

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

**MINUTES  
December 12, 2023**

**BOARD MEMBERS PRESENT:**

Chris Carson (Ross Valley), Michael Ghebregziabher (Kentfield), Bob Marcucci (San Rafael Elementary & High School Districts), Michele Rollins (Mill Valley) & Carol Slender (Ross)

**BOARD MEMBERS ABSENT:**

Megan Atkins (Larkspur – Corte Madera), Corbett Elsen (Tamalpais), Carlos Estrella (Reed) & Gina Murphy-Garrett (Sausalito – Marin City)

**STAFF PRESENT:**

Dennis Petri, Executive Director

**GUESTS:**

Angelica Ayala-Ramirez, First Student Location Safety Manager  
Josue Calvo-Perez, First Student Location Contract Manager  
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/Chris Carson, S/Carol Slender)**

**Vote by member:**

Aye: Carson, Ghebregziabher, Marcucci for SRES D, Marcucci for SRHSD, Rollins, Slender

Nay: No members

Abstention: No members

Absent: Atkins, Elsen, Estrella, Murphy-Garrett

2. **Review and Possible Action on the Audit of Financial Statements (9:03 a.m.):** -- Fiscal Agents Bob Marcucci & Christina Posedel stated the Audit Firm of Nigro & Nigro, PC found no problems completing the financial statements for the year ended June 30, 2022. The Auditors did note we had a Reserve of only 4.3%. This was due to the negative expenditure balance. Members approved the Audit of the 2021/2022 financial statements as presented.

**(M/Michele Rollins, S/Carol Slender)**

**Vote by member:**

Aye: Carson, Ghebregziabher, Marcucci for SRES D, Marcucci for SRHSD, Rollins, Slender

Nay: No members

Abstention: No members

Absent: Atkins, Elsen, Estrella, Murphy-Garrett

3. **Review and Possible Action on Budget Revisions (9:04 a.m.):** -- Fiscal Agents Bob Marcucci & Christina Posedel said there were only minor changes made to the budget. Further, the Reserve balance is back to 5% of expenditures – which is the minimum set by the Board of Directors. Members approved changes to the Budget and Bill Back figures as presented.

**(M/Chris Carson, S/Bob Marcucci)**

**Vote by member:**

Aye: Carson, Ghebregziabher, Marcucci for SRES D, Marcucci for SRHSD, Rollins, Slender

Nay: No members

Abstention: No members

Absent: Atkins, Elsen, Estrella, Murphy-Garrett

4. **Review and Possible Action on the First Period Interim Report (9:06 a.m.): --** Fiscal Agent Christina Posedel stated the only changes to the 2023/2024 First Period Interim Report were based on the Budget Changes started under Action Session #3 (above).

Members did not have any questions. The Board of Directors approved the 2023/2024 First Interim Report as presented.

**(M/Michele Rollins, S/Carol Slender)**

**Vote by member:**

Aye: Carson, Ghebregziabher, Marcucci for SRES, Marcucci for SRHSD, Rollins, Slender  
Nay: No members  
Abstention: No members  
Absent: Atkins, Elsen, Estrella, Murphy-Garrett

5. **Review and Possible Action on Rate Adjustment for First Student, Inc. for the 2023 – 2024 school year. Approve a proposed rate increase of 2.88% that is effective September 1, 2023 (9:07 a.m.): --** Executive Director Petri stated that the rate increase is in accordance with our Transportation Contract with First Student and the June 2023 Cost-of-Living Adjustment (COLA).

The Board reviewed the rate increases from the previous 4 years as outlined in the background information for this agenda item. The Board then approved the 2.88% rate increase for First Student, Inc. effective September 1, 2023 as presented.

**(M/Chris Carson, S/Carol Slender)**

**Vote by member:**

Aye: Carson, Ghebregziabher, Marcucci for SRES, Marcucci for SRHSD, Rollins, Slender  
Nay: No members  
Abstention: No members  
Absent: Atkins, Elsen, Estrella, Murphy-Garrett

6. **Review and Possible Action on Increasing Transportation Charges for Students Attending the Irene Hunt School of Marin. The proposed increases are effective July 1, 2024 (9:09 a.m.): --** Executive Director Petri reviewed the proposal for rate increases for students attending the Irene Hunt School of School. To answer Board Treasurer & Fiscal Agent Bob Marcucci's question – this is the only non-public school that reimburses the MPTA for transportation costs monthly. An attendance log is provided by staff at Hunt School that is the basis of the reimbursement funds.

The current rate structure for MPTA member school districts is \$35.00 per day round trip / \$17.50 if only one-way. These rates have not changed in 20+ years.



