



## **CABRILLO UNIFIED SCHOOL DISTRICT**

498 Kelly Avenue, Half Moon Bay, CA 94019

### **MINUTES (Adopted) – October 4, 2010 Measure E Oversight Committee Meeting**

District Office Conference Room

Committee Members Present: Mr. Mike Alifano  
Mr. Jeff Crofton  
Mr. Chris Dobbrow  
Ms. Abby Foster  
Mr. James Henderson  
Mr. Steve Johnson  
Mr. Patric Jonsson (arrived at 4:11)  
Ms. Susie Tempesta

Committee Members Absent: None

Administrators at the Table: Robert Gaskill, Superintendent  
Diane Stupi, Director, Fiscal Services

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

The meeting was called to order at 4:07 by Superintendent Rob Gaskill who had agreed to serve as meeting facilitator until the election of officers.

#### **PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was led by Superintendent Gaskill.

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

Member Susie Tempesta made the motion to approve the agenda as presented; member Steve Johnson seconded.

Passed: 8-0 (M-1)

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

Superintendent Gaskill opened the meeting for public comment at 4:14. CUSD Board Member Charles Gardner briefly addressed the Committee at this time. Mr. Gardner thanked the Committee members, on behalf of the Board, for serving in this important capacity. He briefly reviewed the community effort behind Measure E and commented on the importance of ensuring that parcel tax dollars were being expended in an appropriate manner. He noted that he hoped there would be regular communication between the Committee and the Board and he invited Committee members to address the Board on October 14, if possible.

#### **ITEMS RELATED TO COMMITTEE ORGANIZATION**

a. Review Committee Bylaws and Related Materials

Superintendent Gaskill facilitated a review of the materials contained in the Citizens' Oversight Committee binders.

b. Review and Sign Ethics Policy Statements

Committee members reviewed and signed the Ethics Policy Statements as stipulated in the Bylaws.

c. Determine Terms of Office by Lot

Committee members drew lots to determine terms of office. 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

d. Elect Committee Chairperson

Jim Henderson nominated Steve Johnson to serve as Chairperson. There were no additional nominations.

Passed: 8-0 (M-2)

e. Elect Committee Vice-Chairperson

Mike Alifano nominated Chris Dobbrow to serve as Vice-Chairperson. There were no additional nominations.

Passed: 8-0 (M-3)

**[The Committee members agreed to recess the meeting from 5:10 p.m. to 5:15 p.m.]**

f. Determine Date(s) for Future Committee Meetings

Committee members agreed to hold the next Oversight Committee meeting on Monday, November 15, 2010, 4:00 pm, District Office, Board Room.

Chairperson Johnson and Vice-Chairperson Dobbrow agreed to attend the Governing Board scheduled for October 14, 7:00 p.m. to provide a brief update on Committee activities.

**INFORMATION AND/OR DISCUSSION**

a. Receive and Discuss Update on Projected Parcel Tax Revenues

Committee members reviewed a *Parcel Tax Revenue Calculations* report that projected total tax revenues to be \$1,777,050.

b. Receive and Discuss Preliminary Plan for Expenditure of Parcel Tax Revenues

Committee members reviewed a *Proposed Use of Parcel Tax Revenues 2010-2011* report that detailed the District's earliest thinking about Measure E expenditures. Some discussion followed regarding proposed use #6, General Oversight, which included a \$16,680 line item for County Tax Assessor's fee and an \$8,450 line item for Parcel Tax Administrative Services. Chief Business Official Diane Stupi noted her belief that these were expenditures necessitated by the passage of Measure E and therefore appropriate. Committee member Susie Tempesta volunteered to follow up with the County Assessor's Office regarding the County's \$1.35 per parcel collection fee and Diane Stupi agreed to find out how other districts receiving parcel tax revenues were charging these related fees.

## **COMMUNICATIONS**

### a. Committee Members

No comments were offered.

### b. Staff

No comments were offered.

## **FUTURE EVENTS/REQUESTS DATES**

- Next Committee Meeting, November 15, 2010, 4:00 pm
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## **ADJOURNMENT OF THE MEETING**

Member Steve Johnson made a motion to adjourn the meeting Member James Henderson made the second.

The meeting was adjourned at 5:37 p.m.

Minutes prepared by Janice Olson, Administrative Assistant to the Superintendent

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Certified by the Chairperson of the Committee

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Date