

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

**EMERGENCY MEETING
(Scheduled to review & approve financial & audit documents
prior to their legally designated due dates)**

**MINUTES
December 11, 2024**

BOARD MEMBERS PRESENT:

Megan Atkins (Larkspur – Corte Madera), Michael Ghebregziabher (Kentfield), Chris Kim (Reed), Bob Marcucci (San Rafael Elementary & High School Districts), Gina Murphy-Garrett (Sausalito – Marin City) & Carol Slender (Ross)

BOARD MEMBERS ABSENT:

Chris Carson (Ross Valley), Corbett Elsen (Tamalpais) & Paula Rigney (Mill Valley)

STAFF PRESENT:

Dennis Petri, Executive Director

GUESTS:

Christina Posedel, San Rafael City Schools Accounting Manager

I. CALL TO ORDER: (10:41 a.m.)

Chairperson Bob Marcucci called the Board of Directors meeting to order at 10:41 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: (10:42 a.m.)

There were no public comments.

III. ACTION SESSION

1. **Review & Possible Action on the Agenda (10:42 a.m.):** – Members approved the Agenda as presented.
(M/Carol Slender, S/Gina Murphy-Garrett)

Vote by member:

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

2. **Review and Possible Action on the Audit of Financial Statements (10:43 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, 2024. Members approved the Audit of the 2023/2024 financial statements as presented.

(M/Carol Slender, S/Chris Kim)

Vote by member:

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

3. **Review and Possible Action on Budget Revisions (10:44 a.m.):** -- Fiscal Agent Christina Posedel and Director Dennis Petri said there were only minor changes made to the budget based on multi-year projections. The Reserve balance remains at 5% of expenditures as directed by the Board of Directors. Members approved changes to the Budget and Bill Back figures as presented.

(M/Gina Murphy-Garrett, S/Carol Slender)

Vote by member:

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

4. **Review and Possible Action on the First Period Interim Report (10:46 a.m.):**
-- Fiscal Agent Christina Posedel stated the only changes to the 2024/2025 First Period Interim Report were based on the Budget Changes stated under Action Session #3 (above).

Members did not have any questions. The Board of Directors approved the 2024/2025 First Interim Report as presented.

(M/Carol Slender, S/Michael Ghebregziabher)

Vote by member:

Aye: Atkins, Ghebregziabher, Kim, Marcucci for SRES, Marcucci for SRHSD, Murphy-Garrett, Slender

Nay: No members

Abstention: No members

Absent: Carson, Elsen, Rigney

IV. **CONSENT AGENDA (10:47 a.m.):**

CA-1. Possible Action on the Minutes of September 10, 2024 Board Meeting.

CA-2. Possible Action on the Minutes of November 12, 2024 Board Meeting.

CA-3. Possible Action on the letter received from the Marin County Office of Education on acceptance of the 2024 – 2025 Adopted Budget. Letter dated September 16, 2024.

CA-4. Possible Action on the letter received from the Marin County Office of Education on acceptance of the 2023 – 2024 Unaudited Actuals. Letter dated October 15, 2024.

CA-5. Possible Action on the letter received from Malia M. Cohen, California State Controller. The subject concerns “New State-Mandated Program. Free Application for Federal Student Aid (FAFSA) Claiming Instructions and Forms.” This information was dated October 20, 2024.

CA-6. Possible Action on the letter received from Malia M. Cohen, California State Controller. The subject concerns “New State-Mandated Program. Public School Restrooms: Menstrual Products Claiming Instructions and Forms” This information was dated October 30, 2024.

