

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

**MINUTES  
September 13, 2022**

**BOARD MEMBERS PRESENT:**

Corbett Elsen (Tamalpais), Carlos Estrella (Reed), Bob Marcucci (San Rafael Elementary & High School Districts), Paula Rigney (Larkspur – Corte Madera), Michele Rollins (Mill Valley) & Carol Slender - 9:03 a.m. (Ross).

**BOARD MEMBERS ABSENT:**

Chris Carson (Ross Valley), Itoco Garcia (Sausalito – Marin City) & Kirsten Starsiak (Kentfield).

**STAFF PRESENT:**

Dennis Petri, Executive Director

**GUESTS:**

Christina Posedel, San Rafael City Schools Accounting Manager  
Stacey Tachiki, Director of Special Education, Marin County Office of Education

**I. CALL TO ORDER: (9:01 a.m.)**

Chairperson Michele Rollins called the Board of Directors meeting to order at 9:01 a.m. in the Board of Trustees Room at San Rafael City Schools District Office. 310 Nova Albion Way in San Rafael.

**II. PUBLIC COMMENT: (9:01 a.m.)**

There were no public comments.

### **III. ACTION SESSION**

- 1. Review & Possible Action on the Agenda (9:02 a.m.):** – Members approved the Agenda as presented.

**(M/Carlos Estrella, S/Corbett Elsen)**

**Vote by member:**

Aye: Elsen, Estrella, Marcucci for SRES D, Marcucci for SRHSD,  
Rigney, Rollins  
Nay: No members  
Abstention: No members  
Absent: Carson, Garcia, Slender, Starsiak

- 2. Review and Possible Action on the 2021 – 2022 Bill Back Rebate to Member School Districts (9:02 a.m.):** -- Executive Director Petri explained that the rebate due member school districts from the 2021 - 2022 fiscal year is **\$240,185**. Petri also explained that the 2022-2023 Budget & Bill Back figures will be recalculated for the First Interim Reporting Period.

Members did not have any questions. Members approved the 2021 - 2022 rebate in the amount of **\$240,185** as presented.

**(M/Bob Marcucci, S/Corbett Elsen)**

**Vote by member:**

Aye: Elsen, Estrella, Marcucci for SRES D, Marcucci for SRHSD,  
Rigney, Rollins, Slender  
Nay: No members  
Abstention: No members  
Absent: Carson, Garcia, Starsiak

**Note:** Board Member Carol Slender (Ross) arrived as Action Item #2 was under review.

- 3. Review and Possible Action on the Certification for Financial Reports for 2021 – 2022 (Unaudited Actuals) – (9:04 a.m.):** -- Chairperson Rollins asked our Fiscal Agent (Bob Marcucci) if he had any comments or information for the Board concerning the Unaudited Actuals. Bob 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/Corbett Elsen, S/Carlos Estrella)**

**Vote by member:**

Aye: Elsen, Estrella, Marcucci for SRES D, Marcucci for SRHSD,  
Rigney, Rollins, Slender  
Nay: No members  
Abstention: No members  
Absent: Carson, Garcia, Starsiak

4. **Review and Possible Action on the Second Amendment to the Special Education School Bus Transportation Contract (Contract No. 2014-1) Between the Marin Pupil Transportation Agency and First Student, Inc. – (9:05 a.m.):** -- Chairperson Rollins covered the history of this document's creation, noting that the agreed upon increase of 1.5% to the 3.5% COLA will be used solely for driver wages. The wage increase is meant to encourage retention of current drivers and as an enticement for driver applicants.

Members did not have any questions. Members approved the Second Amendment to the Special Education School Bus Transportation Contract as presented.

