**a. PRESENTATION OF THE PROPOSED 2024 / 2025 BUDGET: --**

Vice-Chairperson Estrella asked our Fiscal Agent to present the budget. Treasurer & Fiscal Agent Bob Marcucci & Chris Posedel (SRCS Accounting Manager) noted that the recommended budget is in line with earlier projections. Increased costs include transportation, legal services and advertising.

**b. PUBLIC HEARING ON PROPOSED BUDGET FOR 2024 / 2025.**

**Note:** Public Hearing was conducted May 28, 2024.

No members of the public or MPTA Board of Directors members joined the meeting.

**c. PUBLIC HEARING ON RESERVE LEVEL FOR PROPOSED BUDGET**

**FOR 2024 / 2025:** - Fiscal Agent Bob Marcucci stated that the reserve level remains at 5% of expenses per MPTA policy.

**d. Review and Possible Approval of 2024 / 2025 Budget.**

**Members approved the 2024 / 2025 Budget as presented. (9:14 a.m.)**

**(M/Corbett Elsen, S/Chris Carson)**

**Vote by member:**

Aye: Carson, Elsen, Estrella, Ghebregziabher, Marcucci for SRES D,  
Marcucci for SRHSD, Slender

Nay: No members

Abstention: No members

Absent: Atkins, Murphy-Garrett, Rollins

**Note:** Board member Carol Slender (Ross) joined the meeting as Action Session 2c was under review.

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 2024 / 2025 (9:15 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.

**The cost for Fiscal Agent Services for 2024 / 2025 is \$16,012.70.**

**Members approved the Memorandum of Understanding with the San Rafael High School District for Fiscal Agent Services for the 2024 / 2025 fiscal year as presented.**

**(M/Chris Carson, S/Corbett Elsen)**

**Vote by member:**

Aye: Carson, Elsen, Estrella, Ghebregziabher, Marcucci for SRES, D,  
Marcucci for SRHSD, Slender  
Nay: No members  
Abstention: No members  
Absent: Atkins, Murphy-Garrett, Rollins

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 2024 / 2025 (9:16 a.m.)** – Director Petri presented this MOU for the Board. There were no questions.

**The cost for the MPTA's Facility Lease for 2024 / 2025 is \$11,087.38.**

**Members approved the Memorandum of Understanding with the San Rafael High School District for the MPTA's Office Facility Lease for the 2024 / 2025 fiscal year as presented.**

**(M/Corbett Elsen, S/Carol Slender)**

**Vote by member:**

Aye: Carson, Elsen, Estrella, Ghebregziabher, Marcucci for SRES, D,  
Marcucci for SRHSD, Slender  
Nay: No members  
Abstention: No members  
Absent: Atkins, Murphy-Garrett, Rollins



**5. Review and Possible Election of MPTA Officers for the Board of Directors for the 2024 / 2025 school year (9:17 a.m. to 9:25 a.m.): -**

Director Petri reviewed the current list of Officers for the Board of Directors. With two (2) Officers leaving the MPTA, nominations were solicited from interested members present to serve for the 2024 / 2025 school year. Members that volunteered to serve as Officers are listed below:

**Board of Directors' Officers for the 2024 / 2025 school year are:**

<b>Chairperson</b>	<b>Robert Marcucci</b>
<b>Vice Chairperson</b>	<b>Chris Carson</b>
<b>Treasurer</b>	<b>Michael Ghebregziabher</b>
<b>Secretary</b>	<b>Corbett Elsen</b>

**Members approved the Officer slate as presented.**

**(M/Corbett Elsen, S/Bob Marcucci)**

**Vote by member:**

Aye: Carson, Elsen, Estrella, Ghebregziabher, Marcucci for SRES D,  
Marcucci for SRHSD, Slender  
Nay: No members  
Abstention: No members  
Absent: Atkins, Murphy-Garrett, Rollins

**6. Review and Possible Action on an Agreement for Professional Services with Dannis Woliver Kelley (DWK) for legal service needs for the period of July 1, 2024 thru June 30, 2026 (9:26 a.m.) – Director Petri noted that DWK is one of two legal services firms we use as needed. The primary firm we use is School & College Legal Services of California.**

**Members approved the continued use of Dannis Woliver Kelley (DWK) as the Agency's legal representatives as needed.**

**(M/Corbett Elsen, S/Bob Marcucci)**

**Vote by member:**

Aye: Carson, Elsen, Estrella, Ghebregziabher, Marcucci for SRES D,  
Marcucci for SRHSD, Slender  
Nay: No members  
Abstention: No members  
Absent: Atkins, Murphy-Garrett, Rollins

**IV. CONSENT AGENDA (9:27 a.m.):**

**CA-1. Acknowledge & Accept the Minutes of March 12, 2024, 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, 2024.**

**CA-3. Acknowledge & Accept a letter from Angela Mendonca, Project Coordinator for Keenan & Associates. The subject matter is "Hazardous Material Inventory for the MPTA's Office." This letter is dated March 19, 2024.**

