

NOVATO UNIFIED SCHOOL DISTRICT

1015 Seventh Street • Novato • CA • 94945 • nusd.org

PARCEL TAX OVERSIGHT COMMITTEE

February 4, 2016

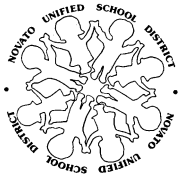
6:00 – 7:00 pm

DO Conference Room #102

<u>TIME</u>	<u>TOPIC</u>	<u>PERSON</u>
6:00 pm	Welcome and Introductions	Karen Maloney
6:05 pm	Review/Approve Minutes: March 23, 2015	Committee
6:10 pm	Discuss Committee: BP 3210 / AR 3210.1 Members Future Meetings	Karen Maloney
6:25 pm	2015-2016 First Interim Report 2015-2016 Multi-Year Projections	Karen Maloney Karen Maloney
7:00 pm	Adjournment	

TENTATIVE FUTURE MEETING DATES:

- To be discussed/determined by Committee



NOVATO UNIFIED SCHOOL DISTRICT

1015 Seventh Street • Novato • CA • 94945 • nusd.org

PARCEL TAX OVERSIGHT COMMITTEE

Minutes: March 23, 2015

<u>TIME</u>	<u>TOPIC</u>	<u>PERSON</u>
6:00 pm	✓ Welcome and Introductions	Karen Maloney
6:10 pm	✓ Review/Approve Minutes: January 26, 2015	Committee
6:15 pm	✓ Purpose of Committee Board Policy 3210.1	Committee
6:30 pm	✓ 2014-2015 Second Interim Report 2014-2015 Multi-Year Projections Reviewed documents	Karen Maloney
7:00 pm	Adjournment	

TENTATIVE FUTURE MEETING DATES:

Mondays: (6-7) Room 102

Parcel Tax

The Board of Education shall be responsible for the administration of parcel taxes voted into law by the registered voters of the district.

Exemptions to the parcel tax can be authorized by the Superintendent or designee and shall be defined as follows:

1. "Contiguous" - The term "parcel" shall mean any parcel of land, developed or underdeveloped, wholly or partially located within the district, for which the Marin County Assessor has assigned an assessor's identification number:
 - a. Any such parcels, which are contiguous, used solely for owner-occupied single-family residential purposes and held under identical ownership.
 - b. Contiguous parcels not used solely for single-family residential purposes but that are held under identical ownership and can be combined into one or more parcels that meet the requirements of the Office of the Marin County Assessor Recorder for parcel combinations, and that have an approved application on file, may, upon approval of an application of the owners thereof submitted to the Board, be treated as a single parcel for purposes of the special tax.
2. "Senior Citizens" - Pursuant to Government Code [50079](#)(b), any owner 65 years of age or older, of a parcel used solely for owner occupied single family residential purposes may obtain an exemption from the special tax upon approval of an application submitted to the Board. The owner must be 65 years prior to December 31 of the tax year (Board action/February 11, 1992).
3. "Government" - Local, state, and federal agencies are exempt.

Policy NOVATO UNIFIED SCHOOL DISTRICT

adopted: September 30, 2009 Novato, California

Citizens' Parcel Tax Oversight Committee

Novato voters generously approved a parcel tax of \$251 per parcel for six years on June 2, 2009. The ballot language specified that an independent Citizen's Oversight Committee be appointed by the Board of Education to ensure that special tax proceeds are spent for their authorized purposes, and to report annually to the Board and the public regarding the expenditure of such funds.

To comply with the ballot language, this committee will inform the public concerning the expenditure of parcel tax revenues. The committee shall actively review and report on the proper expenditure of taxpayers' money for educational programs and projects and shall convene to provide oversight to ensure that the funds are expended for their authorized purposes such as:

- * Minimizing layoffs for qualified and experienced teachers and school employees
- * Avoiding significant increases in class sizes in all grades
- * Maintaining outstanding instructional programs that help students succeed, such as competitive science and math programs
- * Maintain computers and classroom technology
- * Keep school libraries open and staffed
- * Protect programs and services that help students qualify for college and prepare students for good jobs
- * Protect music, arts, and athletic programs that provide a well-rounded education for district kids
- * Keep school counselors

Duties

Duties of the committee will include, but may not be limited to, the following:

1. Reviewing district expenditures of parcel tax funds on a regular basis.
2. Visiting school sites to review programs paid for by parcel tax funds including, but not limited to:
 - a. Performing Arts programs
 - b. Library programs
 - c. Class size reduction
 - d. Technology

3. Receiving and reviewing the annual financial audits.
4. Preparing an annual report to the Board.

School sites shall be encouraged to extend invitations to committee members to attend student performances and presentations made possible by parcel tax funding.

