



# NOVATO UNIFIED SCHOOL DISTRICT

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

## PARCEL TAX OVERSIGHT COMMITTEE

**March 23, 2015**

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
6:10 pm	Review/Approve Minutes: <a href="#">January 26, 2015</a>	Committee
6:15 pm	Purpose of Committee <a href="#">Board Policy 3210.1</a>	Committee
6:30 pm	2014-2015 Second Interim Report 2014-2015 Multi-Year Projections	Karen Maloney Karen Maloney
7:00 pm	Adjournment	

---

### TENTATIVE FUTURE MEETING DATES:

Mondays: (6-7) Room 102

- May 11, 2015



# NOVATO UNIFIED SCHOOL DISTRICT

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

## PARCEL TAX OVERSIGHT COMMITTEE

### Minutes: January 26, 2015

► 8 Committee Members Present

<u>TIME</u>	<u>TOPIC</u>	<u>PERSON</u>
6:00 pm	✓ Welcome and Introductions	Karen Maloney
6:05 pm	✓ Introduce New Members Ross Ingels, Michelle Roberts, Jackie & Wendy Sissel	Karen Maloney
6:10 pm	✓ Set meeting day and time Discussed sending Doodle for Committee To select Monday or Thursday	Committee
6:20 pm	✓ Review/Approve Minutes: May 27, 2014 & Oct 2, 2014	Committee
6:30 pm	✓ 2014-2015 First Interim Report 2014-2015 Multi-Year Projections Reviewed documents	Karen Maloney Karen Maloney
7:00 pm	Adjournment	

---

### TENTATIVE FUTURE MEETING DATES:

Mondays: (6-7) Room 102

- March 23, 2015
- May 11, 2015

### **Citizens' Parcel Tax Oversight Committee**

Novato voters generously approved a Parcel Tax of \$155.00 per parcel for 6 years on March 8, 2005. 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:

- \* Keeping small class sizes in grades K-8
- \* Restoring smaller high school class sizes in core subjects
- \* Keeping school libraries open
- \* Keeping school counselors
- \* Keeping classroom technology
- \* Keeping music education K-12
- \* Supporting essential programs to ensure all students meet basic standards
- \* Retaining teachers/staff avoiding extensive layoffs

#### 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 quarterly basis.
2. Visiting school sites annually 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

1. Receiving and reviewing the annual financial audits.
2. Preparing an annual written report to the Board.

School sites shall be encouraged to extend VIP 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 quarterly and Committee members shall be available to attend the Board meeting(s) 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 nine 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. One member shall at the time of the appointment be a parent/guardian of a child currently enrolled at Hill Middle School
6. One member shall at the time of the appointment be a parent/guardian of a child currently enrolled at San Jose Middle School

7. One member shall at the time of the appointment be a parent/guardian of a child currently enrolled at Sinaloa Middle School

8. Three members shall at the time of the appointment represent the community at large

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, any Committee member who wishes 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. The Committee member submits a written resignation
2. The 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

A Committee member who no longer serves as a representative of the designated group for which they were appointed to represent (e.g. ceases to be active within a business organization, or ceases to have a child enrolled in Novato Unified School District) shall be allowed to complete his/her term

Within 60 days of being notified of a Committee vacancy, the Board will appoint a new member to complete the term of the vacancy 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.

#### Policy NOVATO UNIFIED SCHOOL DISTRICT

adopted: September 30, 2008 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



Parcel Tax - \$251/Parcel

Comparison of the 2014-2015 First Interim and Second Interim Report

DESCRIPTION:	COL. 2 2014-15 Budget First Interim	COL. 2 2014-15 Budget Second Interim	Col. 3 Difference (Col. 1 minus Col. )
<b>A. Revenue:</b>	<b>\$251/Parcel</b>	<b>\$251/Parcel</b>	
Parcel Tax Revenue                      17,006/17,006 Parcels	\$4,268,463	\$4,268,463	\$0
Interest Earnings	\$1,000	\$1,000	\$0
<b>Total Revenues</b>	<b>\$4,269,463</b>	<b>\$4,269,463</b>	<b>\$0</b>
<b>B. Expenditure:</b>			
Allocated to Sites/Departments	\$2,837,540	\$2,886,158	\$48,618
Fee collection expense	\$37,900	\$37,900	\$0
<b>Total Expenditures</b>	<b>\$2,875,440</b>	<b>\$2,924,058</b>	<b>\$48,618</b>
<b>C. Other Sources/Uses - Contribution to Unrestricted:</b>	<b>\$1,898,909</b>	<b>\$1,898,909</b>	<b>\$0</b>
Contribution - Attract and Retain Staff & Smaller Class Sizes	\$1,898,909	\$1,898,909	
<b>D Total Expenditures (B.) plus Other Sources (C.)</b>	<b>\$4,774,349</b>	<b>\$4,822,967</b>	<b>\$48,618</b>
<b>E. Excess (Deficiency) revenues over expenditures :</b> (A. minus D.)	<b>-\$504,886</b>	<b>-\$553,504</b>	<b>-\$48,618</b>
<b>F. Beginning Balance:</b>	<b>\$907,182</b>	<b>\$907,182</b>	
<b>G Ending Balance: (E. plus F.)</b>	<b>\$402,296</b>	<b>\$353,678</b>	<b>-\$48,618</b>

