



Berryessa Union School District

Will Ector Jr., Superintendent

Measure K Oversight Committee

The Measure W 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 W 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 W Oversight Committee will be two-fold, that of ensuring accountability for how the funds generated by Measure W and that they are consistent with the parameters of the Measure and assessing the impact of the programs/personnel funded by Measure W 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 W 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 W funded programs/personnel on students/student learning.

Starting in September, 2010 the Committee will make annual reports to the Board on both the fiscal accountability and impact on students of programs/personnel funded by Measure W.

Committee Membership

Membership on the Measure W 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 W 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 W 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



Measure W Committee Meeting Minutes

Unadopted

May 6, 2014

District Office Board Room 1

1. The meeting was called to order at 6:03 p.m. by Ms. Donna Glanville. Jan Anderson, Kevin Costello, Donna Glanville, Pete Reyes, Anh Le, Karen Mattos, Margot Sandoval, Tyler Shewey, and Phuong Le were present. A quorum was declared.
2. The election for Vice-President was postponed until the September 16, 2014 meeting.
3. The January 28, 2014 minutes were reviewed. On motion by Ms. Jan Anderson, second by Ms. Anh Le, the minutes were approved as presented.
4. Currently, there are three committee vacant positions; one Certificated staff (CTAB), one parent to represent the Morrill family, and one parent to represent the Piedmont family. At the January 28, 2014 meeting, it was reported that the community was thanked for supporting the passing of Measure K and invited to apply to one of the committee's vacant positions. This was done through the schools newsletters. As of May 6, 2014, no one has applied. Ms. Phuong Le will bring this issue to the next Leadership meeting and recommend Principals speak to parents and teachers to invite them to apply for the open positions.
5. Ms. Phuong Le reviewed the Measure K proposed budget as it currently appears in the account classifications in the District's budget. Ms. Glanville requested clarification regarding the Measure W ADM fee of \$1,400. Ms. Phuong Le explained that the District contracts out for services to prepare the data collected from submitted parcel waivers to be sent to the Assessor's office, and that this fee was an allowable expense. Ms. Sandoval notified the committee that the fee increased by \$50 for the current year. The fee increase will be corrected to reflect the correct amount in the budget.

Ms. Glanville also asked why there was no FTE listed under technology. Ms. Phuong Le explained that the Technology expenses were to support the maintenance of the District server and other related expenses to support District wide technology needs for students and staff.

The Committee unanimously agreed to recommend the 2014-2015 Measure K allocation be approved by the Board of Trustees, with the correction to include the fee increase.

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Linda Chen

Richard Claspill

David Cohen

David Neighbors

Khoa Nguyen

6. The Committee presents a report to the Board of Trustees each year to show how the data connects to the spending of Measure W funds in areas that positively impact the district. The annual board report presentation was discussed. Ms. Mattos explained that due to the new Common Core implementation and changes in testing this year, next year there will be no Math and English Language test results for comparison.

For this year's presentation, Ms. Mattos will prepare the Science test results and Ms. Phuong will prepare the budget section of the report. Although Ms. LaToya Brown was not present at the meeting, she has agreed to present the report at the June 17, 2014 Board meeting.

7. The Committee agreed to schedule the meetings for the 2014-2015 fiscal year. The dates are as follows:
 - September 16, 2014
 - December 16, 2014
 - March 17, 2015
 - May 12, 2015

All meetings will start at 6:00 p.m. In addition, the next year report is scheduled to be presented at the June 16, 2015 Board meeting.

8. The meeting adjourned at 6:35 p.m.



Measure K Committee Meeting Minutes

Unadopted

September 16, 2014

District Office Board Room 1

1. The meeting was called to order at 6:06 p.m. by Ms. Donna Glanville, Committee President. Jan Anderson, Donna Glanville, Anh Le, Margot Sandoval were present. A quorum was not declared.
2. The Measure K Oversight Committee norms were reviewed.
3. The item for the election for vice-president was moved to the December 16, 2014 meeting.
4. The May 6, 2014 meeting minutes were review.
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.
6. The parcel assessments were reviewed.
7. Future 2014-15 meetings schedule was review.
8. The meeting adjourned at 6:21 p.m.

BOARD OF TRUSTEES

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Berryessa Union School District

Measure K FY 13/14 Actual Revenue and Expenses

Proposed Budget Allocations				
Beginning Balance				\$ 2,827
Revenue				\$ 1,704,441
	Total Available Fund			\$ 1,707,268
Expense	Program Description	FTE		
	Math Program	4	374,700	
	Science Program	3	260,719	
	Library Services	7.29	471,273	
	Counselors	1	90,966	
	Measure W ADM Fee		1,116	
	Technology		497,142	
	Total Expense			\$ 1,695,917
Balance				\$ 11,351

Berryessa Union School District

Measure K FY 2014/15 Proposed Budget

Proposed Budget Allocations			
Beginning Balance			\$ 11,351
Revenue			\$ 1,731,569
	Total Available Fund		\$ 1,742,920
Expense	Program Description	FTE	
821	Math Program	4	375,307
822	Science Program	3	294,285
823	Library Services	8.38	484,993
824	Counselors	1	94,383
825	Measure W ADM Fee		1,450
825	Technology		492,502
	Total Expense		\$ 1,742,920
Balance			\$ 0