



Pathway to the Future

Berryessa Union School District

Roxane Fuentes, Ed.D., 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 be 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;
- 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 Meeting Minutes

Unadopted

December 6, 2017

District Office Board Room 1

1. The meeting was called to order at 5:03 p.m. by Ms. Anh Le, Committee President.

Attendees: Jan Anderson, Donna Glanville, Peter Reyes, Anh Le, Karen Mattos,
Margot Sandoval, Han Nguyen
2. The Measure K Oversight Committee Guidelines were reviewed. Updates were to the new District Logo and the new Superintendent's name was added.
3. Ms. Margot Sandoval nominated and motioned that Ms. Anh Le and Ms. Donna Glanville to continue with their current post. Ms. Karen Mattos 2nd the motion for Anh Le for President, and Ms. Donna Glanville for Vice-President, all were in favor, none were opposed.
4. The June 7, 2017 minutes were reviewed and adopted as presented. Motioned by Ms. Donna Glanville, 2nd by Ms. Karen Mattos.
5. The committee member's list was reviewed and noted that five of the members' term will end on June 30, 2018 and only two members will be left. Ms. Margot Sandoval mentioned that announcements for vacant positions are posted on the District Web-site, and Facebook page. She will send out a request to all school Principals to send an announcement on their school newsletter. She also mentioned that there has not been any new applicants for any of the Measure K Committee vacant positions. Ms. Anh Le, suggested that each member try to find their own replacement, if possible, so that we do not end up only two members.
6. Ms. Margot Sandoval reported to the committee that for the 2017/18 year, the District will receive \$1,771,970 from 22,430 parcels. She also mentioned that during the Assessment Tax due dates, in December and April, the District receives new waiver applications and request for refunds for the current fiscal year.
7. Ms. Han Nguyen presented the Measure K 2017-18 Adopted Budget, the Measure K 2016-17 Unaudited Actuals and the Measure K 2017-18 1st Interim and were also reviewed by the committee.

BOARD OF TRUSTEES

Thelma Boac

Richard Claspill

David Cohen

Hugo Jimenez

Khoa Nguyen

8. Future Measure K meetings were reviewed and discussed. Ms. Margot Sandoval mentioned that the CBOC meetings had changed for the 2017-18 FY and asked the committee if they would like to keep the same Measure K meeting schedule for current year or changed the dates to follow new dates of the CBOC meetings. It was also discussed to move the Measure K meeting from 5:00 p.m. to 4:30 p.m. to make the time easier for members to meet. Ms. Donna Glanville motioned not to change the meeting dates and move the meeting time from 5:00 p.m. to 4:30 p.m. for the rest of the 2017-18 FY, Ms. Anh Le, 2nd the motion, all were in favor, and none were opposed.
9. The meeting was adjourned at 5:27 p.m.

MEASURE K COMMITTEE MEMBERS

March 7, 2018

Name	Representative	Appointment/ Reappointment	Ending Term Date	Years of Services
Phuong Le	District Representative			
Anh (Lam) Le	Parent/SMT Family	8/11/15	6/30/18	8
<i>Vacant</i>	<i>Parent/MM Family</i>			
Christy Boyd	Parent/PMT Family	4/12/16	06/30/19	1
Donna Glanville	Community	8/11/15	6/30/18	8
Sally Owyang	Community	1/16/18	6/30/21	New
<i>Vacant</i>	<i>Community</i>			
<i>Vacant</i>	<i>Classified/CSEA</i>			
Pete Reyes	Classified/Teamsters	8/11/15	6/30/18	8
Jan Anderson	Certificated/CTAB	8/11/15	6/30/18	8
<i>Vacant</i>	<i>Certificated/CTAB</i>			
Karen Mattos	Management	8/11/15	6/30/18	5
Margot Sandoval	Management	8/9/16	6/30/19	4

**Berryessa Union School District
2018-19 LCAP and Budget Adoption Timeline**

LCAP Survey Window Opens	Stakeholder meeting	LCAP Steering Committee Meetings	Present Draft LCAP to BDAC and DELAC	Draft LCAP sent to COE for Review	Budget & LCAP Board Study Session	Public Hearing Posting LCAP & Budget Plan	Public Hearing LCAP & Budget Plan	Adoption LCAP & Budget Plan	Submit to COE LCAP & Budget Plan	<i>COE Approves, conditionally approves, or disapproves</i>	<i>Responds to COE Request</i>	<i>Consider COE Recommendations in a public hearing</i>	<i>Final County Approval</i>
			BDAC - 5/17/2018			3 Days Before June 5th Meeting	June Board Meeting	June Board Meeting	5 days later or July 1 per Ed. Code 42127(a)(2)(A); whichever comes first	Sept. 15 per Ed. Code 42127(d)	15 days	Oct. 8 per Ed. Code 42127(d)(3)	Nov. 8 per Ed. Code 42127(f)(1)(A)
2/5/2018	2/15/2018	3/28, 4/18, 5/2 and 5/17/2018	DELAC - 5/10/2018	5/17/2018	6/5/2018	6/2/2018	6/5/2018	6/19/2018	6/25/2018	9/15/2018	9/29/2018	10/2/2018	11/8/2018

Other Related 2018-2019 Budget Timeline:

Allocation to School Site	2/23/2018
Special Education Staffing Meeting	1/31/2018
Staffing Final to Business Services from HR	3/9/2018
School Budget due to Business Services	3/29/2018
Budget Narrative from Site and Department due to Business	3/29/2018
All Document for Budget Binder due	5/11/2018
Printing and Completion of Budget Binder	5/14/2018 - 5/18/2018
Budget Binder due	5/25/2018
Budget Presentation Preparation	Week of 5/14/2018
Budget Presentation	6/5/2018