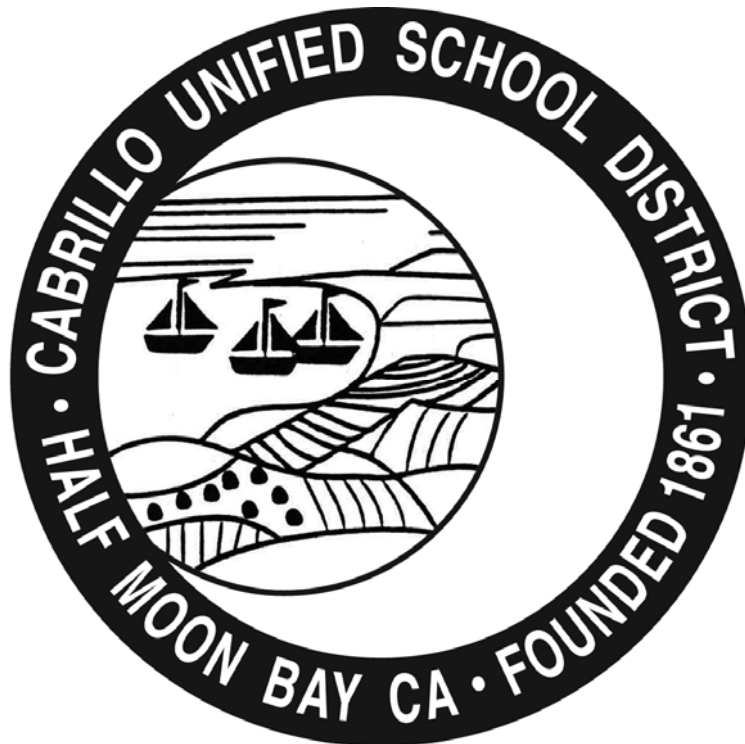


# CABRILLO UNIFIED SCHOOL DISTRICT



## **Citizens' Measure E Oversight Committee Agenda**

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**September 12, 2011 (6:00 p.m.)**

District Office Conference Room

498 Kelly Avenue

Half Moon Bay, CA 94019



## **CABRILLO UNIFIED SCHOOL DISTRICT**

498 Kelly Avenue, Half Moon Bay, CA 94019

### **A G E N D A – Monday, September 12, 2011 Oversight Committee Meeting District Office Conference Room**

#### **1. CALL TO ORDER- 6:00 P.M.**

#### **2. ROLL CALL/QUORUM ESTABLISHED**

- \_\_\_ Mr. Mike Alifano
- \_\_\_ Mr. Jeff Crofton
- \_\_\_ Mr. Chris Dobbrow, Vice-Chair
- \_\_\_ Ms. Abby Foster
- \_\_\_ Mr. James Henderson
- \_\_\_ Mr. Steve Johnson, Chair
- \_\_\_ Mr. Patric Jonsson
- \_\_\_ Ms. Susie Tempesta

#### **3. PLEDGE OF ALLEGIANCE**

#### **4. ADOPTION OF AGENDA AS PRESENTED/AMENDED**

#### **5. COMMENTS FROM THE PUBLIC RELATED TO ITEMS NOT ON THIS AGENDA**

##### **NOTICE TO THE PUBLIC ABOUT COMMENTS**

Members of the audience will be given an opportunity to address the Committee at this time on matters not on the agenda. The Chairperson will recognize those members of the audience who wish to address the Committee. The Committee reserves the right to limit the time of presentations by individuals (three minutes) and to limit cumulative time (twenty minutes) when there are multiple speakers addressing the same issue. No action may be taken on matters not on the agenda. All Committee meetings are audio-recorded.

#### **6. APPROVE MINUTES OF MAY 9, 2011 COMMITTEE MEETING**

#### **7. INFORMATION AND/OR DISCUSSION**

- a. Hold Annual Organizational Meeting as Required by Bylaw
  - 1) Election of Officers – *Not Applicable*
  - 2) Notification of Committee Vacancies – *Not Applicable*
  - 3) Establishment of 2011-2012 Meeting Schedule - All

- b. Review Proposed Final 2010-2011 Expenditure Report
- c. Adopt Resolution 01-11 Finding That Year One Measure E Revenues were Expended in a Manner Consistent with the Ballot Language Approved by Voters in the June 8, 2010 Election – *Roll Call Vote*
- d. Review Draft Year One Committee Report to the Board
- e. Receive and Review SCI Projection on Measure E Year Two Revenues (2011-2012)
- f. Receive and Discuss Preliminary 2011-2012 Expenditure Plan

## **8. COMMUNICATIONS**

- a. Committee Members
- b. Staff
- c.