For non-MPTA member school districts (Miller Creek & SELPA), the rates are \$50.00 per day round trip / \$25.00 if only one-way. These rates were last increased in the 2016/2017 school year.

The Board approved the suggested rate increase as follows effective July 1, 2024:

For MPTA member school districts, rates are \$50.00 per day round trip / \$25.00 if only one-way.

For non-MPTA member school districts, the rates are \$75.00 per day round trip / \$50.00 if only one-way.

**(M/Michele Rollins, S/Carol Slender)**

**Vote by member:**

Aye:	Carson, Ghebregziabher, Marcucci for SRES, Marcucci for SRHSD, Rollins, Slender
Nay:	No members
Abstention:	No members
Absent:	Atkins, Elsen, Estrella, Murphy-Garrett

**IV. CONSENT AGENDA (9:16 a.m. to 9:18 a.m.):**

**CA-1. Possible Action on the Minutes of September 15, 2023 Board Meeting.**

**CA-2. Possible Action on the letter received from the Marin County Office of Education on acceptance of the 2023 – 2024 Adopted Budget.** Letter dated September 15, 2023.

**CA-3. Possible Action on the letter received from the Marin County Office of Education on acceptance of the 2023 – 2024 Unaudited Actuals.** Letter dated October 16, 2023.

**CA-4. Possible Action on a legal update from School & College Legal Services of California. The Update concerns “Responding to a First Amendment Audit.”** This information was dated September 13, 2023.

**CA-5. Possible Action on a Fiscal Report from School Services of California. The Report is titled, “What Would SB 88 Do?”** This information was dated September 27, 2023.

**CA-6. Possible Action on Perseus Associates’ “Master Software and Hosting Agreement for TransTraks Software. Agreement is effective July 1, 2023 through June 30, 2026.**

**CA-7. Possible Action on the Financial Documents as follows:**

- a.** Approve vendor warrants paid for the period of September 1, 2023 through September 30, 2023 in the amount of **\$199,687.60.**
- b.** Approve vendor warrants paid for the period of October 1, 2023 through October 31, 2023 in the amount of **\$126,124.75.**
- c.** Approve vendor warrants paid for the period of November 1, 2023 through November 30, 2023 in the amount of **\$720,251.83.**

**CA-8. Possible Action on the Monthly Student Count Tally Sheets as follows:**

- a.** September 2023
- b.** October 2023
- c.** November 2023

**CA-9. Possible Action on the Students Listed by School of Attendance Information.**

- a.** September 2023
- b.** October 2023
- c.** November 2023

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/Bob Marcucci, S/Chris Carson)**

**Vote by member:**

Aye:	Carson, Ghebregziabher, Marcucci for SRES, Marcucci for SRHSD, Rollins, Slender
Nay:	No members
Abstention:	No members
Absent:	Atkins, Elsen, Estrella, Murphy-Garrett

**V. DISCUSSION / INFORMATION ITEMS**

**1. TIME CERTAIN – Scheduled for 9:20 a.m.  
(Actual time was 9:18 a.m. to 9:20 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.** Dates for the 2024 Extended School Year (ESY) session are set for 4 & 6 week periods as follows:

**1.** June 24, 2024 to July 19 or August 2 (depending on the students' educational program).

**b.** All five (5) classrooms located on the Marindale EI campus will relocate for the ESY session due to building construction. MCOE is working to find a suitable school close by – possibly Vallecito School in the Miller Creek School District.

**c.** California Children's Services (CCS) will have to relocate as well. They also operate on the Marindale EI campus. CCS provides therapy services for students within Marin County.

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 (9:21 a.m. to 9:25 a.m.):**

**a. Status of First Student's Service to Date.** Executive Director Petri reported on the following:

**1.** Three (3) new drivers hired or trained.

**2.** Two (2) school bus routes "taken back" from FIRSTalt car service – one as of December 4; one expected on January 10.

**3.** MPTA operating 23 school bus routes – 15 with buses; 8 through FIRSTalt car service (as of January 10, 2024).

**4.** One (1) driver on medical leave of absence.

**5.** Five (5) candidates in behind-the-wheel training.

**6.** One (1) candidate completed training and is waiting for a drive test appointment with the California Highway Patrol School Pupil Officer.

**7.** Hired new Location Safety Manager – Angelica Ayala-Ramirez.

**b. The Executive Director attended a workshop presented by School & College Legal Services of California.** The workshop was titled "Drafting a Legally Compliant Board Meeting Agenda" and was presented December 7, 2023 in Santa Rosa, California.

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

There were no future agenda items requested at this time.

**4. Reminder of next meeting date.**

January 23, 2024

**VI. ADJOURNMENT: 9:27 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.