

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

**MINUTES
June 6, 2023**

BOARD MEMBERS PRESENT:

Chris Carson (Ross Valley), Carlos Estrella (Reed), Bob Marcucci (San Rafael Elementary & High School Districts), Paula Rigney – 9:05 (Larkspur – Corte Madera), Michele Rollins (Mill Valley) & Carol Slender (Ross).

BOARD MEMBERS ABSENT:

Corbett Elsen (Tamalpais), Michael Ghebregziabher (Kentfield) & Gina Murphy-Garrett (Sausalito – Marin City).

STAFF PRESENT:

Dennis Petri, Executive Director

GUESTS:

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

I. CALL TO ORDER: (9:03 a.m.)

Chairperson Michele Rollins called the Board of Directors meeting to order at 9:03 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: (9:03 a.m.)

Josue Calvo-Perez (Location Manager for First Student San Rafael) expressed his company's appreciation for the Board of Directors continuing partnership as well as the approval of cost of living increases dedicated to increase school bus driver wages. The increases were used to promote retention of current drivers and as an incentive for driver applicants.

III. ACTION SESSION

1. **Review & Possible Action on the Agenda (9:04 a.m.):** – Members approved the Agenda as presented.

(M/Carlos Estrella, S/Bob Marcucci)

Vote by member:

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

2. **Budget Approval Process (9:04 a.m. to 9:07 a.m.):**
[PRESENTATION & PUBLIC HEARING]

a. PRESENTATION OF THE PROPOSED 2023 / 2024 BUDGET: --

Chairperson Rollins asked our Fiscal Agent to present the budget. Treasurer & Fiscal Agent Bob Marcucci & Chris Posedel (SRCS Accounting Manager) noted that the projected budget is higher than previous expectations due to First Student COLA increases as well as increases to the Executive Director's salary and benefit costs for the new fiscal year.

b. PUBLIC HEARING ON PROPOSED BUDGET FOR 2023 / 2024.

Note: Public Hearing was conducted May 30, 2023.

In attendance were Board members Gina Murphy-Garrett, Bob Marcucci and Pauly Rigney.

However, no members of the public joined the meeting.

c. PUBLIC HEARING ON RESERVE LEVEL FOR PROPOSED BUDGET FOR 2023 / 2024: - Chairperson Rollins stated that the reserve level remains at 5% of expenses per MPTA policy.

d. Review and Possible Approval of 2023 / 2024 Budget.

Members approved the 2023 / 2024 Budget as presented. (9:05 a.m.)
(M/Chris Carson, S/Carol Slender)

Vote by member:

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

Note: Board member Paula Rigney (Larkspur – Corte Madera) 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 2023 / 2024 (9:07 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 2023 / 2024 is \$15,546.31.

Members approved the Memorandum of Understanding with the San Rafael High School District for Fiscal Agent Services for the 2023 / 2024 fiscal year as presented.

(M/Michele Rollins, S/Paula Rigney)

Vote by member:

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

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 2023 / 2024 (9:07 a.m.)** – Director Petri presented this MOU for the Board. There were no questions.

The cost for the MPTA's Facility Lease for 2023 / 2024 is \$10,764.45.

Members approved the Memorandum of Understanding with the San Rafael High School District for the MPTA's Office Facility Lease for the 2023 / 2024 fiscal year as presented.

(M/Chris Carson, S/Carlos Estrella)

Vote by member:

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

5. **Review and Possible Approval of the MPTA Executive Director's Management Salary Schedule for the years 2022-2023 thru 2024-2025 (9:08 a.m.)** – Chairperson Rollins presented this information to the Board. She also said this information complies with CAL-PERS regulations.

There were no questions.

Members approved the Executive Director's Management Salary Schedule as presented.

(M/Carlos Estrella, S/Carol Slender)

Vote by member:

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

6. **Review and Possible Election of MPTA Officers for the Board of Directors for the 2023 / 2024 school year (9:09 a.m.):** - Chairperson Rollins reviewed the slate of Officers for the Board of Directors for the 2023 / 2024 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 2023 / 2024 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/Chris Carson, S/Paula Rigney)

Vote by member:

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

7. **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 (9:14 a.m.)** – Chairperson Rollins noted that we have used School & College Legal Services of California for many years. In addition, we also use the services of Dannis Woliver Kelley (DWK) as needed. Rates for service for School & College Legal Services of California remain the same as last 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/Carlos Estrella)

Vote by member:

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

IV. CONSENT AGENDA (9:16 a.m.):

CA-1. Acknowledge & Accept the Minutes of March 14, 2023, Board Meeting.

