

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

**MINUTES
March 12, 2024**

BOARD MEMBERS PRESENT:

Chris Carson (Ross Valley), Corbett Elsen (Tamalpais), Carlos Estrella (Reed), Michael Ghebregziabher – 9:08 a.m. (Kentfield), Robert Marcucci (San Rafael Elementary & High School Districts), Michele Rollins (Mill Valley) & Carol Slender – 9:05 a.m. (Ross).

BOARD MEMBERS ABSENT:

Megan Atkins (Larkspur – Corte Madera) & Gina Murphy-Garrett (Sausalito – Marin City).

STAFF PRESENT:

Dennis Petri, Executive Director

GUESTS:

Taiwo Madison – 9:06 a.m., San Rafael City Schools Director of Fiscal Services
Christina Posedel, San Rafael City Schools Accounting Manager
Stacey Tachiki, Marin County Office of Education, Director of Special 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 (9:01 a.m.):** – Members approved the Agenda as presented.

(M/Bob Marcucci, S/Corbett Elsen)

Vote by member:

Aye: Carson, Elsen, Estrella, Marcucci for SRES D, Marcucci for SRHSD, Rollins

Nay: No members

Abstention: No members

Absent: Atkins, Ghebregziabher, Murphy-Garrett, Slender

- 2. Review and Possible Action on Proposed Budget & Bill Back Revisions (9:02 a.m.):** -- Fiscal Agent Staff Chris Posedel reviewed the minor changes made to the Budget and Bill Back figures. There were no questions from the Board.

Members approved the Revisions to the Budget & Bill Back figures as presented.

(M/Corbett Elsen, S/Carlos Estrella)

Vote by member:

Aye: Carson, Elsen, Estrella, Marcucci for SRES D, Marcucci for SRHSD, Rollins

Nay: No members

Abstention: No members

Absent: Atkins, Ghebregziabher, Murphy-Garrett, Slender

- 3. Review and Possible Action on the Second Period Interim Report (9:03 a.m.):** -- Chairperson Rollins asked Fiscal Agents Bob Marcucci & Chris Posedel to review the Second Interim Report and multi-year projections for the Board. Both Marcucci and Posedel said there were no issues or problems when preparing this report.

While discussing the multi-year projections, Director Petri noted that during the next fiscal year, we will go through the transportation bid system as our current contract expires at the end of the 2024-2025 fiscal year. Members asked Petri to check with legal services on options to a long-term transportation bid.

There were no further questions from the Board, so Chairperson Rollins asked for a Motion to approve the Second Period Interim Report as presented.

(M/Corbett Elsen, S/Carol Slender)

Vote by member:

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

Note: Board member Carol Slender (Ross) joined the meeting as Action Session 3 was under review.

Note: Board member Michael Ghebregziabher (Kentfield) joined the meeting as Action Session 3 was under review.

Note: Fiscal Agent Staff Member Taiwo Madison (San Rafael City Schools) joined the meeting as Action Session 3 was under review.

IV. CONSENT AGENDA (9:13 a.m. to 9:15 a.m.):

CA-1. Possible Action on the Minutes of December 12, 2023 Board Meeting.

CA-2. Possible Action on the letter received from Malia M. Cohen, California State Controller. The letter discusses the “2022-2023 Local Education Agencies Audit Advisory.” Letter was dated December 6, 2023.

CA 3. Possible Action on the letter received from the Marin County Office of Education on a data breach that occurred at Keenan & Associates – one of our vendors. Letter was dated December 20, 2023.

CA 4. Possible Action on the letter received from the Marin County Office of Education on the approval of the First Interim Budget Report. Letter was dated January 16, 2024.

CA 5. Possible Action on the letter received from Nigro & Nigro, PC – our Audit firm. The letter discusses the “Government Auditing Standards” that they are held to when auditing the financial information for the MPTA. Letter was dated January 16, 2024.

CA 6. Possible Action on the letter received from the Marin County Office of Education noting that they found No Audit Findings on the 2022-2023 Audit. Letter was dated February 20, 2024.

CA-7. Possible Action on the following Legal Updates received from School & College Legal Services of California:

a. Subject matter: 2023 Organizational Meetings – Not an Election Year. Memo No. 09-2023. Memo dated December 7, 2023.

b. Subject matter: Registry of Public Agencies. Memo No. 01-2024. Memo dated January 12, 2024.

CA-8. Possible Action on Financial Documents as follows:

a. Approve vendor warrants paid for the period of December 1, 2023 through December 31, 2023 in the amount of \$368,081.80.

b. Approve vendor warrants paid for the period of January 1, 2024 through January 31, 2024 in the amount of \$24,136.90.

c. Approve vendor warrants paid for the period of February 1, 2024 through February 29, 2024 in the amount of \$632,314.89.

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

a. December 2023

b. January 2024

c. February 2024

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

a. December 2023

b. January 2024

c. February 2024

Chairperson Rollins introduced the Consent Agenda. There were no questions from the Board of Directors, so Chairperson Rollins made a Motion to approve the Consent Agenda as presented. The Board approved the Consent Agenda as presented.

(M/Chris Carson, S/Bob Marcucci)

Vote by member:

Aye: Carson, Elsen, Estrella, Ghebregziabher, Marcucci for SRES, Marcucci for SRHSD, Rollins, Slender

Nay: No members

Abstention: No members

Absent: Atkins, Murphy-Garrett

V. DISCUSSION / INFORMATION ITEMS

**1. Time Certain – Transportation Issues & Discussion:
(Scheduled for 9:20 a.m.) – Actual time was 9:15 a.m. to 9:18 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. Stacey said the classrooms on the Marindale EI campus will move to Mary Silveira School in San Rafael for the Extended School Year (ESY). This move is necessary due to building remodel work at the Marindale EI campus.
- b. California Children's Services (CCS) will also move as noted above for Marindale EI.
- c. The classroom located on the Terra Linda High School campus will relocate to Redwood High School for the ESY session.
- d. Stacey said the ESY dates of operation are June 24 thru July 19, 2024. For students in the autistic programs, their end date is August 2, 2024.
- e. The graduation ceremony is planned for Thursday, June 6, 2024 on the Marin County Office of Education's campus.
- f. MCOE staff are already working on plans for the 2024-2025 school year.

The Board did not have any further questions for Stacey. They thanked Stacey for her time and information provided to the Board of Directors.

2. Executive Director's Report (9:21 a.m. to 9:25 a.m.):

- a. A 1st Look at the 2024-2025 Proposed Budget & Bill Back Figures:

Director Petri reviewed these documents – which were mailed to Board Members on February 1, 2024. Petri noted the budget figures will be updated after the April student counts.

Board members asked Director Petri to consult with our legal counsel on the transportation bid process and any possible alternatives to this procedure.

Fiscal Agent Staff Chris Posedel asked if we should budget for any Post-Retirement costs in future multi-year projection.

3. Future agenda items requested by Board members.

No future agenda items were requested by Board members.

4. Reminder of next meeting date.

April 16, 2024

VI. ADJOURNMENT: 9:25 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.