**NUSD  
Parcel Tax - \$251/Parcel  
Resource 9050  
2014-2015 Second Interim Budget**

Description	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10
	District wide Fees/ Secondary \$7/ADA + C/O	Regular Ed Instruction District CSR Staff	Regular Ed Library District Library Staff	Regular Ed Library Various Software	Regular Ed Counseling District Couns Staff	Note 1 Athletics/ Coaches <b>Note 1</b>	Instructional Technology District Tech Staff	Elem Music/ Secondary Performing Arts	Contribution to the URGF <b>Note 2 &amp; 3</b>	Total
Administrative Fee	\$37,900									\$37,900
Information Tech							\$240,062			\$240,062
District-Wide			\$3,865	\$14,670		\$9,000	\$25,000		\$1,898,909	\$1,951,444
Hamilton			\$29,066			\$83,971		\$49,362		\$162,399
Loma Verde			\$42,619							\$42,619
Lu Sutton			\$31,544							\$31,544
Lynwood			\$48,182							\$48,182
Olive			\$51,758							\$51,758
Pleasant Valley			\$49,486							\$49,486
Rancho			\$41,187							\$41,187
San Ramon			\$35,721							\$35,721
Elem Sch District-Wide								\$188,349		\$188,349
San Jose	\$5,019		\$35,821			\$89,175		\$90,962		\$220,977
Sinaloa	\$6,020		\$29,066			\$108,216		\$81,926		\$225,228
Marin Oaks	\$460					\$58,181				\$58,641
Novato	\$9,506	\$112,930	\$43,521			\$240,618	\$243,855	\$73,706		\$724,136
San Marin	\$4,000	\$54,928	\$51,933			\$235,145	\$259,341	\$102,472		\$707,819
Alternative Ed Center			\$5,165							\$5,165
High Sch-Other Fees										\$0
Nova	\$350									\$350
<b>Total Allocations</b>	<b>\$63,255</b>	<b>\$167,858</b>	<b>\$498,934</b>	<b>\$14,670</b>	<b>\$815,306</b>	<b>\$512,196</b>	<b>\$265,062</b>	<b>\$586,777</b>	<b>\$1,898,909</b>	<b>\$4,822,967</b>
<b>Total FTE</b>	<b>n/a</b>	<b>1.60</b>	<b>9.875</b>	<b>n/a</b>	<b>8.9125</b>	<b>88 Coaches .80 FTE AD</b>	<b>3.20</b>	<b>6.70</b>	<b>29.214</b>	<b>60.3015</b>