CA-2. Acknowledge & Accept a letter from the Marin County Office of Education noting No Audit Findings for the 2021-2022 audit report. Letter dated March 17, 2023.

CA-3. Acknowledge & Accept a letter from the Marin County Office of Education approving the MPTA’s Second Interim Reporting Period Report. Letter dated April 14, 2023.

CA-4. Acknowledge & Accept a letter from Alliston Law Office on the subject of “Teleconferences Post-COVID.” This letter is dated May 1, 2023.

CA-5. Acknowledge & Accept the MPTA Meeting Calendar for 2023-2024.

CA-6. Acknowledge & Accept Financial Documents as follows:

- a. Approve vendor warrants paid for the period of March 1, 2023, through March 31, 2023, in the amount of \$576,943.90.**
- b. Approve vendor warrants paid for the period of April 1, 2023, through April 30, 2023, in the amount of \$370,091.53.**
- c. Approve vendor warrants paid for the period of May 1, 2021, through May 31, 2023, in the amount of \$123,699.52.**

CA-7. Acknowledge & Accept Potential Reimbursement Information for member school districts as follows:

- a. March 2023 in the amount of **\$731.50**.
- b. April 2023 in the amount of **\$501.60**.
- c. Potential Reimbursement Fund Totals to Date: **\$5,578.22**.

CA-8. Acknowledge & Accept Monthly Student Count Tally Sheets for the following:

- a. March 2023.
- b. April 2023.
- c. May 2023.

CA-9. Acknowledge & Accept Spreadsheets of Students Listed by School of Attendance for the following:

- a. March 2023.
- b. April 2023.
- c. May 2023.

CA-10. Acknowledge & Accept a Public Information request from Transparent California received on May 11, 2023. This agency is requesting a copy of the MPTA's Employee Compensation Report for the 2020/2021 fiscal year.

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/Bob Marcucci, S/Carol Slender)

Vote by member:

Aye:	Carson **, Estrella, Marcucci for SRES, Marcucci for SRHS, Rigney, Rollins, Slender
Nay:	No members
Abstention:	Carson for 1 item (see note below)
Absent:	Corbett, Ghebregziabher, Murphy-Garrett

Special Note:

**** Chris Carson abstained from the vote on CA-1 (Minutes of the March 14, 2023 Board Meeting) as he was not present. Otherwise, he voted to approve the balance of the Consent Agenda.**

V. **DISCUSSION / INFORMATION ITEMS**

1. **Time Certain – 9:20 a.m. (Actual time 9:16 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. Changes for the Extended School Year (ESY) session include:
Seven (7) MCOE classrooms moved to Rancho School.
The classroom located at Terra Linda High School is moving to San Rafael High.

b. Stacey said that this school year went fairly smoothly, and she expressed her appreciation for the support of the MPTA.

This discussion ended at 9:21 a.m. The Board thanked Stacey for her attendance and input.

2. **Executive Director's Report (9:21 a.m.)**

a. **Extended School Year (ESY) 2023 Information.**

Director Petri reported that six (6) ESY programs are slated to start on Monday, June 12th. The MCOE programs start on Monday, June 20th. To date, we are scheduled to transport 189 students to 25 school sites for ESY. The MPTA will operate 25 school bus routes this summer.

b. **School District Calendars for 2023 / 2024.**

Director Petri asked if any school district updates their 2023 / 2024 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 2023.**

This school year we have four (4) students graduating from programs operated by the Marin County Office of Education.

d. Earth Day 2023 – Certificate of Tree Planting.

First Student planted a tree on Earth Day 2023 on behalf of the Marin Pupil Transportation Agency. A certificate of Tree Planting was included in the Agenda packet.

e. First Student Staffing Change.

Director Petri reported that the Location Safety Manager for First Student San Rafael has resigned her position. Management staff is in the process of advertising for this position.

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

There were no items requested for future agendas.

4. Reminder of next meeting date.

September 19, 2023

This meeting date will be changed to **Friday, September 15, 2023** to ensure the 2022-2023 Unaudited Actuals are completed and approved by the deadline set by the Marin County Office of Education.

VI. ADJOURNMENT: 9:29 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.