The Board shall, without expending parcel tax funds, provide the committee with any necessary technical assistance and shall provide administrative assistance in furtherance of its purpose and sufficient resources to publicize the committee's conclusions.

Committee Operations

The committee's legal charge is to inform the public about the expenditure of parcel tax proceeds. The committee will report directly to the Board. The committee is not granted any powers to determine how parcel tax funds may be spent.

As a Board-appointed committee, the committee's meetings are subject to the Brown Act; they must be open to the public and noticed in the same manner as proceedings of the Board.

The committee must issue a report on its activities at least once a year. Its minutes and reports are a matter of public record and will be made available on the district's internet website.

The committee shall meet regularly and committee members shall be available to attend the Board meetings when financial audits are presented.

The committee shall annually select a chairperson and vice chair and committee decisions will be made by majority vote.

Committee Membership Terms and Composition

The committee shall consist of up to eleven members. Each member will serve for a term of two years without compensation, and for no more than two consecutive terms.

The committee membership shall include the following community residents:

1. One member shall at the time of the appointment be a senior citizen (55 or over)
2. One member shall at the time of the appointment be active in business
3. One member shall at the time of the appointment be active in a local real estate organization
4. One member shall at the time of the appointment be a representative of North Marin Council PTA
5. Four members shall at the time of the appointment represent the community at large
6. Three members shall represent parents/guardians of currently enrolled district students

No employee or official of the district shall be appointed to the committee. Additionally, no vendor, contractor, or consultant of the district shall be appointed to the committee.

After appointment to a two-year term, committee members who wish to be appointed for a second two-year term shall reapply to the Board for consideration. In order to provide an overlap of committee members for continuity, no more than half of the current committee members may be appointed for a second two-year term.

Replacing a Committee Member

The term of a committee member would end and a new committee member would be named by the Board if one or more of the following events occur:

1. A committee member submits a written resignation
2. A committee member misses three committee meetings and a vote is taken by the rest of the committee to request that the Board replace the member

Within 60 days of being notified of a committee vacancy, the Board will appoint a new member to serve a full term following the application/nomination/interview process used to select the original committee members.

Dissolution of the Committee

At the expiration of the parcel tax, the committee will submit its final report and the committee will be dissolved.

Regulation NOVATO UNIFIED SCHOOL DISTRICT

approved: September 1, 2009 Novato, California

NUSD

February 4, 2016

Parcel Tax - \$251/Parcel

Comparison of the 2014-2015 Audited Actuals and 2015-2016 Budget as of the First Interim

DESCRIPTION:	COLUMN 1 2015-16 Actuals	COLUMN 2 2015-16 Working Budget First Interim	COLUMN 3 Difference (Col. 1 minus Col.)
A. Revenue:	\$251/Parcel	\$251/Parcel	
Parcel Tax Revenue 16,686/16,687	\$4,188,302	\$4,188,463	\$161
Interest Earnings	\$13,432	\$500	-\$12,932
Total Revenues	\$4,201,734	\$4,188,963	-\$12,771
B. Expenditure:			
Allocated to Sites/Departments	\$2,848,941	\$3,122,274	\$273,333
Fee collection expense	\$32,468	\$35,000	\$2,532
Total Expenditures	\$2,881,409	\$3,157,274	\$275,865
C. Other Sources/Uses - Contribution to Unrestricted:	\$1,898,909	\$1,240,700	-\$658,209
Contribution - Attract and Retain Staff & Smaller Class Sizes	\$1,898,909	\$1,240,700	
D Total Expenditures (B.) plus Other Sources (C.)	\$4,780,318	\$4,397,974	-\$382,344
E. Excess (Deficiency) revenues over expenditures : (A. minus D.)	-\$578,584	-\$209,011	\$369,573
F. Beginning Balance:	\$907,182	\$328,598	
G Ending Balance: (E. plus F.)	\$328,598	\$119,587	-\$209,011

