

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

**MINUTES
December 15, 2021**

Special Note: Meeting was held via Zoom Video Conference.

BOARD MEMBERS PRESENT:

Corbett Elsen – 8:24 a.m. (Tamalpais), Carlos Estrella (Reed), Midge Hoffman (Interim CBO for Kentfield), Bob Marcucci (San Rafael Elementary & High School Districts), Paula Rigney – 8:21 a.m. (Larkspur – Corte Madera), Michele Rollins (Mill Valley) & Carol Slender (Ross).

BOARD MEMBERS ABSENT:

Chris Carson (Ross Valley) & Jaime Mata (Sausalito – Marin City)

STAFF PRESENT:

Dennis Petri, Executive Director

GUESTS:

Christina Posedel, San Rafael City Schools Accounting Manager

I. CALL TO ORDER:

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

II. PUBLIC COMMENT: (8:17 a.m.)

There were no public comments.

III. ACTION SESSION

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

(M/Midge Hoffman, S/Carol Slender)

Vote by member:

Aye: Estrella, Hoffman, Marcucci for SRES, Marcucci for SRHS, Rollins, Slender
Nay: No members
Abstention: No members
Absent: Carson, Elsen, Mata, Rigney

- 2. Review and Possible Action on the Audit of Financial Statements (8:19 a.m.):**
-- Members did not have any questions on the audit conducted by Nigro & Nigro, PC for the year ended June 30, 2021. Members approved the audit as presented.

(M/Bob Marcucci, S/Midge Hoffman)

Vote by member:

Aye: Estrella, Hoffman, Marcucci for SRES, Marcucci for SRHS, Rollins, Slender
Nay: No members
Abstention: No members
Absent: Carson, Elsen, Mata, Rigney

- 3. Review and Possible Action on Budget Revisions (8:20 a.m.):** -- Executive Director Petri discussed revisions to the 2021 – 2022 Budget and Bill Back figures. Chris Posedel mentioned that she will lower the projected Interest revenue on the Second Period Interim Report as rates are very low this year.

Members did not have any questions. The revisions to the Budget and Bill Back figures were approved as presented.

(M/Carol Slender, S/Carlos Estrella)

Vote by member:

Aye: Estrella, Hoffman, Marcucci for SRES, Marcucci for SRHS, Rigney, Rollins, Slender
Nay: No members
Abstention: No members
Absent: Carson, Elsen, Mata

Note: Member Paula Rigney (Larkspur – Corte Madera) joined the meeting as Action Session Item #3 was under discussion.

4. **Review and Possible Action on the First Period Interim Report (8:22 a.m.): --**
Chairperson Rollins asked our Fiscal Agent (Robert Marcucci) if he had any comments or information for the Board concerning the First Period Interim Report. Robert 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 First Period Interim Report as presented.

(M/Bob Marcucci, S/Midge Hoffman)

Vote by member:

Aye:	Estrella, Hoffman, Marcucci for SRES, Marcucci for SRHSD, Rigney, Rollins, Slender
Nay:	No members
Abstention:	No members
Absent:	Carson, Elsen, Mata

IV. CONSENT AGENDA (8:23 a.m.):

- CA-1. Acknowledge & Accept the Minutes of September 15, 2021 Board Meeting.**
- CA-2. Acknowledge & Accept letter received from the Marin County Office of Education on acceptance of the 2021 – 2022 Adopted Budget.**
- CA-3. Acknowledge & Accept letter received from the Marin County Office of Education on acceptance of the 2020 – 2021 Unaudited Actuals.**
- CA-4. Acknowledge & Accept a legal update from School & College Legal Services of California. The Update concerns “Governor Newsom’s Announcement of COVID-19 Vaccine Mandate. Memo No.31-2021.” This information was dated October 5, 2021.**
- CA-5. Acknowledge & Accept a Request for Verification of an audit sample for First Student’s invoice 11741140 of July 7, 2021. This request was dated October 11, 2021.**
- CA-6. Acknowledge & Accept a Property Appraisal Report from AssetWorks. This appraisal is for the MPTA’s insurable values and property loss. The appraisal is for \$16,300.00. This information was dated October 25, 2021.**

CA-7. Acknowledge & Accept Financial Documents as follows:

- a. Approve vendor warrants paid for the period of September 1, 2021 through September 30, 2021 in the amount of **\$230,756.03.**
- b. Approve vendor warrants paid for the period of October 1, 2021 through October 31, 2021 in the amount of **\$370,855.57.**
- c. Approve vendor warrants paid for the period of November 1, 2021 through November 30, 2021 in the amount of **\$302,341.94.**

CA-8. Acknowledge & Accept Potential Reimbursement Information for member school districts as follows:

- a. September 2021 in the amount of **\$614.46.**
- b. October 2021 in the amount of **\$601.92.**
- c. November 2021 in the amount of **\$486.97.**
- d. Potential Reimbursement Fund Totals to Date: **\$2,625.03.**

CA-9. Acknowledge & Accept Monthly Student Count Tally Sheets as follows:

- a. September 2021
- b. October 2021
- c. November 2021

CA-10. Acknowledge & Accept Spreadsheets of Students Listed by School of Attendance.

- a. September 2021
- b. October 2021
- c. November 2021

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/Carlos Estrella, S/Carol Slender)

Vote by member:

Aye:	Elsen, Estrella, Hoffman, Marcucci for SRES, Marcucci for SRHSD, Rigney, Rollins, Slender
Nay:	No members
Abstention:	No members
Absent:	Carson, Mata

Note: Secretary Corbett Elsen (Tamalpais) joined the meeting as the Consent Agenda was under review.

V. DISCUSSION / INFORMATION ITEMS

1. TIME CERTAIN – Scheduled for 8:30 a.m.

Time Certain – Transportation Issues & Discussion: - This time is set aside for discussion with representative(s) of the Marin County Office of Education.

No guest speaker was available for this meeting.

Kristi Dahlstrom, Director of Special Education had sent an email to Dennis just prior to the meeting's start time. She and Janelle are unavailable due to conflicting meetings. They said they did not have any new information to share with the Board.

2. Executive Director's Report (8:26 a.m. to 8:38 a.m.):

a. Status of transportation service to date.

Executive Director Petri discussed the problems we are having with the Transportation Contract provider. They include: **1)** Not covering six (6) of our bus routes at bid day; **2)** No substitutes drivers so if there is an absence buses run late, or parents are asked to transport their children to school; and **3)** Not following the Transportation Contract Agreement negotiated by MPTA and First Student during the COVID-19 school shutdown.

3. Future agenda items requested by Board members.

Chairperson Rollins asked that the topic of Classroom Bell Schedule changes remain on future agendas.

4. Reminder of next meeting date.

January 19, 2022

VI. ADJOURNMENT: 8:39 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.