

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

**MINUTES
June 10, 2020**

Special Note: Meeting was held via Zoom Video Conference.

BOARD MEMBERS PRESENT:

Robert Clark (Sausalito – Marin City), Corbett Elsen – 8:26 a.m. (Tamalpais), Carlos Estrella (Reed), Midge Hoffman – 8:34 a.m. (Ross Valley), Doug Marquand (San Rafael Elementary & High School Districts), Paula Rigney – 8:29 a.m. (Larkspur – Corte Madera), Michele Rollins (Mill Valley), Kirsten Starsiak (Kentfield) & Deborah Wolfe – 8:18 a.m. (Ross).

BOARD MEMBERS ABSENT:

None

STAFF PRESENT:

Dennis Petri, Executive Director

GUESTS:

Kristi Dahlstrom (8:28 a.m.), Marin County Office of Education Special Education Department co-Director
Mark Frith, First Student Area General Manager
Christina Posedel, San Rafael City Schools Accounting Manager
Deanne Waltz, Executive Secretary at Marin County Office of Education

I. CALL TO ORDER:

Chairperson Michele Rollins called the Board of Directors meeting to order at 8:17 a.m. This Board of Directors Meeting was held via Zoom Video Conference.

II. PUBLIC COMMENT: (8:18 a.m.)

There were no public comments.

Note: Board member Debbie Wolfe (Ross) joined the meeting as the Public Comment session was being held.

III. ACTION SESSION

1. **Review & Possible Approval of Agenda (8:18 a.m.):** – Members approved the Agenda as presented.

(M/Doug Marquand, S/Debbie Wolfe)

Vote by member:

Aye: Clark, Estrella, Marquand for SRES, Marquand for SRHSD,
Rollins, Starsiak, Wolfe

Nay: No members

Abstention: No members

Absent: Elsen, Hoffman, Rigney

2. **Budget Approval Process:**
[PRESENTATION & PUBLIC HEARING]

**a. PRESENTATION OF THE PROPOSED 2020 / 2021 BUDGET
(8:19 a.m.):**

Chairperson Rollins asked our Fiscal Agent Doug Marquand and Executive Director Petri to present the Proposed 2020 / 2021 Budget and offer any insights. Mr. Marquand said there were no concerns when preparing this document. The major increase was transportation costs due to a 13% rate increase for First Student for the new fiscal year. Marquand also said the Executive Director's salary and benefit package is the same as the current year since potential changes will not be addressed until later in the meeting.

Mr. Marquand also asked Christina Posedel if she had any additional input as Ms. Posedel worked on the documents presented. No additional comments from Ms. Posedel.

Chairperson Rollins noted that we had higher legal services expenses than normal due to COVID-19 related school closure issues and negotiations with First Student representatives.

The presentation of the 2020 / 2021 Budget concluded with no further questions.

**b. PUBLIC HEARING ON PROPOSED BUDGET FOR 2020 / 2021
(8:22 a.m.):**

There were no questions from members of our audience on the Proposed Budget for 2020 / 2021.

**c. PUBLIC HEARING ON RESERVE LEVEL FOR PROPOSED
BUDGET FOR 2020 / 2021 (8:23 a.m.):**

There were no questions from members of our audience on the Reserve Level for the Proposed Budget for 2020 / 2021.

d. Review and Possible Approval of 2020 / 2021 Budget (8:23 a.m.): -

Members approved the 2020 / 2021 Budget as presented.

(M/Carlos Estrella; S/Debbie Wolfe)

Vote by member:

Aye: Clark, Estrella, Marquand for SRES, Marquand for SRHSD,
Rollins, Starsiak, Wolfe
Nay: No members
Abstention: No members
Absent: Elsen, Hoffman, Rigney

- 3. Oral Recommendation Regarding Proposed Salary and Fringe Benefits –
Executive Director (8:33 a.m.): -** Chairperson Rollins presented the
recommendations made by the Board of Directors at the May 20, 2020 meeting
concerning the Executive Director's contract extension, salary adjustment, and
benefit package.