## **9. ADJOURNMENT OF THE MEETING**

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## **CABRILLO UNIFIED SCHOOL DISTRICT**

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

### **MINUTES (Unadopted) – May 9, 2011 Measure E Oversight Committee Meeting**

Committee Members Present: Mr. Mike Alifano  
Mr. Jeff Crofton (arrived at 6:18 p.m.)  
Mr. Chris Dobbrow (arrived at 6:12 p.m.)  
Ms. Abby Foster (left meeting at 8:13 p.m.)  
Mr. James Henderson  
Mr. Steve Johnson  
Mr. Patric Jonsson  
Ms. Susie Tempesta

Committee Members Absent: None

Staff at the Table: Robert Gaskill, Superintendent  
Wael Saleh, Chief Business Official

Others in Attendance: Charles Gardener, CUSD Governing Board Member

#### **CALL TO ORDER/QUORUM ESTABLISHED**

The meeting was called to order at 6:00 p.m. by Steve Johnson, Chair.

#### **PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was led Steve Johnson.

#### **ADOPTION OF AGENDA AS PRESENTED/AMENDED**

Mike Alifano moved to approve the Agenda as amended. Susie Tempesta seconded.

Passed: 6-0 (M-12)

#### **COMMENTS FROM THE PUBLIC RELATED TO ITEMS NOT ON THIS AGENDA**

No comment was offered.

#### **APPROVE MINUTES OF FEBRUARY 14, 2011 COMMITTEE MEETING**

Mike Alifano moved to approve the Minutes of February 14, 2011; Jim Henderson seconded.

Passed: 5-0 (M-13) (Patric Jonsson abstained, citing the fact that he was not in attendance at the February 14<sup>th</sup> meeting.)

## **INFORMATION AND/OR DISCUSSION**

### **a. Receive and Review Report on Measure E Revenues Received To Date**

Staff presented a report indicating that the District had received a total of \$1,583,655.75 in tax revenues from the County to date with the final balance of \$178,665 (10%) of the estimated tax receipts to be remitted in June. Total Measure E net receipts for Year One (2010-2011) are now estimated to be \$1,757,856. Some discussion focused on the earlier Committee decision that SCI consulting costs should be charged to the General Fund. Staff will review this matter and report back to the Committee.

### **b. Review Current Measure E Expenditures To Date**

CBO Wael Saleh distributed a report detailing expenditures to date in the targeted areas identified on the Measure E ballot: 1) keeping all schools open, 2) retaining qualified teachers and staff, 3) retaining smaller class sizes, and 4) maintaining updated classroom computer technology. Considerable discussion followed regarding specific expenditure items. Chairperson Steve Johnson initiated a “lightning round” activity to elicit each Committee member’s perception on the various expenditures to date.

*Chairperson Johnson declared a brief recess at 7:25 p.m.*

*The meeting resumed at 7:32 p.m.*

Following additional discussion, direction was given to staff to create a “Use of Parcel Tax Revenues 2010-2011” document that details expenditures in a manner that is 1) well-aligned to the original ballot language and 2) reflects maximum clarity and transparency. This document will be included in the final Committee report to the Board. Copies of a proposed report will be sent out to all Committee members for review and comment prior to the September 12 Committee meeting. If necessary, a special meeting will be scheduled to complete work on this document.

### **c. Receive and Review SCI Projection for Measure E Year Two (2011-2012) Revenues**

Superintendent Rob Gaskill distributed a hard copy of an email sent by SCI staff member Arcelia Herrera (04/01/11) projecting that 2011-2012 net revenues from Measure E would fall within the range of \$1,705,050 to \$1,726,050.

### **d. Receive and Review Letter from County Controller Regarding Expense Charge Correction**

Superintendent Gaskill distributed copies of a letter he received from County Controller Tom Huening dated March 16, 2011 that confirmed that the County would be reducing the charges for correcting the Measure E tax rolls by 50% to \$7,650. Chairperson Steve Johnson and other members of the Committee commended Member Susie Tempesta for her efforts in securing this reduction.

### **e. Discuss and Consider Action on a Format for Year One Committee Report to the Board**

Superintendent Gaskill distributed a draft outline of for a Measure E Oversight Committee Report to the Board. Some discussion followed.

Susie Tempesta moved to approve the proposed outline for the final report as presented; Jim Henderson seconded.

Passed: 7-0 (M-14)

## **COMMUNICATIONS**

### **a. Committee Members**

No comments were offered.

### **b. Staff**

No comments were offered.

## **FUTURE EVENTS/REQUESTS DATES**

- Next Committee Meeting, September 12 at 6:00 p.m. (District Office Conference Room)
- 

## **ADJOURNMENT OF THE MEETING**

Jim Henderson moved to adjourn the meeting; Mike Alifano seconded.

Passed: 7-0 (M-15)

The meeting was adjourned at 8:38 p.m.

