



## Measure K Committee Meeting Minutes

**Unadopted**

September 29, 2015

District Office Board Room 1

1. The meeting was called to order at 6:07 p.m. by Ms. Donna Glanville, Committee President.

Donna Glanville, Pete Reyes, Anh Le, and Margot Sandoval were present. A quorum was declared.

2. The Measure K Oversight Committee Guidelines were reviewed. The guidelines were not the most current. Ms. Margot Sandoval will send out the current guidelines with the December 2014 revision, which includes the quorum language.
3. Ms. Donna Glanville was elected as President and Ms. Anh Le was elected as Vice-President, motioned by Mr. Pete Reyes, 2<sup>nd</sup> by Ms. Margot Sandoval.
4. The May 12, 2015 meeting minutes were review and approved as corrected.
5. Ms. Margot Sandoval informed the committee that a request to publish a notice to the community to apply for the committee's open position was sent to the Berryessa Sun and the school sites.
6. The 2015-2016 parcel assessments were reviewed.
7. The 2015-2016 Adopted Budget was discussed. It was explained that expense 820 "Measure W ADM Fee" is allocated to cover the fees for advertisement and the consultant who prepares the waivers submitted to the Assessor's Office.
8. Motioned by Mr. Pete Reyes and 2<sup>nd</sup> by Ms. Anh Le, future meeting dates were approved as listed below:
  - December 2, 2015 @ 5:30 p.m.
  - March 1, 2016 @ 6:00 p.m.
  - May 3, 2016 @ 6:00 p.m.
  - Report to the Board – June 21, 2016 @ 6:00 p.m.
9. The meeting adjourned at 6:40 p.m.

### BOARD OF TRUSTEES

Thelma Boac

Richard Claspill

David Cohen

Hugo Jimenez

Khoa Nguyen



# Berryessa Union School District

*Will Ector, Jr., Superintendent*

## Measure K Oversight Committee Guidelines

The Measure K Oversight Committee will be considered a standing committee of the Board reporting to the Board of Trustees and will exist for the period of time Measure K is in effect. The Board of Trustees establishes this committee with the following role and operational

### Role of the Committee

The role of the Measure K Oversight Committee will be two-fold, that of ensuring accountability for how the funds generated by Measure K and that they are consistent with the parameters of the Measure and assessing the impact of the programs/personnel funded by Measure K has on the students of the district. This will be accomplished by:

### Fiscal Accountability

- Working with the district, and the district's independent auditors to annually review what Measure K funds were received, how they were allocated, and how they were spent;
- Determining if those funds were expended in accordance with the Measure's intent; and

### Impact on Students

- Working with the district, the Committee will review the impact of Measure K funded programs/personnel on students/student learning.

Starting in September, 2014 the Committee will make annual reports to the Board on both the fiscal accountability and impact on students of programs/personnel funded by Measure K.

### Committee Membership

Membership on the Measure K Oversight Committee will include the following categories and numbers of people:

- Community: 3 community members not related to an employee or having children currently in the district but reside within the district's boundaries.
- Parents: One parent with a child enrolled in the district from each of the three school "families" in the district.
- Employees: 6 employees with 2 members representing teachers, 2 members representing classified personnel, and two members representing management.
- Term of office will be 3 years.
- The Committee will select a president and vice-president annually.
- The Committee will select two of its members annually to participate on the District Budget Committee.
- The Superintendent will act as a non-voting Executive Officer to the Committee.
- Majority of current active members is needed for a quorum, (not counting vacancies).

### Selection

The Board of Trustees will be responsible for the selection of the members of Measure K Oversight Committee.

- The Board will post/advertise the positions inside and outside of the district and on our web page for a period of not less than 3 weeks.
- A short written application process will used to gather information about the candidates and their experience.

- In open meetings the Board of Trustees will select applicants to be interviewed, interview those candidates and determine whom to select as members of the Committee in each category. The Board will take action to appoint those candidates.

### Meetings

The meetings of the Measure K Oversight Committee will:

- be posted and held in compliance with state open meeting laws;
- post agendas at the District Office, district schools and on the district web site at least 72 hours prior to each meeting;
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- post minutes and other documents used by the Committee will be posted on the web site;
- allow public input and participation consistent with state open meeting laws;
- hold meetings at intervals and times determined by the Committee so as to allow for employee and public input; and
- hold meetings at the District Office.

Board Approval: March 10, 2009

*Revised:* December 16, 2014

*Revised:* May 12, 2015

# MEASURE K COMMITTEE MEMBERS

August 11, 2015

## Current Members

Name	Representative	Appointment/ Reappointment	Ending Term Date	Years of Services
Phuong Le	District Representative			
Anh (Lam) Le	Parent/SMT Family	8/11/2015	6/30/2018	6
Vacant	Parent/MM Family			
Vacant	Parent/PMT Family			
Vacant	Community			
Vacant	Community			
Tyler Shewey	Community	2/26/13	6/30/16	2
Donna Glanville	Classified/CSEA	8/11/2015	6/30/2018	6
Pete Reyes	Classified/Teamsters	8/11/2015	6/30/2018	6
Jan Anderson	Certificated/CTAB	8/11/2015	6/30/2018	6
Vacant	Certificated/CTAB			
Karen Mattos	Management	8/11/2015	6/30/2018	3
Margot Sandoval	Management	11/19/13	6/30/16	2

**Berryessa Union School District  
2016-17 LCAP and Budget Adoption Timeline**

Board Input at Board Meeting	Draft LCAP From JOE to District	Draft LCAP to Union Groups	Present Draft to BDAC and DELAC	Draft LCAP sent to COE for Review	Proposed Budget Made Available to Public	Budget Presentation	Public Hearing LCAP & Budget Plan	Adoption LCAP & Budget Plan	Submit to COE LCAP & Budget Plan	COE Approves, conditionally approves, or disapproves	Responds to COE Request	Considers COE Recommendations in a public hearing	Final County Approval
4/12/2016	5/4/2016	5/4/2016	DELAC - 5/12/2016 BDAC - 5/19/2016	5/20/2016	3 Days Before June 7 Meeting 6/3/2016	6/7/2016	June Board Meeting 6/7/2016	6/21/2016	5 Days after Adoption 6/28/2016	Summer 2016	15 days after COE	N/A	Late August 2016

Other Related 2016-17 Budget Timeline:

- Allocation to School Site
- Special Education Staffing Meeting
- Staffing Final to Business Services from HR
- School Budget due to Business Services
- Budget Narrative from Site and Department due to Business
- All Document for Budget Binder due
- Printing and Completion of Budget Binder
- Budget Binder to Board and Cabinet
- Budget Presentation Preparation
- Budget Presentation

- 2/29/2016
- 2/12/2016
- 3/15/2016
- 4/15/2016
- 4/20/2016
- 5/20/2016
- 5/23/2016 - 5/25/16
- 5/31/2016
- Week of 5/23/2016
- 6/7/2016

**Berryessa Union School District**

FEB 9 2016

**Board Approved**