**(M/Corbett Elsen, S/Carlos Estrella)**

**Vote by member:**

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

**IV. CONSENT AGENDA (9:15 a.m.):**

**CA-1. Possible Action on the Minutes of the June 8, 2022, Board Meeting.**

**CA-2. Possible Action on the Minutes of the July 26, 2022, Special Board Meeting.**

**CA-3. Possible Action on the Minutes of the August 4, 2022, Special Board Meeting.**

**CA-4. Possible Action on an Agreement for Legal Services with Fagen, Friedman & Fulfroft LLC. This Agreement was received August 15, 2022.**

**CA-5. Possible Action on the Financial Documents as follows:**

- a. Possible Action on the vendor warrants paid for the period of June 1, 2022, through June 30, 2022, in the amount of **\$572,810.42.**
- b. Possible Action on the vendor warrants paid for the period of July 1, 2022, through July 31, 2022, in the amount of **\$104,684.71.**
- c. Possible Action on the vendor warrants paid for the period of August 1, 2022, through August 31, 2022, in the amount of **\$382,189.21.**
- d. Possible Action on the Purchase Orders for Fiscal Year 2022 – 2023.



**CA-6. Possible Action on Potential Reimbursement Information for member school districts as follows:**

- a. May 2022 in the amount of **\$551.76**
- b. June 2022 – Regular School Year – in the amount of **\$188.10**.
- c. June 2022 – Extended School Year – in the amount of **\$403.37**.
- d. Potential Reimbursement Fund Totals for 2021 - 2022: **\$6,246.98**.
- e. July 2022 – Extended School Year – in the amount of **\$505.78**.
- f. Potential Reimbursement Fund Totals to date for 2022 - 2023: **\$505.78**.

**CA-7. Possible Action on the Monthly Student Count Tally Sheets as follows:**

- a. June 2022 (Regular & Extended School Year)
- b. July 2022 (Extended School Year)
- c. August 2022

**CA-8. Possible Action on the Spreadsheets of Students Listed by School of Attendance.**

- a. June 2022
- b. June 2022 (Extended School Year)
- c. July 2022 (Extended School Year)
- d. August 2022

**CA-9. Possible Action on the letter received from the office of Betty T. Yee, California State Controller.** This letter covers the launch of a new web-based application for their Data Exchange Portal.

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/Carol Slender, S/Bob Marcucci)**

**Vote by member:**

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

## **V. DISCUSSION / INFORMATION ITEMS**

### **1. TIME CERTAIN – Scheduled for 8:30 a.m. (Typo – sorry!) (Actual time was 9:15 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, Stacey Tachiki, Director of Special Education, shared the following information:

- a.** New classrooms have opened at Manor School in Fairfax (a Pre-Kindergarten class) and Davidson Middle School in San Rafael.
- b.** The classroom at Strawberry Point in Mill Valley is now a Pre-Kindergarten classroom as well. Last school year, this classroom served students in 2<sup>nd</sup> & 3<sup>rd</sup> grades.
- c.** One of the classrooms previously located at Terra Linda High School has closed. There is only 1 MCOE classroom at this site for the current school year.
- d.** Stacey distributed a list of program sites operated by the Marin County Office of Education. (**See Attachment 1**).

One question for Stacey was if she expects any upcoming classroom bell changes. Stacey said no as the classroom hours are already set and in accordance with the host schools as well as the new legislation recently enacted.

The Board did not have any further questions for Stacey. They thanked Stacey for taking the time to meet with the Board of Directors with this information.

### **2. Executive Director's Report (9:16 a.m.):**

- a.** General Information on the 2022 Extended School Year (ESY) operations.

Executive Director Petri reviewed the number of students transport for the Extended School Year (ESY) session, schools served, and bus routes operated. Petri noted that the ESY session operated fairly smoothly.

- b.** MPTA School Bus Routes for 2022/2023: Status of service to date.

Petri informed the Board that he created 21 school bus routes to transport our students. First Student was not able to cover 9 of those routes. The 9 “open routes” will be subcontracted to RIDS BROTHERS to transport using cars and vans.

The first 2 weeks of the new school year were pretty hectic, but everything seems to be settling down now.

**c. Revised Meeting Calendar for the 2022/2023 school year.**

Executive Director Petri noted that the revised calendar for our Board of Directors meetings was attached to the agenda. A discussion was held about a conflict with the January 17, 2023 meeting date as a meeting room is not available that day. The Board decided to meet one week later – on January 24, 2023.

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

Chairperson Rollins directed the Executive Director to update the 2022/2023 Board of Directors meeting calendar and place this item on the next meeting's consent agenda.

**5. Reminder of next meeting date.**

October 11, 2022

**VI. ADJOURNMENT: 9:23 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.