

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

**MINUTES
December 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), Carlos Estrella (Reed), Robert Marcucci (San Rafael Elementary & High School Districts), Paula Rigney (Larkspur – Corte Madera), Michele Rollins (Mill Valley), Kirsten Starsiak (Kentfield) & Deborah Wolfe (Ross).

BOARD MEMBERS ABSENT:

None.

STAFF PRESENT:

Dennis Petri, Executive Director

GUESTS:

Janelle Campbell (8:30 a.m.), Marin County Office of Education Special
Education Department Co-Director
Christina Posedel, San Rafael City Schools Accounting Manager

I. CALL TO ORDER (8:15 a.m.):

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.

Chairperson Rollins formally welcomed new Board of Directors members Chris Carson (Ross Valley) and Robert Marcucci (San Rafael Elementary & High School Districts).

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/Corbett Elsen, S/Debbie Wolfe)

Vote by member:

Aye: Carson, Clark, Elsen, Estrella, Marcucci for SRESA, Marcucci for SRHSD, Rigney, Rollins, Starsiak, Wolfe

Nay: No members

Abstention: No members

Absent: No members

2. **Review and Possible Action on the Audit of Financial Statements (8:18 a.m.):** -- Members did not have any questions on the audit conducted by Nigro & Nigro, PC for the year ended June 30, 2020. Members approved the audit as presented.

(M/Debbie Wolfe, S/Carlos Estrella)

Vote by member:

Aye: Carson, Clark, Elsen, Estrella, Marcucci for SRESA, Marcucci for SRHSD, Rigney, Rollins, Starsiak, Wolfe

Nay: No members

Abstention: No members

Absent: No members

3. **Review and Possible Action on Budget Revisions (8:20 a.m.):** -- Executive Director Petri discussed revisions to the 2020 – 2021 Budget and Bill Back figures. Due to lower transportation costs than expected reductions of close to \$1,000,000 are now projected.

Member Robert Clark asked which Bill Back figures districts should use with their budget planning. Chairperson Rollins said to use the figures in Column 8 of the updated Bill Back spreadsheet.

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

(M/Corbett Elsen, S/Paula Rigney)

Vote by member:

Aye: Carson, Clark, Elsen, Estrella, Marcucci for SRESA, Marcucci for SRHSD, Rigney, Rollins, Starsiak

Nay: No members

Abstention: No members

Absent: Wolfe

Note: Member Debbie Wolfe (Ross) left the meeting as Action Session Item #3 was under discussion.

4. **Review and Possible Action on the First Period Interim Report (8:24 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/Corbett Elsen, S/Carlos Estrella)

Vote by member:

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

5. **Review and Possible Action to fill two (2) open positions for the MPTA Board of Directors Officers for the balance of the 2020 - 2021 school year (8:26 a.m.):** – Positions open are Vice Chairperson and Secretary. Chairperson Rollins led a discussion regarding Board members that are interested in serving as Board Officers to fill the open positions that are due to retirements.

At the conclusion of the discussion, it was decided to fill the Board Officers positions as follows:

Chairperson: Michele Rollins remains in this position.
Vice Chairperson: Carlos Estrella (previously Treasurer) will assume this role.
Treasurer: Kirsten Starsiak assumed this role.
Secretary: Corbett Elsen agreed to this position.

Members approved the slate of Board Officers for the balance of the fiscal year as presented.

(M/Corbett Elsen, S/Robert Clark)

Vote by member:

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

Note: Member Debbie Wolfe (Ross) returned to the meeting as Action Session Item #5 was under discussion.

Note: Guest Janelle Campbell (co-Director of Special Education for the Marin County Office of Education) joined the meeting at 8:30 a.m. as Action Session Item #5 was under discussion.

Note: Chairperson Rollins welcomed Janelle to the meeting and asked her to wait for the conclusion of the Consent Agenda discussion.

IV. CONSENT AGENDA (8:33 a.m.):

CA-1. Acknowledge & Accept the Minutes of September 9, 2020 Board Meeting.

CA-2. Acknowledge & Accept letter received from the Marin County Office of Education on acceptance of the 2020 – 2021 Adopted Budget.

CA-3. Acknowledge & Accept letter received from the Marin County Office of Education on acceptance of the 2019 – 2020 Unaudited Actuals.

CA-4. Acknowledge & Accept a Public Information Request from K-12 Researcher with Transparent California. This request was dated August 27, 2020.