Members approved the oral recommendations for the Executive Director's annual
salary (\$132,527.33 plus \$1,000/year for Master's Degree) and medical, vision
and dental insurance fringe benefits not to exceed \$18,102/year (currently
\$10,114.56/year with right to reimbursement for dental coverage differential
between Tamalpais UHSD and San Rafael HSD plans).

Rollins also stated the Board will complete the Executive Director's performance
evaluation shortly.

(M/Debbie Wolfe; S/Doug Marquand)

Vote by member:

Aye: Clark, Elsen, Estrella, Marquand for SRES, Marquand for
SRHSD, Rollins, Starsiak, Wolfe
Nay: No members
Abstention: No members
Absent: Hoffman, Rigney

Note: Board member Corbett Elsen (Tamalpais) joined the meeting as Action Session
Item 3 was under discussion.

4. **Review and Possible Approval of COVID-19 Action Plan (8:27 a.m.): -**
Executive Director Petri reviewed the COVID-19 Action Plan that was developed for staff and parents. The Board noted that this Action Plan may be updated as new information is released. Chairperson Rollins asked Petri to post the Action Plan on the Agency's website.

Members approved the COVID-19 Action Plan as presented.

(M/Debbie Wolfe; S/Corbett Elsen)

Vote by member:

Aye: Clark, Elsen, Estrella, Marquand for SRES, Marquand for
SRHSD, Rigney, Rollins, Starsiak, Wolfe
Nay: No members
Abstention: No members
Absent: Hoffman

Note: Board member Paula Rigney (Larkspur – Corte Madera) joined the meeting as Action Session Item 4 was under discussion.

Note: Guest Kristi Dahlstrom (Marin County Office of Education) joined the meeting as Action Session Item 4 was under discussion.

5. **Review and Possible Election of MPTA Officers for the Board of Directors for the 2020 / 2021 school year (8:30 a.m.): -** Chairperson Rollins presented the slate of Officer Candidates for the 2020 / 2021 school year.

MPTA Officers for the 2020 / 2021 school year are:

Michele Rollins, Chairperson

Doug Marquand, Vice Chairperson

Carlos Estrella, Treasurer

Midge Hoffman, Secretary

Members approved the Election of MPTA Officers for the Board of Directors for the 2020 / 2021 school year as presented.

(M/Doug Marquand; S/Corbett Elsen)

Vote by member:

Aye: Clark, Elsen, Estrella, Marquand for SRES, Marquand for
SRHSD, Rigney, Rollins, Starsiak, Wolfe
Nay: No members
Abstention: No members
Absent: Hoffman

6. **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 2020 / 2021 (8:34 a.m.):** - Executive Director Petri presented highlights of the updated MOU for the MPTA's Fiscal Agent Services agreement with the San Rafael High School District for the 2020 / 2021 school year. Cost of services is \$14,199.50.

Members approved the MOU for Fiscal Agent Services as presented.

(M/Debbie Wolfe; S/Carlos Estrella)

Vote by member:

Aye: Clark, Elsen, Estrella, Hoffman, Marquand for SRES, Marquand for SRHSD, Rigney, Rollins, Starsiak, Wolfe
Nay: No members
Abstention: No members
Absent: No members

Note: Board Secretary Midge Hoffman (Ross Valley) joined the meeting as Action Session Item 6 was under discussion.

7. **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 2020 / 2021 (8:35 a.m.):** - Executive Director Petri presented highlights of the updated MOU for the MPTA's Office Facility Lease Holder agreement with the San Rafael High School District for the 2020 / 2021 school year. Cost of services is \$9,831.90.

Members approved the MOU for Office Facility Lease Holder as presented.

