

**JOINT POWERS AGREEMENT
MARIN PUPIL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
c/o San Rafael High School District Business Office
310 Nova Albion Way
San Rafael, California 94903**

AGENDA

September 11, 2019

8:15 a.m.

Marin County Office of Education

Cabinet Room

1111 Las Gallinas Avenue, San Rafael, California

JPA Member Districts:

Kentfield School District, Larkspur-Corte Madera School District, Mill Valley School District, Reed Union School District, Ross School District, Ross Valley School District, San Rafael Elementary School District, San Rafael High School District, Sausalito-Marín City School District, Tamalpais Union High School District.

Accessibility:

If you require disability-related modifications or accommodation, including auxiliary aids or services, to access or participate in the meeting, please contact Dennis Petri, Executive Director at (415) 924-6701. You are encouraged to provide as much advance notice as possible to better enable the Marin Pupil Transportation Agency to meet your accessibility needs.

Note: The audience may participate in each section of the agenda as follows: The Chairperson will introduce each item, the staff will review the item for the Board, comments will be accepted from the public, Directors will discuss, and then as appropriate, the Board will take action.

CALL TO ORDER (Time: _____)

The Chairperson will call the meeting to order.

ACTION SESSION

- 1. Approval of Agenda. (Time: _____)
(Pages 1 to 5) [VOTE]**

Vote by member:

Aye:

Nay:

Abstention:

Absent:

2. **Approve the 2018 – 2019 Bill Back Rebate to Member School Districts: --**
Approve total rebate of \$94,739 to member school districts. *
(Time: _____) (Pages 6 to 8) **[VOTE]**

- a. Final Figures for 2018 – 2019 Budget.
- b. Final Figures for 2018 – 2019 Bill Back Worksheet.

Vote by member:

Aye:

Nay:

Abstention:

Absent:

3. **Approve Certification for Financial Reports for 2018 – 2019: --** Approve certification for 2018 – 2019 financial reports (Unaudited Actuals). *
(Time: _____) (Pages 9 to 37) **[VOTE]**

Vote by member:

Aye:

Nay:

Abstention:

Absent:

4. **Approve Budget Line Item of \$10,000 for Website Development: --** The MPTA must create and maintain a website for transparency purposes required by California Senate Bill 929. The website's effective date of operation is no later than January 1, 2020.
(Time: _____) (Page 38) **[VOTE]**

Vote by member:

Aye:

Nay:

Abstention:

Absent:

5. **Approve Rate Adjustment for First Student, Inc.: --** Approve First Student, Inc. request to adjust bus rates by 3.2% for the 2019 – 2020 fiscal year effective September 1, 2019. * (Time: _____)
(Pages 39 to 42) **[VOTE]**

Vote by member:

Aye:

Nay:

Abstention:

Absent:

CONSENT AGENDA (Pages 43 to 84) **[VOTE]**

Note: All items appearing on the Consent Agenda are approved in one action by the Board of Directors. Board members, staff, or members of the public may request that an item be pulled for discussion prior to Consent Agenda approval.

Approval Items:

CA-1. Approve Minutes of June 12, 2019 Board Meeting. * (Pages 45 to 56)

CA-2. Approve Financial Documents as follows: * (Pages 57 to 74)

- a. Approval of vendor warrants paid for the period of June 1, 2019 through June 30, 2019 in the amount of **\$580,008.69. * (Pages 57 to 63)**
- b. Approval of vendor warrants paid for the period of July 1, 2019 through July 31, 2019 in the amount of **\$219,224.61. (@ Tam Dist) * (Pages 64 to 68)**
- c. Approval of vendor warrants paid for the period of July 1, 2019 through August 31, 2019 in the amount of **\$222,337.74. (@ SRHSD). * (Pages 69 to 73)**
- d. Approval of Purchase Orders for Fiscal Year 2019 – 2020. *** (Page 74)**

Acknowledge & Accept Items:

CA-3. Acknowledge & Accept the letter received from the office of Betty T. Yee, California State Controller on the Certification Letter for Fiscal Year 2017 – 2018 MPTA Audit. * (Page 75)

CA-4. Acknowledge & Accept a Public Information request from Keith F. Galloway, President of DRG Holdings LLC. Mr. Galloway requested copies of our current transportation contract and pricing. This request was dated July 30, 2019, though not received by MPTA until August 23, 2019. * (Pages 76 & 77)

CA-5. Acknowledge & Accept Monthly Student Count Tally Sheets as follows: * (Pages 78 to 80)

- a. June 2019 (Regular School Year & Extended School Year)
- b. July 2019 (Extended School Year)
- c. August 2019 (Regular School Year).

CA-6. Acknowledge & Accept Spreadsheets of Students Listed by School of Attendance. * (Pages 81 to 84)

- a. June 2019 (Regular School Year) as of June 17, 2019.
- b. June 2019 (Extended School Year) as of July 1, 2019.
- c. July 2019 (Extended School Year) as of August 5, 2019.
- d. August 2019 (Regular School Year) as of September 3, 2019.

Consent Agenda Approval (Time : _____) [VOTE]

Vote by member:

Aye:

Nay:

Abstention:

Absent:

Time Certain – 8:30 a.m. [INFORMATIONAL ITEM]

Transportation Issues & Discussion * (Page 85)

Guests: Jon Lenz, SELPA Director
Marin County Office of Education
(Invited)

Janelle Campbell, co-Director of Special Education
Marin County Office of Education
(Invited)

Kristi Dahlstrom, co-Director of Special Education
Marin County Office of Education
(Invited)

DISCUSSION SESSION (Pages 86 to 97) [ALL ITEMS BELOW ARE INFORMATIONAL ITEMS]

- 1. **Review updated financial spreadsheets: * (Pages 86 to 88)**
 - a. Approved Budget for 2019 – 2020, dated June 12, 2019. No changes at this time.
 - b. Updated Bill Back figures for 2019 – 2020, dated August 24, 2019. Inserted rebate figures (col. 7) and 1st Quarter Invoice figures (col. 9).

- 2. **Executive Director's Report. * (Pages 89 & 97)**
 - a. MPTA School Bus Routes for 2019-2020: Status of service to date.

- b. Conflict of Interest Code approved by Marin County's Board of Supervisors on July 16, 2019.
- 3. **Future agenda items requested by Board members.**
- 4. **Discuss other business.**
- 5. **Set next meeting.**
October 9, 2019

ADJOURNMENT (Time : _____)

* -- Items followed by attachment.

** -- Items to be distributed at meeting

Scheduled meetings for the 2019 – 2020 school year:

September 11, 2019

October 9, 2019

November 12, 2019

December 11, 2019

January 15, 2020 **

(possible conflict with the Governor's Budget Workshop)**

February 12, 2020

March 18, 2020

April 22, 2020

May 20, 2020

June 10, 2020