CA-5. Acknowledge & Accept Financial Documents as follows:

a. Approve vendor warrants paid for the period of September 1, 2020 through September 30, 2020 in the amount of \$3,718.91.

b. Approve vendor warrants paid for the period of October 1, 2020 through October 31, 2020 in the amount of \$159,428.29.

c. Approve vendor warrants paid for the period of November 1, 2020 through November 30, 2020 in the amount of \$240,137.29.

CA-6. Acknowledge & Accept Potential Reimbursement Information for member school districts as follows:

a. September 2020 in the amount of \$393.82.

b. October 2020 in the amount of \$618.64.

c. November 2020 in the amount of \$547.58.

d. Potential Reimbursement Fund Totals to Date: \$1,560.04.

CA-7. Acknowledge & Accept Monthly Student Count Tally Sheets as follows:

- a. September 2020
- b. October 2020
- c. November 2020

CA-8. Acknowledge & Accept Spreadsheets of Students Listed by School of Attendance.

- a. September 2020
- b. October 2020
- c. November 2020

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/Corbett Elsen, S/Debbie Wolfe)

Vote by member:

Aye: Carson, Clark, Elsen, Estrella, Marcucci for SRES, Marcucci 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 8:35 a.m. to 8:40 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 Janelle Campbell, Co-Director of Special Education was in attendance.

Janelle presented the following information to the Board of Directors:

- a. The potential program transfer requested by two (2) school districts (Novato and San Rafael City Schools) for implementation in the 2021-2022 school year has been delayed until the 2022-2023 school year.
- b. There is a Task Force in place looking at issues as they relate to Non Public Schools and Non Regionalized Programs.

The Time Certain agenda item ended at 8:40 a.m. The Board thanked Janelle for her attendance and input.

2. **Executive Director’s Report (8:41 a.m. to 8:45 a.m.):**

a. Request from Ross Valley School District’s Director of Student Services to alter billing practices for students transported: -- Executive Director Petri discussed this agenda item and why the request was made for a billing exception.

Member Chris Carson (Ross Valley) stated he was not aware of this request by one of his staff members. Chairperson Rollins noted this item was for discussion only. If any member of the Board of Directors wishes to pursue this information at a future meeting, please contact Executive Director Petri to schedule accordingly.

b. Transportation charges for students attending The Irene Hunt School of Marin: -- Executive Director Petri reviewed this informational item for the Board. The issue of potentially changing billing practices for the Kentfield School District is now a moot point. The district has withdrawn their interest in altering the current billing practices for students attending the Irene Hunt School of Marin.

c. Workshop attendance at a program presented by School & College Legal Services of California on October 22, 2020: -- Executive Director Petri briefly noted that he attended a training session – “How to respond to frequently asked questions: A legal overview of key issues when responding to students, parents, community, trustee and administrator questions and requests” – as a professional development opportunity.

3. **Standing Item: Discussion on California Senate Bill 328 concerning school start times for Middle School & High School programs (8:45 a.m.): --**

Chairperson Rollins introduced this information item, then asked each member school district what their district plans are for returning students to on-site classes.

Kentfield: Kent Middle School start date to be determined.

Larkspur – Corte Madera: Hall Middle School is in session.

Mill Valley: Mill Valley Middle School is in session 3 days per week. Monday and Tuesday follow a remote learning module..

Reed: Del Mar Middle School is in session 4 days per week. Monday is distance learning for all students.

Ross: All students are onsite.

Ross Valley: White Hill Middle School start date to be determined.

San Rafael: Middle School programs have a projected start date of January 19, 2021. High Schools are planning for a January 22, 2021 start date.

Sausalito – Marin City: All students have been on campus since September.

Tamalpais: All high schools are planning on a Hybrid Program effective January 6, 2021. Monday is virtual learning. The rest of the week is onsite for different cohorts of students (to keep student numbers on campus low). All large high schools have moved their class start time to 8:30 a.m.

Chairperson Rollins reminded the Board of Directors that our current fiscal year Budget and Bill Back figures have been reduced due to lower than projected transportation costs. However, the Board should plan on budgeting for a “normal” school year for 2021/2022.

Chairperson Rollins asked Executive Director Petri to keep the Board of Directors apprised of changes to current fiscal year financial figures as well as projected 2021/2022 budget numbers in a timely manner.

4. **Future agenda items requested by Board members (8:49 a.m.):** -- No agenda items were requested for future meetings.
5. **Reminder of next meeting date.**
January 20, 2021

VI. ADJOURNMENT: 8:51 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.