(M/Michele Rollins; S/Corbett Elsen)

Vote by member:

Aye: Clark, Elsen, Estrella, Hoffman, Marquand for SRES, Marquand for SRHSD, Rigney, Rollins, Starsiak, Wolfe
Nay: No members
Abstention: No members
Absent: No members

8. **Review and Possible Request of change date for the MPTA Board of Directors Meeting in March 2021. Request date of March 10, 2021 from the Marin County Office of Education to avoid conflict with the filing date for the Second Period Interim Report (8:38 a.m.):** - Executive Director Petri asked the Board to consider moving our March, 2021 meeting one week earlier to ensure the Second Period Interim Report is approved before the due date of March 15, 2021.

Members approved the request for a new meeting date of March 10, 2021 to avoid a conflict with the filing date for the Second Period Interim Report as presented.

(M/Michele Rollins; S/Debbie Wolfe)

Vote by member:

Aye: Clark, Elsen, Estrella, Hoffman, Marquand for SRES, Marquand for SRHSD, Rigney, Rollins, Starsiak, Wolfe

Nay: No members

Abstention: No members

Absent: No members

IV. CONSENT AGENDA (8:39 a.m.):

CA-1. Approve Minutes of May 20, 2020 Board Meeting.

CA-2. Approve Warrants & Registers as follows:

a. Vendor Warrants dated May 1 - 31, 2020.

b. Warrant registers (Backup data). 3 sheets attached.

CA-3. Approve Contract for the Employment of Executive Director (2020 / 2021 to 2021 / 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 as presented. After receiving the Motion, the Board unanimously approved the Consent Agenda as presented.

(M/Debbie Wolfe, S/Doug Marquand)

Vote by member:

Aye: Clark, Elsen, Estrella, Hoffman, Marquand for SRES, Marquand for SRHSD, Rigney, Rollins, Starsiak, Wolfe

Nay: No members

Abstention: No members

Absent: No members

V. DISCUSSION / INFORMATION ITEMS

1. TIME CERTAIN – Scheduled for 8:30 a.m. (Actual time 8:41 a.m. to 8:45 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, co-Director of Special Education was in attendance.

- a. Kristi Dahlstrom informed the Board of Directors that the Extended School Year (ESY) program is set to start. Classes at Magnolia Park Early Intervention (EI) and Marindale EI start on Monday, June 15, 2020. These programs start a week earlier than other ESY programs due to campus playground renovations scheduled for later in the summer.
- b. June 22, 2020 is the start date for all elementary and high school ESY programs, most of which last 4 weeks. A few classes that serve students with Autism are 6 week programs.
- c. June 29, 2020 is the first day for programs at Grant Grover, located on the College of Marin Kentfield campus. This program is also 4 weeks.
- d. All ESY programs will be completed by July 31, 2020.
- e. Kristi assured the Board that all school site facilities have been de-cluttered, thoroughly cleaned, and measures to ensure social distancing are in place. Further, site staff have been trained on the MCOE's safety plan developed to deal with the COVID-19 reality in schools.
- f. Midge Hoffman (Ross Valley) asked if parents that transport their children to ESY programs will be reimbursed for mileage. Yes, Kristi and staff are working with school districts to make sure that process is in place.

2. Executive Director's Report (8:45 a.m.):

- a. **Extended School Year (ESY) 2020 Information.**
Executive Director Petri reviewed plans for school bus routes to serve the ESY programs operating. Currently, 16 bus routes are scheduled using a cohort model to ensure social distancing for the students. At present, 53 students are scheduled for transportation to 15 school sites.
The following information was provided for review only:
- b. **School District Calendars for 2020 / 2021.**
- c. **Marin County Office of Education Program Graduates 2020.**

3. Ongoing: Discussion on California Senate Bill 328 concerning school start times for Middle School & High School programs (8:50 a.m.): - Chairperson Rollins asked the Board to inform Executive Director Petri of any changes to classroom hours that their school district might be contemplating.

4. Future agenda items requested by Board members.

- a. Chairperson Rollins asked that the position of Secretary of the Board of Directors be included on the next agenda. (Current Board Secretary Midge Hoffman announced that she is retiring in August, 2020. This announcement was made after the election vote – see Action Item 5).

5. **Reminder of next meeting date.**
September 9, 2020

VI. **ADJOURNMENT: 8:54 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.