Minutes prepared by Rob Gaskill, Superintendent

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Certified by the Chairperson of the Committee

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Date

**Parcel Tax Final Report  
2010-11**

- 1. Preserving Strong Academic Programs including science, math, reading and writing**  
 – Addressed in items No. 3 & 4 below

- 2. Keeping all schools open**  
 – Kings Mountain staff & costs not categorically funded

<b>Expenditure</b>	<b>FTE</b>	<b>Total</b>
Grades K-5 Teachers	2.55	\$ 211,477
Kings Mountain Secretary	0.75	\$ 52,939
Kings Mountain Custodian	0.30	\$ 10,822
Kings Mountain Utilities		\$ 11,712
<b>Total</b>	<b>3.60</b>	<b>286,950.33</b>

- 3. Retaining qualified teachers and staff**  
 – High School Librarian  
 – Middle and high school counselors  
 – School clerks  
 – Groundskeeper and custodian

<b>Expenditure</b>	<b>FTE</b>	<b>Total</b>
High School Librarian	1.00	\$ 107,611
Middle School Counselors	2.00	\$ 198,489
High School Counselors	3.00	\$ 202,659
Clerical Assistant in All Schools	2.06	\$ 102,310
High School Registrar (Preserve as 12 Mth)	0.08	\$ 5,475
Custodian	1.00	\$ 70,410
Grounds Keeper	1.00	\$ 51,141
<b>Total</b>	<b>10.15</b>	<b>738,094.85</b>

- 4. Retaining smaller class sizes**  
 – K-3 CSR not supported by State CSR Revenues, 10.55 FTE

<b>Expenditure</b>	<b>FTE</b>	<b>Total</b>
<b>Grades K-3 Teachers</b>	<b>8.00</b>	<b>\$ 531,900</b>

- 5. Maintaining updated classroom computer technology**  
 – Computer Tech and Network Specialist support to site labs/classroom computers  
 – Duplication Center Operator  
 – Software for School Networks

<b>Expenditure</b>	<b>FTE</b>	<b>Total</b>
Technology Computer Tech	0.80	\$ 52,508
District Computer and Network Specialist	0.60	\$ 69,260
Duplication Center Operator	0.50	\$ 33,738
Software for School Networks		\$ 7,270
<b>Total</b>	<b>1.90</b>	<b>\$ 162,775</b>

- 6. Parcel Tax Administration**  
 – County Tax Assessor's fee

**Parcel Tax Final Report  
2010-11**

<b>Expenditure</b>	<b>FTE</b>	<b>Total</b>
County Collection Fees		\$ 16,679
Correction Fees		\$ 7,650
<b>Total</b>		<b>\$ 24,329</b>

<b>Grand Total</b>	<b>\$</b>	<b>1,744,050</b>
<b>Total Projected Revenues</b>	<b>\$</b>	<b>1,744,050</b>
<b>Available to Allocate</b>	<b>\$</b>	<b>0</b>

**CABRILLO UNIFIED SCHOOL DISTRICT  
CITIZENS' MEASURE E OVERSIGHT COMMITTEE**

**RESOLUTION No. 01-11**

***Finding that Year One Measure E Revenues Were Expended in a Manner Consistent with the Ballot Language Approved by Voters in the June 8, 2010 Election***

**WHEREAS**, on June 8, 2010 the Cabrillo Unified School District received approval from voters to implement an annual \$150 per parcel tax levy to support educational programs for a period of five years; and

**WHEREAS**, the stated intent of the revenues generated by such a levy is to preserve strong academic programs including science, math, reading, and writing; keep schools open; retain qualified teachers and smaller class sizes; and maintain updated classroom computer technology; and

**WHEREAS**, pursuant to its desire to assure the greater school community that these parcel tax dollars will be expended in a manner consistent with the ballot language, the Governing Board voluntarily established a Citizens' Measure E Oversight Committee; and

**WHEREAS**, the Oversight Committee reviewed the District's Proposed Use of Parcel Tax Revenues Plan during the course of its regularly scheduled meeting held on October 4, 2010; and

**WHEREAS**, the Oversight Committee reviewed a detailed, final expenditures account during the course of its regularly scheduled meeting held on September 12, 2011; and

**WHEREAS**, the central purpose of the Committee is to inform the public at least annually in a written report whether in its opinion parcel tax proceeds are being expended in a manner consistent with the ballot language;

**NOW, THEREFORE, BE IT RESOLVED** that the Citizens' Measure E Oversight Committee has met and reviewed a detailed, final expenditures report for Year One (2010-2011) parcel tax expenditures and does find that these proceeds were expended in a manner consistent with ballot language.

