

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

**MINUTES  
September 9, 2020**

**Special Note:** Meeting was held via Zoom Video Conference.

**BOARD MEMBERS PRESENT:**

Chris Carson (Ross Valley), Robert Clark (Sausalito – Marin City), Corbett Elsen (Tamalpais), Doug Marquand (San Rafael Elementary & High School Districts), Michele Rollins (Mill Valley), Kirsten Starsiak (Kentfield) & Deborah Wolfe (Ross).

**BOARD MEMBERS ABSENT:**

Carlos Estrella (Reed) & Paula Rigney (Larkspur – Corte Madera).

**STAFF PRESENT:**

Dennis Petri, Executive Director

**GUESTS:**

Kristi Dahlstrom (8:30 a.m.), Marin County Office of Education Special  
Education Department Co-Director  
Josue Calvo-Perez, First Student Location Manager, San Rafael  
Christina Posedel, San Rafael City Schools Accounting Manager

**I. CALL TO ORDER:**

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: (8:15 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/Debbie Wolfe, S/Corbett Elsen)**

**Vote by member:**

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

- 2. Review and Possible Action on the 2019 – 2020 Bill Back Rebate to Member School Districts (8:17 a.m.):** -- Executive Director Petri explained that the rebate due member school districts from the 2019/2020 fiscal year is **\$425,058**. The rebate is higher than expected due to the school year stopping abruptly on March 13, 2020.

Members did not have any questions. Members approved the 2019/2020 rebate in the amount of **\$425,058** as presented.

**(M/Robert Clark, S/Corbett Elsen)**

**Vote by member:**

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

- 3. Review and Possible Action on the Certification for Financial Reports for 2019 – 2020 (Unaudited Actuals) – (8:19 a.m.):** -- Chairperson Rollins asked our Fiscal Agent (Doug Marquand) if he had any comments or information for the Board concerning the Unaudited Actuals. Doug and Chris Posedel (Accounting Manager for San Rafael City Schools) both said there were no issues or concerns when preparing this document.

Members did not have any questions. Members approved the Unaudited Actuals report as presented.

**(M/Debbie Wolfe, S/Doug Marquand)**

**Vote by member:**

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

4. **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 (8:22 a.m.):** -- Executive Director Petri explained that he signed this document on July 27, 2020. It was received late as it was mailed to the MPTA’s old address and time was of the essence.

Chairperson Rollins shared with the Board that there were challenges and additional expense the last few months with legal counsel due to COVID-19 documents and negotiations with First Student over payment requests. Rollins said the Board may wish to explore other legal service contracts in the future.

Members did not have any questions. Members approved the contract to remain as a “billable client” with School & College Legal Services of California as presented.

**(M/Michele Rollins, S/Corbett Elsen)**

**Vote by member:**

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

**IV. CONSENT AGENDA (8:24 a.m.):**

**CA-1. Approve Minutes of June 10, 2020 Board Meeting.**

**CA-2. Approve Financial Documents as follows:**

- a. Approve vendor warrants paid for the period of June 1, 2020 through June 30, 2020 in the amount of **\$261,179.59.**
- b. Approve vendor warrants paid for the period of July 1, 2020 through July 31, 2020 in the amount of **\$80,588.61.**
- c. Approve vendor warrants paid for the period of August 1, 2020 through August 31, 2020 in the amount of **\$350.00.**
- d. Approve Purchase Orders for Fiscal Year 2020 – 2021.

**CA-3. Acknowledge & Accept Monthly Student Count Tally Sheets as follows:**

- a. June 2020 (Extended School Year)
- b. July 2020 (Extended School Year)
- c. August 2020: No students transported.

**CA-4. Acknowledge & Accept Spreadsheets of Students Listed by School of Attendance.**

- a. June 2020 (Extended School Year)
- b. July 2020 (Extended School Year)
- c. August 2020: No students transported.

**CA-5. Acknowledge & Accept the letter received from the office of Betty T. Yee, California State Controller on the Certification Letter for Fiscal Year 2018 – 2019 MPTA Audit.**

**CA-6. Acknowledge & Accept the letter received from Nigro & Nigro, PC dated March 20, 2020 on their firm's "Responsibilities under U.S. Generally Accepted Auditing Standards and Government Auditing Standards."**

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 approved the Consent Agenda as presented.