NUSD
Parcel Tax - \$251/Parcel
Resource 9050

February 4, 2016

2015-2016 Budget as of the First Interim

Description	Column 1 District wide Fees/ Secondary \$7/ADA + C/O	Column 2 Regular Ed Instruction District CSR Staff	Column 3 Regular Ed Library District Library Staff	Column 4 Regular Ed Library Various Software	Column 5 Regular Ed Counseling District Couns Staff	Column 6 Note 1 Athletics/ Coaches Note 1	Column 7 Instructional Technology District Tech Staff	Column 8 Elem Music/ Secondary Performing Arts	Column 9 Contribution to the URGF Note 2 & 3	Column 10 TOTAL
Administrative Fee	\$35,000									\$35,000
Information Tech							\$243,220			\$243,220
District-Wide				\$15,000					\$1,240,700	\$1,255,700
Hamilton	\$1,281		\$31,247		\$100,322			\$54,566		\$187,416
Loma Verde			\$47,137							\$47,137
Lu Sutton			\$34,109							\$34,109
Lynwood			\$51,946							\$51,946
Olive			\$54,898							\$54,898
Pleasant Valley			\$53,413							\$53,413
Rancho			\$43,494							\$43,494
San Ramon			\$43,682							\$43,682
Elem Sch District-Wide			\$10,522					\$228,589		\$239,111
San Jose	\$8,462		\$37,178		\$99,341			\$97,952		\$242,933
Sinaloa	\$9,210		\$31,247		\$116,421			\$92,436		\$249,314
Marin Oaks	\$758				\$60,501					\$61,259
Novato	\$9,754	\$123,155	\$45,675		\$237,856	\$263,190		\$81,765		\$761,395
San Marin	\$11,357	\$59,185	\$54,554		\$286,068	\$244,676		\$113,852		\$769,692
Alternative Ed Center			\$6,894							\$6,894
High Sch-Other Fees						\$17,070				\$17,070
Nova	\$291									\$291
Total Allocations	\$76,113	\$182,340	\$545,996	\$15,000	\$900,509	\$524,936	\$243,220	\$669,160	\$1,240,700	\$4,397,974
Total FTE	n/a	1.60	9.875	n/a	8.9125	88 Coaches .80 FTE AD	3.20	6.90	19.088	50.3752

Note 1: Prior to the 2009-2010 fiscal year, Athletics were in the unrestricted, General Fund budget. With the passage of the Parcel Tax in June 2009, these expenditures were moved to Parcel Tax

Note 2: Since passage of the Parcel Tax in June 2009 the unrestricted general fund has received a contribution from the Parcel Tax program.

Note 3: To quantify the number of teacher positions (FTE) funded through the shift of revenues (contribution), \$1,898,909 has been divided by \$65,000 (salary/benefit cost per FTE) total of 29.214 FTE

It should also be noted:

A 1% salary increase for all employees was implemented in addition to the negotiated 2011-2012 salary increase of 2% paid in December 2012

For 2013-14, CSEA received a 3% increase and NFT a reconfiguration of the schedule salary with a cost of 3%

For 2014-15, effective 10/1/14 the District's contribution for employer's portion of paid health benefits increased. The increase equates to an increase of approximately 7% for CSEA and 3% for NFT members receiving health benefits. Additionally a 2% off-schedule bonus was paid at the end of the 2014-15 school year (part of the 2015-16 negotiated settlement)