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

- a. Memo No. 07-2024: Planning for Implementation of New Safety Standards for Non-School Bus Drivers Transporting Students.**
This information was dated July 26, 2024.
- b. Memo No. 08-2024: Ethics Training Available for “Local Agency Officials.”** This information was dated September 13, 2024.
- c. Memo No. 09-2024: Frequently Asked Questions Regarding Political Activities for Local Educational Agencies, Employees, and Candidates.** This information was dated October 7, 2024.
- d. Memo No. 10-2024: Annual Development Fee Accounting.** This information was dated November 5, 2024.
- e. Memo No. 11-2024: 2024 Organizational Meetings – Election Year.** This information was dated November 6, 2024.

CA-8. Possible Action on Public Records Request for 2023 Employee Compensation Report. This information was requested by TransCal K-12. This information was dated October 7, 2024. The requested information was provided by San Rafael Fiscal Agent Staff on the same date of request.

CA-9. Possible Action on the Financial Documents as follows:

- a. Approve vendor warrants paid for the period of August 1, 2024 through August 31, 2024 in the amount of \$314,904.40.**
- b. Approve vendor warrants paid for the period of September 1, 2024 through September 30, 2024 in the amount of \$238,312.03.**
- c. Approve vendor warrants paid for the period of October 1, 2024 through October 31, 2024 in the amount of \$92,671.63.**
- d. Approve vendor warrants paid for the period of November 1, 2024 through November 30, 2024 in the amount of \$872,246.58.**

CA-10. Possible Action on the Monthly Student Count Tally Sheets as follows:

- a. September 2024**
- b. October 2024**
- c. November 2024**

CA-11. Possible Action on the Students Listed by School of Attendance Information.

- a. September 2024**
- b. October 2024**
- c. November 2024**

Chairperson Bob Marcucci introduced the Consent Agenda. There were no questions from the Board of Directors, so Chairperson Marcucci asked for a Motion to approve the Consent Agenda as presented. After receiving the Motion, the Board approved the Consent Agenda as presented.

(M/Gina Murphy-Garrett, S/Carol Slender)

Vote by member:

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

V. DISCUSSION / INFORMATION ITEMS

1. TIME CERTAIN – Scheduled for 11:20 a.m. (Actual time was 10:48 a.m.)

Stacey Tachiki, Director of Special Education for the Marin County Office of Education, had notified Director Petri that she did not have any new information to share with the Board of Directors.

Therefore, she did not attend this meeting.

2. Executive Director’s Report (10:48 a.m.):

a. Timeline for 3 Major Projects – Status to date:

1. Director Petri reported that we are right on schedule for the 2 major projects remaining for this school year. One project – Bill Back Training – was completed in November.

2. The Bus Contract Request for Proposals (RFP) was advertised in the San Francisco Chronicle twice in November as planned. So far, we have received 3 requests for the RFP documents. The next step in the process is a non-mandatory bidder’s conference scheduled for December 17, 2024, at 10:00 a.m.

3. Information on the other project – Recruitment for the New Executive Director – will be shared with the Board in the Closed Session later this morning.

b. First Student’s service to date report: -- Director Petri stated that First Student has been quite successful in attracting new school bus driver candidates this school year. So far, they have hired and/or trained enough drivers to “take back” four (4) of the school bus routes currently operated by FirstAlt. Another route will switch to a school bus on Monday, December 16, 2024. The final two (2) routes covered by FirstAlt car service are scheduled to revert to school buses by late January or early February, 2025.

c. Information provided by First Student on their Alternative Transportation Division: -- This flyer was included in the Agenda Packet for the Board's information.

Note: Board member Gina Murphy-Garrett (Sausalito – Marin City) left the meeting at 10:53 a.m. as Discussion Item 2 was under review.

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 14, 2025

VI. CLOSED SESSION (10:55 a.m.)

1. Public Employee / Appointment (Govt. Code sec. 54957)
Title: Executive Director

VII. OPEN SESSION (11:04 a.m.)

1. Report of Reportable Closed Session Action, if any.

Chairperson Marcucci noted that there were not any reportable actions from the Closed Session discussions.

VII. ADJOURNMENT: 11:05 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.

Minutes 12-11-24 – Emergency Meeting