**(M/Doug Marquand, S/Corbett Elsen)**

**Vote by member:**

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

**V. DISCUSSION / INFORMATION ITEMS**

**Special Note:**

At 8:26 a.m., we were running a little early for our Time Certain speaker – and she had not joined our meeting yet – so Chairperson Michele Rollins asked to proceed to the Executive Director's Report at this time.



2. **Executive Director's Report (8:26 a.m. to 8:32 a.m.):**

- a. General Information on the 2020 Extended School Year (ESY) operations.
- b. MPTA School Bus Routes for 2020 – 2021: Status of service to date.
- c. First Student: Letter dated June 8, 2020 on "Return-to-School Preparedness."
- d. First Student: Start Safe Taskforce Information (including pricing for COVID-19 cleaning protocols).
- Special note: Additional pricing for COVID-19 cleaning are noted on page 100 of this agenda packet.**
- e. First Student: Letter dated August 4, 2020 requesting funds to remain open during delay of school start on-site for 2020 / 2021.
- f. First Student: First News article "We are San Rafael."

Executive Director Petri reviewed the information above, with special emphasis on the following: **Section b** - At this point, we are operating 15 bus routes effective September 8. Another 2 bus routes will start September 14. When school district programs begin on-site instruction, we have another 10 bus routes ready to transport those students. **Section d** – Cleaning costs for COVID-19 procedures and products are quoted as approximately **\$621.14** per month for 26 bus routes. **Section e** – We did not respond to this letter as the MPTA and First Student had previously come to an agreement for payment of **\$250,000** in June.

Members of the Board of Directors had a few questions: **a)** Corbett Elsen asked about the status of bus routes returning. Both Petri and Josue Calvo-Perez were able to answer Corbett's questions. **b)** Vice Chairperson Doug Marquand asked how our routes will be affected if school district programs opt for an AM / PM program schedule or different weekly days schedule to allow for fewer students on campus at one time. Petri explained that currently the bus routes projected to cover district programs are based on last year's classroom times. However, they will be adjusted as needed to meet the districts' classroom schedules. and **c)** Chairperson Michele Rollins asked if any of our students are using a remote learning model instead of on-site? Petri said that approximately 50 students we usually transport are either using remote learning or their parents are transporting due to COVID-19 concerns or health related issues.

**Notes:** Guest Kristi Dahlstrom joined the meeting at 8:30 a.m. as Discussion / Information Item #1 was under consideration.

At the conclusion of Discussion / Information Item #1, Chairperson Rollins welcomed Kristi to our meeting and apologized for the short wait.

**1. TIME CERTAIN – Scheduled for 8:30 a.m. (Actual time 8:33 a.m. to 8:38 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 explained that many students were not allowed to start on-site instruction on September 8 until their parents provided updated information – particularly emergency contact information.
- b.** Kristi noted that MCOE worked with Transportation Supervisors to develop a staggered classroom bell schedule to help with transportation concerns and efficiency.
- c.** As Petri noted, there are approximately 50 students we usually transport that are using the remote learning module at this time. Overall, there are 20 to 25% of students in MCOE programs using the remote module.
- d.** Chairperson Rollins asked what the plans are in the future.
- e.** Kristi explained that MCOE is ready to implement hybrid programs as an option. If a parent decides to use transportation, she will contact Dennis to schedule transportation as needed and requested.
- f.** Member Corbett Elsen thanked Kristi and the staff at MCOE for all their hard work during this difficult time.

**Note:** At the conclusion of Kristi's remarks, we returned to the agenda as follows:

**3. Future agenda items requested by Board members.**

- a.** Chairperson Rollins asked that the previously continued discussion of school bell time changes mandated by California Senate Bill 325 remain on the agenda as a standing item.
- b.** Rollins stated that the Board of Directors' Officers position of Secretary is open due to the retirement of Midge Hoffman. This open position will be placed on the next meeting agenda.
- c.** Rollins asked if any other Officer positions are soon to open. Petri said the Vice Chairperson position should come open in January as Doug Marquand is scheduled to retire at the end of December. Mr. Marquand said that the November meeting will be his last to attend, as he has some time earned to use. At that point, Bob Marcucci will fill the Fiscal Agent role for the MPTA.
- d.** Rollins asked the Board if it was acceptable to delay the Executive Director's yearly evaluation until the spring of 2021. With the heavy workload due to COVID-19, Rollins felt the Board had a full plate already at their respective school districts. The Board agreed as well as did Executive Director Petri.
- e.** There were no further items requested for future agendas.

4. **Reminder of next meeting date.**  
October 14, 2020

VI. **ADJOURNMENT:** 8:42 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](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.