**ADOPTED** this twelfth day of September, 2011.

\_\_\_\_\_  
Oversight Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Oversight Committee Vice-Chairperson

\_\_\_\_\_  
Date

# **Citizens' Measure E Oversight Committee**



## **Final Report**

**2010-2011**

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  - C. Committee Roster ..... 13
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## **I. FORMATION OF THE CITIZENS' MEASURE E OVERSIGHT COMMITTEE**

At the beginning of the 2009-2010 school year, one trend had become very evident—California's fiscal crisis was worsening and help wasn't coming any time soon. The Cabrillo Unified School District had cut nearly \$3.2 million over the previous eight years. It hadn't been enough. When school doors opened that August, the CUSD budget reflected additional, new reductions totaling \$440,476 generated by eliminating a district-level administrative position (\$137,188), reducing the District contribution to the high school athletic program (\$60,000), reducing district office and site-level classified support (\$165,431), reducing counseling support at the high school (\$28,843), and implementing a range of miscellaneous program cuts and/or reductions totaling \$49,284. At the same time the District was rapidly depleting a Fund 17 reserve that had once totaled nearly \$3 million. A structural deficit that had once seemed "manageable," had grown to \$2.5 million. Significant new cuts were in the offing. The situation was bleak.

The Cabrillo Education Foundation facilitated two community forums focusing on adequate school funding during this same period of time. The first was held on June 4, 2009 at the Mavericks Convention Center in Princeton-by-the-Sea. Approximately sixty school community members attended this event. A second forum followed on September 23 in the Cunha Intermediate School Library, engaging some eighty school community members in the dialogue. A summative report was presented to the Board on October 8.

Following the September forum, a number of community members continued to meet to further explore a potential parcel tax measure to wholly or partially address the District's \$2.5 million structural deficit. This group met on October 7, October 28, and November 10 and concurrently worked hard to raise sufficient dollars to proceed with a parcel tax feasibility study to further advise its work.

During the course of the regularly scheduled Board meeting held on January 14, 2010, the Board received an update from these community members who recommended that a parcel tax measure be placed on the June 8 ballot for an amount "not less than \$125 or greater than \$175 per parcel" and for a term of "a minimum of six years or until the General Election of 2016."

At that very same meeting, staff presented a proposed list of potential program and personnel reductions totaling roughly \$2.5 million to the Board as a discussion-only item. Nearly all of the proposed actions were items remaining from the budget-cutting process that had been employed the previous year. The Board scheduled and conducted four public hearings to provide members of the CUSD school community and the Coastsides community-at-large to comment on potential program reductions and/or revenue enhancement

strategies prior to final Board action: January 21 (Farallone View), January 25 (El Granada), February 23 (Hatch) and February 25 (District Office). The resulting “Program Reduction” document was formally adopted by the Board at that final special meeting held on the 25<sup>th</sup>.

On February 11, 2010, the Governing Board formally approved placing a parcel tax measure on the June 8 ballot— calling for a tax levy of \$150 per parcel for a period of five years. In approving the formal resolution and related exhibits, the Board also agreed to voluntarily establish a Citizens’ Oversight Committee as a public accountability measure. This provision was stipulated in both the Abbreviated Text and Full Ballot Text of a parcel tax measure that would later be deemed Measure E by the County of San Mateo. While there were no legal requirements or guidelines for establishing such a committee for parcel tax measures, there were clear stipulations, conditions, and timelines associated with so-called Proposition 39 (General Obligation Bonds requiring a 55% approval rate) measures. Staff used “Proposition 39” language as a template for developing proposed Citizens’ Measure E Oversight Committee Bylaws that were reviewed, discussed, and then set aside by the Board. There was more immediate work to do.

Over the next four months, a community-funded and largely community-led parcel tax campaign delivered a “we need your help now” message to Coastside residents. Established community leaders who had experienced first-hand the disappointment of earlier parcel tax efforts teamed with new voices in the community. New leaders emerged. And, on June 8, 2010, Measure E received a solid stamp of approval from Coastside voters; garnering more than seventy percent of the vote along the way.

In the aftermath of this precedent-setting outcome, the Board was able to take two actions: 1) retract most of the planned cuts and program reductions that had been directed in the event the parcel tax was not approved by the community and 2) proceed with establishing the promised Oversight Committee. The Bylaws were formally approved by the Board on August 12 and the following timeline was established for recruiting and appointing Committee members:

- August 13-September 3: District posts/advertises for community members interested in serving on the Committee
- September 6-8: Board President, Vice President, and Superintendent review applications for Committee membership and prepare recommendation for Board consideration
- September 9: Board considers formal approval Committee membership
- October 1: First day of term of service

On September 8, Board President Dwight Wilson, Board Vice President Jolanda Schreurs, and Superintendent Rob Gaskill met to review letters from eight members of the school community who expressed interest in serving on the

Committee. The three determined to submit all eight names to the Board for further consideration and... at the Board meeting on the following evening (September 9)... the following individuals formally were appointed to the District's first-ever Community Oversight Committee:

- 1) Mike Alifano (Local Business Community Representative)
- 2) Jeff Croton (California School Employees' Association Representative)
- 3) Chris Dobbrow (At-Large Representative)
- 4) Abby Foster (Cabrillo Unified Teachers' Association Representative)
- 5) Jim Henderson (Senior Citizen Organization Representative)
- 6) Steve Johnson (At-Large Representative)
- 7) Patric Jonsson (At-Large Representative)
- 8) Susie Tempesta (At-Large Representative)

The first meeting of the newly-formed Citizens' Measure E Oversight Committee was held at 4:00 p.m. on October 4, 2010.