**CA-4. Acknowledge & Accept the MPTA Meeting Calendar for 2024-2025.**

**CA-5. Acknowledge & Accept Financial Documents as follows:**

- a. Approve vendor warrants paid for the period of March 1, 2024, through March 31, 2024, in the amount of \$334,606.54.**
- b. Approve vendor warrants paid for the period of April 1, 2024 through April 30, 2024, in the amount of \$372,300.28.**

**CA-6. Acknowledge & Accept Monthly Student Count Tally Sheets for the following:**

- a. March 2024.**
- b. April 2024.**

**CA-7. Acknowledge & Accept Spreadsheets of Students Listed by School of Attendance for the following:**

- a. March 2024.**
- b. April 2024.**

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

**(M/Chris Carson, S/Carol Slender)**

**Vote by member:**

<b>Aye:</b>	Carson, Elsen, Estrella, Ghebregziabher, Marcucci for SRES, Marcucci for SRHSD, Slender
<b>Nay:</b>	No members
<b>Abstention:</b>	No members
<b>Absent:</b>	Atkins, Murphy-Garrett, Rollins

**V. DISCUSSION / INFORMATION ITEMS**

**1. Time Certain – 9:20 a.m. (Actual time 9:27 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 was in attendance.

**Stacey presented the following information:**

- a. Due to construction on the Marindale EI campus during the summer, all five (5) classrooms will move to Mary E Silveria School for the ESY session.
- b. California Children’s Services (CCS) will move as well.
- c. With the moves above, the return to Marindale EI campus for the 2024-2025 school year may cause a delayed start date. No date has been determined yet.
- d. Starting with the 2024-2025 school year, the Marin County Office of Education (MCOE) is opening a new classroom on the Bel Aire School campus in the Reed Union School District. The classroom currently found at Edna Maguire School will move to Bel Aire.
- e. The MCOE class presently located at Strawberry Point School, will move to Edna Maguire – both within the Mill Valley School District.

This discussion ended at 9:30 a.m. The Board thanked Stacey for her attendance and input.

**2. Executive Director’s Report (9:30 a.m.)**

**a. Extended School Year (ESY) 2024 Information.**

1. Director Petri reported that the Extended School Year (ESY) Program is ready to start as soon as Monday, June 10, 2024. That is when the Irene Hunt School of Marin starts their 5-week program. This is a busy time as the rest of the regular school year programs are in their final week!

2. Attached is a calendar for the ESY Program for your reference. Currently, we will transport 208 students to 27 school sites. We will use 26 school bus routes (7 wheelchair and 19 ambulatory buses).

**(Attachment 1)**

3. Most ESY programs will conclude by July 19, 2024 or sooner. However, there are four (4) programs – that serve students with Autism – that continue for two (2) additional weeks. They end their ESY session on August 2, 2024.



**b. School District Calendars for 2024 / 2025.**

Director Petri asked if any school district updates their 2024 / 2025 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 2024.**

This school year we have eight (8) students graduating from programs operated by the Marin County Office of Education:

3 students from the San Rafael High School District

5 students from the Tamalpais Union High School District

**d. First Student Staffing Information.**

Director Petri reported on the following changes:

1. First Student's new Dispatcher is Guadalupe Dominguez Acevedo.
2. The Area General Manager – Brigden Summers – is retiring after 35 years with First Student. Mr. Summers' replacement is Andrew Good.
3. First Student is continuing their efforts to hire and train new school bus drivers or hire experienced drivers. Currently, there are six (6) driver candidates in training.

**3. Future agenda items requested by Board members (9:50 a.m.)**

Director Petri was asked to provide the following information at our September 10, 2024 meeting:

- a. Request for Proposal (RFP) process for the MPTA's transportation contract.
- b. Draft job description for the Executive Director position.
- c. Relevant samples of salary schedules for the Executive Director position.
- d. Training plans to acquaint Board of Directors members with how the process used to develop the MPTA's Budget and Bill Back Figures operates.
- e. A timeline to implement all four (4) items above.

**4. Reminder of next meeting date.**

September 10, 2024

**VI. ADJOURNMENT: 9:52 a.m.**

**Special note:**

**Vice-Chairperson Carlos Estrella asked that the Minutes reflect the Board's appreciation to our Chairperson – Dr. Michele Rollins – for her leadership of the Marin Pupil Transportation Agency for the past 8 years.**

**Michele was a member of the Marin Pupil Transportation Agency's Board of Directors since the 2004-2005 school year admirably representing the Mill Valley School District. Since July 1, 2016, Michele served as Chairperson of the Board of Directors.**

**Michele's guidance led us through some difficult times – most notably the COVID-19 related school closures. Michele worked closely with our transportation provider – First Student, Inc. – to ensure they were ready to resume school bus service for our students with special needs once the crisis ended.**

**Thank you, Michele, for your many years of service on the Board of Directors for the Marin Pupil Transportation Agency. Best wishes in your future endeavors.**

**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](mailto: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.