



## Measure W Committee Meeting Minutes

October 22, 2013

District Office Board Room 1

1. The meeting was called to order at 5:50 pm by Mr. Will H. Ector, Jr., Superintendent. Mr. Ector welcomed everyone and introductions were made.
2. Ms. Le reviewed the role and operation of the Committee members. Ms. Le reviewed the membership list for the end of the 2012-2013 fiscal year and requested that years of services be added to the list. Mr. Ector asked if officers had been elected for the current year. Election of officers will be on the agenda for the next meeting.

It was requested that the term for each member be added to the "List of Members".

We currently have four vacant positions, two employee representatives and 2 parent representatives. It was recommended that the District post a public notice for the vacant positions. Recommendations were made for the notice to be posted in the Berryessa Sun, the District Web-Site, and School Newsletters.

It was suggested that a clarification be added to the Measure W guidelines to determine what the qualifications are to meet a Quorum. It was suggested a quorum will be met with majority votes.

3. There was no quorum, no action could be taken.
4. The 2012-2013 Actual Revenue and Expense was reviewed. Ms. Le reported and explained that because the Measure W Oversight Committee report was presented to the Board before the 2012-2013 fiscal year budget was closed, the actual balance was not known, therefore an estimate was provided at that time. It was explained that FTE (Full Time Equivalent) number shown on the report represents the total equivalent to full time employees, and not necessarily the number of employees. It was asked to clarify what the Measure W ADM Fee was and explained that the fee is for the contractor who verifies and reports the waivers to the Santa Clara County Assessor's office.

Ms. Donna Glanville asked if all the Measure W funds need to be spent each year and how much carryover can be left for the following year. Ms. Le explained that yes, all the funds

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Linda Chen

Richard Claspill

David Cohen

David Neighbors

Khoa Nguyen

must be spend each year, however, until the books are closed, a total amount will not be known. Therefore, there can be a small amount of carryover.

The 2013-14 Proposed Budget was reviewed. It was asked that the number of waivers reported to the Santa Clara County Assessor's office be brought to the next meeting.

5. It was noted that Ms. LaToya Brown presented the Annual Measure W report to the Board on June 11, 2013. This item will be brought back to the next meeting.
6. Next meeting date will be on January 28, 2014. Future dates will be set at the next meeting.
7. Meeting adjourned at 6:36 p.m.