



CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, CA 94019
District Office Conference Room

MINUTES (Adopted) – November 15, 2010 Measure E Oversight Committee Meeting

Committee Members Present: Mr. Mike Alifano
Mr. Jeff Crofton
Ms. Abby Foster
Mr. James Henderson (arrived at 4:40)
Mr. Steve Johnson
Ms. Susie Tempesta

Committee Members Absent: Mr. Chris Dobbrow
Mr. Patric Jonsson

Administrators at the Table: Robert Gaskill, Superintendent
Diane Stupi, Director, Fiscal Services
Wael Saleh, Chief Business Official

CALL TO ORDER/QUORUM ESTABLISHED

The meeting was called to order at 4:03 by Steve Johnson, Chair.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led Steve Johnson.

ADOPTION OF AGENDA AS PRESENTED/AMENDED

Jeff Crofton moved to approve the Agenda as presented; Mike Alifano seconded.

Passed: 5-0 (M-4)

COMMENTS FROM THE PUBLIC RELATED TO ITEMS NOT ON THIS AGENDA

Len Erickson a resident of El Granada introduced himself and indicated that he was in attendance as an interested observer.

APPROVE MINUTES OF OCTOBER 4, 2010 COMMITTEE MEETING

Mike Alifano moved to approve the Minutes of October 4, 2010; Abby Foster seconded.

Passed: 5-0 (M-5)

INFORMATION AND/OR DISCUSSION

a. Receive and Discuss Report from Committee Member Tempesta on Parcel Tax Collection Fee Imposed by County of San Mateo

Committee member Susie Tempesta reported that her efforts to contact appropriate individuals at the County Assessor's Office and the County Board of Supervisors Office regarding the parcel tax collection fee were generally unsuccessful. She noted that she is "not defeated" and will continue her effort to reduce or eliminate this fee. The Committee encouraged her to "carry on" and report back at the next meeting. Some discussion followed.

b. Receive and Discuss Report from Chief Business Official Diane Stupi on How Other Districts are Charging Tax-related Administrative Fees

Director Stupi provided a breakdown of how other school districts are accounting for both tax collection fees and administrative costs. She expressed her opinion that the fee assessed by the County Assessor's Office is reasonable. She also noted that the District has a three year contract with SCI for database monitoring and maintenance. A significant amount of discussion continued followed on whether the collection fee and administrative costs should come from the General Fund or parcel tax revenues.

Abby Foster moved to charge the collection fee to parcel tax revenues and the administrative costs (TCI) to the General Fund consistent with what Ms. Stupi's report had indicated the majority of other districts in San Mateo County were doing. Jeff Crofton seconded.

Passed: 4-2 (M-6)

c. Continue Discussion of Preliminary Plan for Expenditure of Parcel Tax Revenues

Chairman Johnson briefly outlined his thoughts about what the annual formal report might look like. He envisioned that it might be relatively brief and include a breakdown of all parcel tax related expenditures.

d. Discuss Action Plan and Timeline for Committee Work Leading to Required Annual Report to the Governing Board

Chairman Johnson proposed a timeline for future Committee work and the members reached consensus on scheduling meetings in February, May, and September. A date and time was established for the February meeting-- February 14 at 4:00 p.m. with a primary focus of reviewing tax revenue collection figures to date. The focus of the May meeting will be to review April tax receipt figures and review a staff report on parcel tax expenditures to date. The goal of the September will be to review and approve the final Committee Report prior to presentation to the Board during the course of its regular meeting in October.

COMMUNICATIONS

a. Committee Members

No comments were offered.

b. Staff

No comments were offered.

FUTURE EVENTS/REQUESTS DATES

- Next Committee Meeting, February 14, 2011, 4:00 pm
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ADJOURNMENT OF THE MEETING

Mike Alifano moved to adjourn the meeting; Abby Foster seconded.

The meeting was adjourned at 5:38 p.m.

Minutes prepared by Janice Olson, Administrative Assistant to the Superintendent

Certified by the Chairperson of the Committee

Date