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## **II. SUMMARY OF COMMITTEE PROCEEDINGS AND ACTIVITIES**

The newly-formed Citizens' Measure E Oversight Committee convened initially at 4:00 p.m. on October 4, 2010 in the District Office Conference Room, 498 Kelly Avenue, in Half Moon Bay. Committee members addressed several organizational matters during the course of this session. Terms of office were determined by drawing of lots.

The following five members drew three-year terms of office:

- Steve Johnson
- Susie Rose Tempesta
- Jeff Crofton
- Jim Henderson
- Patric Jonsson

The following three members drew two-year terms of office:

- Mike Alifano
- Chris Dobbrow
- Abby Foster

In related organizational matters, Committee members tabbed Steve Johnson to serve as Chairperson and Chris Dobbrow to serve as Vice-Chairperson.

Over the course of the next twelve months, the Committee met on four additional occasions:

- 1) November 15, 2010
- 2) February 14, 2011
- 3) May 9, 2011
- 4) September 12, 2011

In addition, Committee updates were provided to the Cabrillo Unified School District Governing Board in open session on two separate occasions: on October 14, 2010 by Steve Johnson and Chris Dobbrow and on November 18, 2010 by Steve Johnson. Committee member consensus was reached on an action plan and timeline leading to the presentation of a closing Year One report to the CUSD Governing Board during the course of the Committee meeting held in November.

All meetings were duly posted and conducted in open session.

Approved agendas and adopted minutes from all five of the Committee meetings are available for public review at the Cabrillo Unified School District Office, 498 Kelly Avenue, Half Moon Bay, CA 94019.

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**III. OVERSIGHT COMMITTEE RESOLUTION NO. 01-11**

***Finding that Year One Measure E Revenues Were Expended in a Manner Consistent with the Ballot Language Approved by Voters in the June 8, 2010 Election***

**WHEREAS**, on June 8, 2010 the Cabrillo Unified School District received approval from voters to implement an annual \$150 per parcel tax levy to support educational programs for a period of five years; and

**WHEREAS**, the stated intent of the revenues generated by such a levy is to preserve strong academic programs including science, math, reading, and writing; keep schools open; retain qualified teachers and smaller class sizes; and maintain updated classroom computer technology; and

**WHEREAS**, pursuant to its desire to assure the greater school community that these parcel tax dollars will be expended in a manner consistent with the ballot language, the Governing Board voluntarily established a Citizens' Measure E Oversight Committee; and

**WHEREAS**, the Oversight Committee reviewed the District's Proposed Use of Parcel Tax Revenues Plan during the course of its regularly scheduled meeting held on October 4, 2010; and

**WHEREAS**, the Oversight Committee reviewed a detailed, final expenditures account during the course of its regularly scheduled meeting held on September 12, 2011; and

**WHEREAS**, the central purpose of the Committee is to inform the public at least annually in a written report whether in its opinion parcel tax proceeds are being expended in a manner consistent with the ballot language;

**NOW, THEREFORE, BE IT RESOLVED** that the Citizens' Measure E Oversight Committee has met and reviewed a detailed, final expenditures report for Year One (2010-2011) parcel tax expenditures and does find that these proceeds were expended in a manner consistent with ballot language.

**ADOPTED** this twelfth day of September, 2011.

\_\_\_\_\_  
Oversight Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Oversight Committee Vice-Chairperson

\_\_\_\_\_  
Date

**IV. APPENDICES**

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B) Committee Bylaws ..... 9

C) Committee Roster ..... 13

D) Parcel Tax Expenditure Report, Year One ..... 14

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## ORIGINAL BALLOT TEXT

The full text of the ballot measure shall read as follows:

To further student academic achievement by retaining and recruiting highly qualified teachers, supporting their ability to focus on individual student needs through lower class sizes and providing academic resources at all grade levels, shall the Cabrillo Unified School District levy an annual tax for 5 years of \$175 on improved parcels, \$30 on unimproved parcels, with senior citizen exemptions and annual audits?

