

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

**MINUTES
April 21, 2021**

Special Note: Meeting was held via Zoom Video Conference.

BOARD MEMBERS PRESENT:

Robert Clark (Sausalito – Marin City), Midge Hoffman – 8:24 a.m. (Interim Chief Business Official for Kentfield), Robert Marcucci (San Rafael Elementary & High School Districts), Paula Rigney (Larkspur – Corte Madera), Michele Rollins (Mill Valley) & Carol Slender (Ross).

BOARD MEMBERS ABSENT:

Chris Carson (Ross Valley), Corbett Elsen (Tamalpais) & Carlos Estrella (Reed)

STAFF PRESENT:

Dennis Petri, Executive Director

GUESTS:

Josue Calvo-Perez, First Student Contract Manager for San Rafael
Christina Posedel, San Rafael City Schools Accounting Manager

I. CALL TO ORDER (8:17 a.m.):

Chairperson Michele Rollins called the Board of Directors meeting to order at 8:17 a.m. This Board of Directors Meeting was held via Zoom Video Conference.

II. PUBLIC COMMENT: (8:17 a.m.)

There were no public comments.

III. ACTION SESSION

- 1. Review & Possible Action on the Agenda (8:18 a.m.):** – Members approved the Agenda as presented.
(M/Robert Clark, S/Robert Marcucci)

Vote by member:

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

- 2. Review and Possible Action to fill one (1) open position for the MPTA Board of Directors Officers for the balance of the 2020 - 2021 school year (8:20 a.m.):** – Position open is Treasurer. After a brief discussion, Robert Marcucci volunteered to serve as the Treasurer for the Board of Directors.

Members voted unanimously to elect Robert Marcucci as Board Treasurer for the balance of the 2020-2021 fiscal year.

(M/Robert Marcucci, S/Robert Clark)

Vote by member:

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

- 3. Review and Possible Action on a letter of agreement with School & College Legal Services of California for the MPTA to remain as a “billable client” for purposes of legal advice and legal service needs (8:24 a.m.)** – Chairperson Rollins suggested that if our legal needs increase and become more complex than present, the MPTA should look at other legal firms for services and fees.

Members voted unanimously to remain as a “billable client” with School & College Legal Services of California for the 2021-2022 fiscal year.

(M/Robert Clark, S/Carol Slender)

Vote by member:

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

Note: Midge Hoffman (Interim CBO for Kentfield) joined the meeting as Action Session Item #3 was under review.

IV. CONSENT AGENDA (8:27 a.m.):

- CA-1. Acknowledge & Accept the Minutes of March 10, 2021 Board Meeting.**
- CA-2. Acknowledge & Accept a letter from the Marin County Office of Education approving the MPTA's First Interim Reporting Period Report.**
- CA-3. Acknowledge & Accept letter from Nigro & Nigro, PC detailing any "Significant Audit Matters" encountered during the fiscal year 2019-2020 audit reporting period. Letter dated December 11, 2020.**
- CA-4. Acknowledge & Accept letter from Nigro & Nigro, PC detailing their responsibilities under U.S. Generally Accepted Auditing Standards and Government Auditing Standards. Letter dated February 4, 2021.**
- CA-5. Acknowledge & Accept Financial Documents as follows:**
- a. Approve vendor warrants paid for the period of December 1, 2020 through December 31, 2020 in the amount of \$205,359.39.**
 - b. Approve vendor warrants paid for the period of January 1, 2021 through January 31, 2021 in the amount of \$203,841.16.**
 - c. Approve vendor warrants paid for the period of February 1, 2021 through February 29, 2021 in the amount of \$240,377.98.**
 - d. Approve vendor warrants paid for the period of March 1, 2021 through March 31, 2021 in the amount of \$217,082.50.**
- CA-6. Acknowledge & Accept Potential Reimbursement Information for member school districts as follows:**
- a. December 2020 in the amount of \$543.40.**
 - b. January 2021 in the amount of \$683.43.**
 - c. February 2021 in the amount of \$570.57.**
 - d. March 2021 in the amount of \$861.08.**
 - e. Potential Reimbursement Fund Totals to Date: \$4,218.53.**
- CA-7. Acknowledge & Accept Monthly Student Count Tally Sheets as follows:**
- a. December 2020**
 - b. January 2021**
 - c. February 2021**
 - d. March 2021**

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

- a. December 2020
- b. January 2021
- c. February 2021
- d. March 2021

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/Robert Marcucci, S/Paula Rigney)

Vote by member:

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

V. DISCUSSION / INFORMATION ITEMS

1. TIME CERTAIN – Scheduled for 8:30 a.m.

Time Certain – Transportation Issues & Discussion: - This time is set aside for discussion with representative(s) of the Marin County Office of Education.

No guest speakers attended this meeting.

- 2. Salary Survey for Executive Director’s Position (8:28 a.m.):** Review salary survey conducted as part of the Executive Director’s contract renewal process – Chairperson Rollins informed the Board that she requested that the Executive Director conduct a salary survey of comparable districts/agencies as part of the annual contract review. Executive Director Petri noted that this is his 19th year as Executive Director of the Marin Pupil Transportation Agency.

Chairperson Rollins asked that this information be reviewed by the Board. This material will be included for the Closed Session that is scheduled on the May 19, 2021 meeting agenda.

3. Executive Director's Report (8:30 a.m. to 8:35 a.m.)
a. MPTA Meeting Schedule for 2021 / 2022.

Executive Director Petri noted that the December 2021 and March 2022 meeting dates were scheduled one week prior to the CBO meeting to ensure the Interim Reports were reviewed and approved by the Board before the due date.

The December 8, 2021 date led to discussion that the MPTA meeting could still be held as originally scheduled – December 15, 2021. The fiscal agent agreed to send the approved Interim Report to MCOE electronically on that date. Additional paperwork could follow within the next 2 days to meet the deadline requirements. Petri will work with MCOE staff to return the December meeting date to December 15, 2021 as requested.

b. Workshop attended: Brown Act, Ethics, and Conflicts of Interest.

c. First Student Organizational Announcement.

d. Article: First Student enters Bus Electrification Agreement.

4. Standing Item: Discussion on California Senate Bill 328 concerning school start times for Middle School & High School programs (8:36 a.m.) – Fiscal Agent & Treasurer Marcucci stated that San Rafael City Schools High School programs will start at 8:30 a.m. effective the 2021-2022 school year. Middle school program start times are still under discussion – possible starts of 8:00 a.m. or 9:00 a.m.

Chairperson Rollins reminded the Board that the Tamalpais Union High School District had previously announced their high school programs will start at 8:30 a.m. effective 2021-2022.

5. Future agenda items requested by Board members (8:37 a.m.):

There were no requests for future agenda items from the Board.

6. Reminder of next meeting date.

May 19, 2021

VI. ADJOURNMENT: 8:38 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.