For 2015-16, NFT and CSEA received a 6% salary increase

NUSD
Parcel Tax Projection
2015-2016 Budget as of the First Interim

February 4, 2016

REVENUES/EXPENDITURES	Note (1)	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS	FIRST	TOTAL
	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	
A. Available Revenues	2,446,617	2,349,837	2,812,921	2,796,230	4,294,002	4,316,029	4,290,229	4,253,501	4,254,870	4,201,734	4,188,963	40,204,934
<i>Parcel Tax Revenues</i>			2,758,090	2,767,668	4,280,403	4,308,371	4,273,710	4,243,657	4,247,677	4,188,302	4,188,463	
<i>Interest Earnings</i>			54,831	28,562	13,599	7,658	16,519	9,844	7,193	13,432	500	
B. Current Year Costs	1,882,135	2,020,091	2,110,390	2,303,404	2,539,784	2,653,986	2,645,802	2,748,366	2,828,707	2,881,409	3,157,274	27,771,348
<i>Staff - Step/Column</i>			2,049,422	2,250,207	2,318,135	2,423,048	2,378,290	2,550,283	2,597,465	2,690,199	2,933,165	
<i>Other Allocations</i>			29,998	17,342	186,426	197,321	233,645	163,696	195,400	158,742	189,109	
<i>Fees</i>			30,970	35,855	35,223	33,618	33,867	34,387	35,842	32,468	35,000	
C. Other Sources/Uses - Contrib. to Unrestricted:	0	0	514,314	575,285	1,731,300	1,731,300	1,744,285	1,722,299	1,423,345	1,898,909	1,240,700	12,581,737
<i>Contrib.-Attract/Retain/Class Size</i>			235,000	235,000	1,687,187	1,687,187	1,744,285	1,722,299	1,423,345	1,898,909	1,240,700	
<i>Contrib. -K-3 CSR</i>			279,314	340,285	44,113	44,113						
D. Total Exp. (B) + Other Sources(C.)	1,882,135	2,020,091	2,624,704	2,878,689	4,271,084	4,385,286	4,390,087	4,470,665	4,252,052	4,780,318	4,397,974	40,353,085
E. Surplus/-Deficit (A. minus D.)	564,482	329,746	188,217	-82,459	22,918	-69,257	-99,858	-217,164	2,818	-578,584	-209,011	-148,152
RESERVES	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	TOTAL
F. Beginning Balance	267,739	832,221	1,161,967	1,350,184	1,267,725	1,290,643	1,221,386	1,121,528	904,364	907,182	328,598	267,739
G. Ending Balance (E. plus F.)	832,221	1,161,967	1,350,184	1,267,725	1,290,643	1,221,386	1,121,528	904,364	907,182	328,598	119,587	119,587

Note (1) 2005-2006 is total includes "old" and "new" parcel taxes

Reduce Parcel Tax Revenues by .25% each year beginning 2011-12 to account for aging population

Parcel Tax 2015-2016 Budget as of the First Interim by Grade Level

Description	Column 1 District wide Fees/ Secondary \$7/ADA + C/O	Column 2 Regular Ed Instruction District CSR Staff	Column 3 Regular Ed Library District Library Staff	Column 4 Regular Ed Library Various Software, etc.	Column 5 Regular Ed Counseling District Couns Staff	Column 6 Athletics/ Coaches Note 1	Column 7 Instructional Technology District Tech Staff	Column 8 Elem Music/ Secondary Performing Arts	Column 9 Add'l Expend. Shifts-Math/ Science/Tech/ VAPA/CSR Note 2 & 3	Column 10 TOTAL
Administrative Fee	\$35,000									\$35,000
Information Tech							\$243,220			\$243,220
District-wide Info Tech										\$0
District-wide				\$15,000					\$1,240,700	\$1,255,700
Total	\$35,000	\$0	\$0	\$15,000	\$0	\$0	\$243,220	\$0	\$1,240,700	\$1,533,920
Hamilton	\$1,281		\$31,247		\$100,322			\$54,566		\$187,416
Loma Verde			\$47,137							\$47,137
Lu Sutton			\$34,109							\$34,109
Lynwood			\$51,946							\$51,946
Olive			\$54,898							\$54,898
Pleasant Valley			\$53,413							\$53,413
Rancho			\$43,494							\$43,494
San Ramon			\$43,682							\$43,682
Elem Sch District-wide			\$10,522					\$228,589		\$239,111
Total Elementary	\$1,281	\$0	\$370,448	\$0	\$100,322	\$0	\$0	\$283,155	\$0	\$755,206
San Jose	\$8,462		\$37,178		\$99,341			\$97,952		\$242,933
Sinaloa	\$9,210		\$31,247		\$116,421			\$92,436		\$249,314
Total Middle	\$17,672	\$0	\$68,425	\$0	\$215,762	\$0	\$0	\$190,388	\$0	\$492,247
Marin Oaks	\$758				\$60,501					\$61,259
Novato	\$9,754	\$123,155	\$45,675		\$237,856	\$263,190		\$81,765		\$761,395
San Marin	\$11,357	\$59,185	\$54,554		\$286,068	\$244,676		\$113,852		\$769,692
Alternative Ed Center			\$6,894							\$6,894
High Sch-Other Fees						\$17,070				\$17,070
Nova	\$291									\$291
Total High Schools	\$22,160	\$182,340	\$107,123	\$0	\$584,425	\$524,936	\$0	\$195,617	\$0	\$1,616,601
Total Allocations	\$76,113	\$182,340	\$545,996	\$15,000	\$900,509	\$524,936	\$243,220	\$669,160	\$1,240,700	\$4,397,974