Pursuant section 50075.1(a) of the Government Code, the proceeds of the special tax shall be spent to provide and maintain academic achievement priorities through the following:

1. A highly qualified and well-trained teaching staff;
2. Small classes in kindergarten through third grade;
3. Lower class sizes at the middle school and the high school;
4. An increased range of academic programs at the high school level;
5. Academic programs including, but not limited to, honors classes, science, math and technology courses, literacy programs, extra-curricular programs, materials and supplies, and staff development time to promote coordination of teaching efforts.

### Basis of Tax

The special tax shall be levied on all parcels of taxable real property in the District, as defined below, for 5 years starting with the 2006-2007 property tax year, at a rate of \$175 on improved parcels and \$30 on unimproved parcels.

"Parcel of Taxable Real Property" shall be defined as any unit of real property in the District that receives a separate tax bill for *ad valorem* property taxes from the County Tax Collector's Office. All property that is otherwise exempt from or upon which are levied no *ad valorem* property taxes in any year shall also not be subject to the special tax in such year.

An exemption shall be granted on any parcel owned by one or more persons aged 65 years or older as of July 1 of any applicable tax year who occupies said parcel as a principal residence, upon annual application for exemption.

Any such parcels which are contiguous, used solely for owner-occupied single family residential purposes and held under identical ownership, shall, upon approval of an annual application of the owners of such parcel, be treated as a single parcel for purposes of this special tax.

If a parcel of taxable real property has an assessment for improvement(s) on the property, such parcel shall be considered an improved parcel for purposes of this special tax. If a parcel of taxable real property has no assessment for improvement(s), or an assessment only for personal property (such as a manufactured or mobile home), such property shall be considered an unimproved parcel for purposes of this special tax.

With respect to all general property tax matters within its jurisdiction, the County Tax Assessor shall make all final determinations of tax exemption or relief for any reason, and that decision shall be final and binding. With respect to matters specific to the levy of the special tax, including the Senior Citizen Exemption and the classification of property for purposes of calculating the tax, the decisions of a District administrative review panel shall be final and binding.

Pursuant to California Constitution article XIII B and applicable laws, the appropriations limit for the District will be adjusted periodically by the aggregate sum collected by levy of this special tax.

#### Accountability Measures

The proceeds of the special tax shall be applied only to the specific purposes identified above. The proceeds of the special tax shall be deposited into a fund, which shall be kept separate and apart from other funds of the District. No later than January 1 of each year while the tax is in effect, the District shall prepare and file with the Board of Education a report/audit detailing the amount of funds collected and expended, and the status of any project authorized to be funded by this measure.

#### Severability

The Board of Education hereby declares, and the voters by approving this measure concur, that every section and part of this measure has independent value, and the Board of Education and the voters would have adopted each provision hereof regardless of every other provision hereof. Upon approval of this measure by the voters, should any part of the measure or taxing formula be found by a court of competent jurisdiction to be invalid for any reason, all remaining parts of the measure or taxing formula hereof shall remain in full force and effect to the fullest extent allowed by law.

## **COMMITTEE BYLAWS**

### **Section 1. Committee Established.**

On June 8, 2010, the Cabrillo Unified School District (“District”) received approval from voters to implement an annual \$150 per parcel tax levy to support educational programs for a period of five years. Pursuant to its desire to assure the greater school community that these parcel tax dollars will be expended in a manner consistent with the ballot language, the District voluntarily establishes a Citizens’ Parcel Tax Oversight Committee (“Committee”). The Board of Trustees of the Cabrillo Unified School District (“Board”) hereby adopts the Citizens’ Measure E Oversight Committee Bylaws setting forth the duties and rights of this Committee.

### **Section 2. Purposes.**

The purpose of the Committee shall be to inform the public at least annually in a written report concerning the expenditure of the parcel tax proceeds. The Committee shall be deemed to be subject to the Ralph M. Brown Public Meetings Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee’s purposes.

### **Section 3. Duties.**

To carry out its stated purposes, the Committee shall perform the following duties:

**3.1 Review Expenditures.** The Committee shall review expenditure reports produced by the District to ensure that parcel tax proceeds are expended only for the purposes set forth in the ballot measure.

**3.2 Present an Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following: (a) A statement indicating whether District use of parcel tax revenue is consistent with the intended use of such monies and (b) A summary of the Committee’s proceedings and activities for the preceding year.

### **Section 4. Authorized Activities.**

In order to perform the duties set forth in Section 3, the Committee may receive and review copies of the District’s annual independent financial audit and/or make requests for copies or inspection of District records in writing to the District’s Chief Business Official. The Committee may also request to meet

and confer with members of the District's Management Team and/or conduct site visits to verify that the parcel tax revenues are being used in an appropriate manner.

## **Section 5. Membership.**

**5.1 Number.** The committee shall consist of at least seven (7) members appointed by the Board of Trustees based on the following criteria: (a) one representative of the local business community; (b) one person active in a senior citizens' organization; (c) one member from each of the two represented bargaining units; and (d) three additional "at large appointees" as selected by the Board of Trustees, at least one of whom shall have a child enrolled in the District.