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

**NUSD**  
**Parcel Tax Projection**  
**2014-2015 Budget as of the Second Interim**

March 23, 2015

REVENUES/EXPENDITURES	Note (1) ACTUALS 2005-06	ACTUALS 2006-07	ACTUALS 2007-08	ACTUALS 2008-09	ACTUALS 2009-10	ACTUALS 2010-11	ACTUALS 2011-12	ACTUALS 2012-13	ACTUALS 2013-14	PROJECT. 2014-15	TOTAL
<b>A. Available Revenues</b>	<b>2,446,617</b>	<b>2,349,837</b>	<b>2,812,921</b>	<b>2,796,230</b>	<b>4,294,002</b>	<b>4,316,029</b>	<b>4,290,229</b>	<b>4,253,501</b>	<b>4,254,870</b>	<b>4,269,463</b>	<b>36,083,699</b>
<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	4,268,463	
<i>Interest Earnings</i>			54,831	28,562	13,599	7,658	16,519	9,844	7,193	1,000	
<b>B. Current Year Costs</b>	<b>1,882,135</b>	<b>2,020,091</b>	<b>2,110,390</b>	<b>2,303,404</b>	<b>2,539,784</b>	<b>2,653,986</b>	<b>2,645,802</b>	<b>2,748,366</b>	<b>2,828,707</b>	<b>2,924,058</b>	<b>24,656,723</b>
<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	2,706,161	
<i>Other Allocations</i>			29,998	17,342	186,426	197,321	233,645	163,696	195,400	179,997	
<i>Fees</i>			30,970	35,855	35,223	33,618	33,867	34,387	35,842	37,900	
<b>C. Other Sources/Uses - Contrib. to Unrestricted:</b>	<b>0</b>	<b>0</b>	<b>514,314</b>	<b>575,285</b>	<b>1,731,300</b>	<b>1,731,300</b>	<b>1,744,285</b>	<b>1,722,299</b>	<b>1,423,345</b>	<b>1,898,909</b>	<b>11,341,037</b>
<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	
<i>Contrib. -K-3 CSR</i>			279,314	340,285	44,113	44,113					
<b>D. Total Exp. (B) + Other Sources(C.)</b>	<b>1,882,135</b>	<b>2,020,091</b>	<b>2,624,704</b>	<b>2,878,689</b>	<b>4,271,084</b>	<b>4,385,286</b>	<b>4,390,087</b>	<b>4,470,665</b>	<b>4,252,052</b>	<b>4,822,967</b>	<b>35,997,760</b>
<b>E. Surplus/-Deficit (A. minus D.)</b>	<b>564,482</b>	<b>329,746</b>	<b>188,217</b>	<b>-82,459</b>	<b>22,918</b>	<b>-69,257</b>	<b>-99,858</b>	<b>-217,164</b>	<b>2,818</b>	<b>-553,504</b>	<b>85,939</b>
<b>RESERVES</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>TOTAL</b>
<b>F. Beginning Balance</b>	<b>267,739</b>	<b>832,221</b>	<b>1,161,967</b>	<b>1,350,184</b>	<b>1,267,725</b>	<b>1,290,643</b>	<b>1,221,386</b>	<b>1,121,528</b>	<b>904,364</b>	<b>907,182</b>	<b>267,739</b>
<b>G. Ending Balance (E. plus F.)</b>	<b>832,221</b>	<b>1,161,967</b>	<b>1,350,184</b>	<b>1,267,725</b>	<b>1,290,643</b>	<b>1,221,386</b>	<b>1,121,528</b>	<b>904,364</b>	<b>907,182</b>	<b>353,678</b>	<b>353,678</b>

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 2014-2015 Budget (as of the Second 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 <b>Note 1</b>	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 <b>Note 2 &amp; 3</b>	Column 10 Total
Administrative Fee	\$37,900									\$37,900
Information Tech							\$240,062			\$240,062
District-wide Info Tech							\$25,000			\$25,000
District-wide				\$14,670					\$1,898,909	\$1,913,579
<b>Total</b>	<b>\$37,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,670</b>	<b>\$0</b>	<b>\$0</b>	<b>\$265,062</b>	<b>\$0</b>	<b>\$1,898,909</b>	<b>\$2,216,541</b>
Hamilton			\$29,066		\$83,971			\$49,362		\$162,399
Loma Verde			\$42,619							\$42,619
Lu Sutton			\$31,544							\$31,544
Lynwood			\$48,182							\$48,182
Olive			\$51,758							\$51,758
Pleasant Valley			\$49,486							\$49,486
Rancho			\$41,187							\$41,187
San Ramon			\$35,721							\$35,721
Elem Sch District-wide			\$3,865					\$188,349		\$192,214
<b>Total Elementary</b>	<b>\$0</b>	<b>\$0</b>	<b>\$333,428</b>	<b>\$0</b>	<b>\$83,971</b>	<b>\$0</b>	<b>\$0</b>	<b>\$237,711</b>	<b>\$0</b>	<b>\$655,110</b>
San Jose	\$5,019		\$35,821		\$89,175			\$90,962		\$220,977
Sinaloa	\$6,020		\$29,066		\$108,216			\$81,926		\$225,228
<b>Total Middle</b>	<b>\$11,039</b>	<b>\$0</b>	<b>\$64,887</b>	<b>\$0</b>	<b>\$197,391</b>	<b>\$0</b>	<b>\$0</b>	<b>\$172,888</b>	<b>\$0</b>	<b>\$446,205</b>
Marin Oaks	\$460				\$58,181					\$58,641
Novato	\$9,506	\$112,930	\$43,521		\$240,618	\$243,855		\$73,706		\$724,136
San Marin	\$4,000	\$54,928	\$51,933		\$235,145	\$259,341		\$102,472		\$707,819
Alternative Ed Center			\$5,165							\$5,165
High Sch-Other Fees						\$9,000				\$9,000
Nova	\$350									\$350
<b>Total High Schools</b>	<b>\$14,316</b>	<b>\$167,858</b>	<b>\$100,619</b>	<b>\$0</b>	<b>\$533,944</b>	<b>\$512,196</b>	<b>\$0</b>	<b>\$176,178</b>	<b>\$0</b>	<b>\$1,505,111</b>
<b>Total Allocations</b>	<b>\$63,255</b>	<b>\$167,858</b>	<b>\$498,934</b>	<b>\$14,670</b>	<b>\$815,306</b>	<b>\$512,196</b>	<b>\$265,062</b>	<b>\$586,777</b>	<b>\$1,898,909</b>	<b>\$4,822,967</b>