



# 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.

### 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;
- 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: September 16, 2014*

*Revised: May 12, 2015*



## Measure K Committee Meeting Minutes

Unadopted

May 12, 2015

District Office Board Room 1

1. The meeting was called to order at 6:05 p.m. by Ms. Donna Glanville, Committee President.

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

2. It was recommended the Measure K Oversight Committee Norms be renamed to Measure K Oversight Committee Guidelines. Motioned by Ms. Anh Le and 2<sup>nd</sup> by Ms. Karen Mattos.
3. The April 14, 2015 minutes were reviewed. On motion by Mr. Kevin Costello, second by Mr. Peter Reyes, the minutes were approved as presented.
4. Seven of the nine committee member's term expired in March 2015. In order for the committee to continue to conduct future meetings, it was recommended that the term be extended to June 30, 2015. Motioned by Karen Mattos and 2<sup>nd</sup> by Kevin Costello.

It was recommended that the term year be identified from July 1<sup>st</sup> – June 30<sup>th</sup>. Motioned by Margot Sandoval and 2<sup>nd</sup> by Kevin Costello.

5. Ms. Donna Glanville will present the Measure K report to the board on June 16, 2015.
6. The 2015-16 meeting were selected and approved. Motioned by Anh Le and 2<sup>nd</sup> by Kevin Costello.
  - September 1, 2015
  - December 1, 2015
  - March 1, 2015
  - May 3, 2015
7. The 2015-16 Proposed Budget and 2014-15 Expenditures were approved to present to the Board at the June 16<sup>th</sup> board meeting. Motioned by Karen Mattos and 2<sup>nd</sup> by Anh Le.
8. The meeting adjourned at 6:47 p.m.

### BOARD OF TRUSTEES

Thelma Boac

Richard Claspill

David Cohen

Hugo Jimenez

Khoa Nguyen

# MEASURE K COMMITTEE MEETING

September 29, 2015

<b>Name</b>	<b>Representative</b>	<b>Appointment/ Reappointment</b>	<b>Ending Term Date</b>	<b>Years of Services</b>
<b>Phuong Le</b>	<b>District Representative</b>			
<b>Anh (Lam) Le</b>	<b>Parent/SMT Family</b>	<b>8/11/15</b>	<b>6/30/18</b>	<b>6</b>
<i>Vacant</i>	Parent/MMI Family			
<i>Vacant</i>	Parent/PMT Family			
<i>Vacant</i>	Community			
<i>Vacant</i>	Community			
<b>Tyler Shewey</b>	<b>Community</b>	<b>2/26/13</b>	<b>6/30/16</b>	<b>2</b>
<b>Donna Glanville</b>	<b>Classified/CSEA</b>	<b>8/11/15</b>	<b>6/30/18</b>	<b>6</b>
<b>Pete Reyes</b>	<b>Classified/Teamsters</b>	<b>8/11/15</b>	<b>6/30/18</b>	<b>6</b>
<b>Jan Anderson</b>	<b>Certificated/CTAB</b>	<b>8/11/15</b>	<b>6/30/18</b>	<b>6</b>
<i>Vacant</i>	Certificated, CTAB			
<b>Karen Mattos</b>	<b>Management</b>	<b>8/11/15</b>	<b>6/30/18</b>	<b>3</b>
<b>Margot Sandoval</b>	<b>Management</b>	<b>11/19/13</b>	<b>6/30/16</b>	<b>2</b>

We would like to thank everyone in the Berryessa Community for helping the passage of Measure K, (to extend Measure W), at the November 2012 election.

As part of our obligation to the community to be accountable for the funds we will get from Measure K, the Board of Trustees would like to invite you to apply for one of the vacant positions on the Oversight Committee. First formed in 2009, the Committee members were appointed for a three year term. The purpose of the Committee is to ensure that the Measure K funds are spent in accordance with the parameters set forth in the ballot language. In addition, the committee will be responsible for reviewing the impact that these programs have on our students, classrooms, schools and the district.

To be considered, interested parties need to complete the application form and submit it to the district. Information on the committee, committee responsibilities, and an application are available on our web site at: [www.berryessa.k12.ca.us](http://www.berryessa.k12.ca.us) or from the Business Office at 1376 Piedmont Road, San Jose, CA.

Questions about the application and selection process, the application form, or the expectations of committee members may be submitted to the Business Services at [msandoval@busd.net](mailto:msandoval@busd.net) or by calling the Business Office at (408) 923-1860.

Vacant Positions:

1. Certificated/CTAB Employee
2. Parent Representative for the Morrill Middle School Family (Brooktree, Laneview, Morrill Middle, Northwood Schools)
3. Parent Representative for the Piedmont Middle School Family (Noble, Piedmont Middle, Summerdale, Toyon, Vinci Park Schools)
4. Community Members (two positions)

Posting for school sites for the October Newsletter

Please use this **revised** version:

Please post on your next newsletter:

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4. Community Members (two positions)

**Parcel Assessments**

**2009-2016**

**September 29, 2016**

<b>Fiscal Year</b>	<b>Measure</b>	<b>Total Waivers Submitted</b>	<b>Total Parcels Collected</b>	<b>Total Revenue</b>
2009/10	W	569	21648	\$ 1,710,192.00
2010/11	W	573	21640	\$1,709,560.00
2011/12	W	595	21615	\$1,707,585.00
2012/13	W	576	21693	\$1,713,747.00
2013/14	W	603	21805	\$1,722,595.00
2014/15	K	589	22140	\$1,749,060.00
2015/16	K	603	22,351	\$1,765,729.00

# Berryessa Union School District

## Measure K FY 2015/16 Adopted Budget

Proposed Budget Allocations			
Beginning Balance			\$ 0
Revenue			\$ 1,731,569
	Total Available Fund		\$ 1,731,569
Expense	Program Description	FTE	
821	Math Program	4	394,713
822	Science Program	4	365,947
823	Library Services	8.38	520,706
824	Counselors	1	103,337
820	Measure W ADM Fee		1,450
825	Technology		345,416
	Total Expense		\$ 1,731,569
Balance			\$ 0



# Berryessa Union School District

## Measure K FY 14/15 Actual Revenue and Expenses

Proposed Budget Allocations			
Beginning Balance			\$ 11,351
Revenue			\$ 1,730,349
	Total Available Fund		\$ 1,741,700
Expense	Program Description	FTE	
	Math Program	4	372,505
	Science Program	4	365,035
	Library Services	8.38	489,568
	Counselors	1	95,860
	Measure W ADM Fee		1,450
	Technology		417,282
	Total Expense		\$ 1,741,700
Balance			\$ 0