**5.2 Qualification Standards.** To be a qualified person, he or she must be at least 18 years of age and reside within the Cabrillo Unified School District boundaries.

**5.3 Ethics Policy.** By accepting appointment to the Committee, each member agrees to comply with the Committee Ethics Policy (Attachment A).

**5.4 Term.** Except as otherwise provided herein, each member shall serve a term of two (2) years, beginning October 1. No member may serve more than two (2) consecutive terms. At the Committee's first meeting, members will draw lots to select a minimum majority for an initial three (3) year term and the remaining members for an initial two (2) year term. A committee member who ceases to belong to one of the designated groups he/she was appointed to represent shall be permitted to complete his/her term so long as he/she continues to reside within the District boundaries.

**5.5 Removal: Vacancy.** The Board may remove any Committee member for cause, including failure to attend three consecutive Committee meetings or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board shall fill by appointment any vacancies on the Committee or any additional membership on the Committee.

**5.6 Compensation.** The Committee members shall not be compensated for their services.

## **Section 6. Meetings of the Committee.**

**6.1 Regular Meetings.** The Committee shall establish a schedule for the date and time of regular meetings to be held at least semi-annually to include an annual organizational meeting to be held no later than October 15.

**6.2 Location.** All meetings shall be held in the Cabrillo Unified School District Board Room, located at 498 Kelly Avenue, Half Moon Bay, California.

**6.3 Procedures.** All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

## **Section 7. District Support.**

**7.1** The District shall provide to the committee necessary technical and administrative assistance as follows:

- (a) preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board,
- (b) provision of a meeting room, including any necessary audio/visual equipment,
- (c) preparation and copies of any documentary meeting materials, such as agendas and reports, and
- (d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District Board.

**7.2** District staff shall attend Committee proceedings whenever invited in order to report on the status of projects and the expenditures of parcel tax proceeds.

**7.3** In the event of a vacancy on the Committee for any reason—resignation, removal, or end of term— District staff shall post said vacancy and application process in a timely manner at all District offices and school sites, on the District website, and at the Half Moon Bay branch of the County Library. Staff shall also publicize the vacancy via news releases prepared and delivered to Coastside news media.

## **Section 8. Reports.**

In addition to the Annual Report required in Section 3.2, the Committee may choose to report to the Board following any meeting in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

**Section 9. Officers.**

The Committee shall elect a chair and a vice-chair who shall act as chair only when the chair is absent, which positions shall continue for two (2) year terms. No person shall serve as chair for more than two consecutive terms.

**Section 10. Amendment of Bylaws.**

Any amendment to these Bylaws shall be approved by a two-thirds vote of the entire Board.

**Section 11. Termination.**

The Committee shall automatically terminate and disband at the earlier of the date when (a) all parcel tax proceeds are spent, or (b) June 30, 2015.

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DRAFT

**COMMITTEE ROSTER**

[From Board-Adopted Committee Bylaws: *The committee shall consist of at least seven (7) members appointed by the Board of Trustees based on the following criteria: (a) one representative of the local business community; (b) one person active in a senior citizens' organization; (c) one member from each of the two represented bargaining units; and (d) three additional "at large appointees" as selected by the Board of Trustees, at least one of whom shall have a child enrolled in the District.*]

Local Business Community Representative:	Mike Alifano
Representative Active in Senior Citizen Organization:	James Henderson
Cabrillo Unified Teachers' Association Representative:	Abby Foster
California School Employees' Association Representative:	Jeff Crofton
At-Large Representatives (4):	Chris Dobbrow*
	Patric Jonsson*
	Susie Tempesta*
	Stephen Johnson

(\* At-Large Representative who is a parent of a child enrolled in the District.)

**PARCEL TAX EXPENDITURE REPORT, YEAR ONE**

**1. Preserving strong academic programs including science, math, reading and writing**

- Addressed in items No. 3 & 4 below

**2. Keeping all schools open**

- Kings Mountain staff & costs not categorically funded

Expenditure	FTE		Total
Grades K-5 Teachers	2.55	\$	211,477
Kings Mountain Secretary	0.75	\$	52,939
Kings Mountain Custodian	0.30	\$	10,822
Kings Mountain Utilities		\$	11,712
<b>Total</b>	<b>3.60</b>		<b>286,950.33</b>

**3. Retaining qualified teachers and staff**

- High School Librarian
- Middle and high school counselors
- School clerks
- Groundskeeper and custodian

Expenditure	FTE		Total
High School Librarian	1.00	\$	107,611
Middle School Counselors	2.00	\$	198,489
High School Counselors	3.00	\$	202,659
Clerical Assistant in All Schools	2.06	\$	102,310
High School Registrar (Preserve as 12 Mth)	0.08	\$	5,475
Custodian	1.00	\$	70,410
Grounds Keeper	1.00	\$	51,141
<b>Total</b>	<b>10.15</b>		<b>738,094.85</b>

**4. Retaining smaller class sizes**

- K-3 CSR not supported by State CSR Revenues, 10.55 FTE

Expenditure	FTE		Total
Grades K-3 Teachers	8.00	\$	531,900

**5. Maintaining updated classroom computer technology**

- Computer Tech and Network Specialist support to site computer labs/classrooms
- Duplication Center Operator
- Software for School Networks

Expenditure	FTE		Total
Technology Computer Tech	0.80	\$	52,508

District Computer and Network Specialist	0.60	\$	69,260
Duplication Center Operator	0.50	\$	33,738
Software for School Networks		\$	7,270
<b>Total</b>	<b>1.90</b>	<b>\$</b>	<b>162,775</b>

**6. Parcel Tax Administration**

- Assessor's fee

<b>Expenditure</b>	<b>FTE</b>		<b>Total</b>
County Collection Fees		\$	16,679
Correction Fees		\$	7,650
<b>Total</b>		<b>\$</b>	<b>24,329</b>

<b>Grand Total</b>		<b>\$</b>	<b>1,744,050</b>
<b>Total Projected Revenues</b>		<b>\$</b>	<b>1,744,050</b>
<b>Available to Allocate</b>		<b>\$</b>	<b>0</b>

DRAFT

Dear Robert:

Below is a summary of the assessment total for the Cabrillo Unified School District Parcel Tax - Measure E for fiscal year 2011-12. We have submitted the levies and have confirmed the assessments with the County Auditor.

<u>District</u>	<u>Fund No.</u>	<u>Total Parcels</u>	<u>Total Assessment</u>
Cabrillo USD - Parcel Tax	A38	11,574	\$1,736,100.00

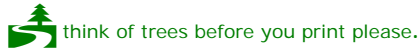
We have provided the auditor with our assessment information phone number, (800) 273-5167, so property owners can call us directly concerning their property tax bills.

If you have any questions, please do not hesitate to contact me.

Sincerely,

**Arcelia Herrera**

4745 Mangels Boulevard  
Fairfield, CA 94534  
707.430.4300 Phone  
707.430.4319 Fax  
[arcelia.herrera@sci-cg.com](mailto:arcelia.herrera@sci-cg.com)



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## Proposed Uses of Parcel Tax Revenues

**1. Preserving Strong Academic Programs including science, math, reading and writing**

- Addressed in items No. 3 & 4 below

**2. Keeping all schools open**

- Kings Mountain staff & costs not categorically funded

Expenditure	FTE	Total
Grades K-5 Teachers	2.00	\$ 177,262
Kings Mountain Secretary	0.75	\$ 55,044
Kings Mountain Custodian	0.30	\$ 11,740
<b>Total</b>	<b>3.05</b>	<b>244,045.77</b>

**3. Retaining qualified teachers and staff**

- High School Librarian
- Middle and high school counselors
- School clerks
- Custodian
- Middle and High School Assistant Principals

Expenditure	FTE	Total
High School Librarian	1.00	\$ 87,500
Middle School Counselors	2.00	\$ 197,662
High School Counselors	3.00	\$ 234,045
Clerical Assistant in All Schools	2.06	\$ 106,549
High School Registrar (Preserve as 12 Mth)	0.08	\$ 4,574
Custodian	1.00	\$ 73,198
High School Assistant Principal	1.00	\$ 131,464
Middle School Assistant Principal	1.00	\$ 126,415
<b>Total</b>	<b>11.15</b>	<b>961,405.85</b>

**4. Retaining smaller class sizes**

- K-3 CSR not supported by State CSR Revenues, 4 FTE

Expenditure	FTE	Total
Grades K-3 Teachers	4.00	\$ 332,237

**5. Maintaining updated classroom computer technology**

- Computer Technician
- Network Specialist support to site computer labs/classroom computers
- Duplication Center Operator

Expenditure	FTE	Total
Technology Computer Tech	1.00	\$ 70,062
Network Specialist	1.00	\$ 120,073
Duplication Center Operator	0.50	\$ 33,568
<b>Total</b>	<b>2.50</b>	<b>\$ 223,704</b>

**6. Parcel Tax Administration**

- County Tax Assessor's fee

Expenditure	FTE	Total
County Collection Fees		\$ 16,679
<b>Total</b>		<b>\$ 16,679</b>

<b>Grand Total</b>	<b>\$</b>	<b>1,778,071</b>
<b>Total Projected Revenues</b>	<b>\$</b>	<b>1,736,100</b>
<b>Available to Allocate</b>	<b>\$</b>	<b>(41,971)</b>