Citizen's Oversight Committee for Parcel Tax
Meeting Agenda

January 24, 2018
5:00 PM
Pinole Middle School Library
1575 Mann Dr., Pinole

Agenda Items

1. Public Comment (1 minute per speaker)
   The public may address the committee on any item on the agenda by completing a speaker card.

2. Approval of January 10, 2017 Minutes (5 min.) – Action

3. Parliamentary Rules (10 min.) - Procedural
   The Chair will present Rosenberg's Rules of Order.

4. Discussion of Future Meeting Dates (15 min.) - Discussion
   The committee will discuss a schedule of future meeting dates based on BP1221 suggested meeting cycle.

5. Charter School Expenditures (15 min) - Discussion
   Charter School expenditures will be reviewed to ensure compliance with the parcel tax measure.

6. Report to the Board (30 min.) - Discussion
   Committee will discuss report parameters and assist the Chair in crafting the report to the Board.

7. Approve 2016-17 Parcel Tax Expenditures Resolution (5 min.) – Action

8. Good of the Order/Future Meeting (10 min.)

9. Adjourn (approx. 6:30 PM)

Next Meeting
To Be Determined, Pinole Middle School Library

south robertson neighborhoods council
City of Los Angeles Certified Neighborhood Council

Rosenberg's Rules of Order at a Glance

The Three Basic Motions

Simple majority to pass / open to debate

Basic Motion: "I move that we..."
Motion to Amend: suggests changes to the basic motion.
Motion to Substitute: replaces the basic motion entirely.

Special Motions

Simple majority to pass / no debate, goes directly to vote

Motion to Adjourn: ends the meeting.
Motion to Fix a Time to Adjourn: ends the meeting at a set time.
Motion to Recess: break in the meeting. Chair sets length of the break.
Motion to Table: defers the motion under discussion to a future date.

Motions that Permanently Close Discussion

2/3 majority to pass / no debate, goes directly to vote

Motion to Limit Debate: stops debate. "I move the question."
Motion to Close Nominations: stops new nominations for a position.
Motion to Object to the Consideration of a Question: rare, stronger form of tabling. Used before debate has begun.
Motion to Suspend the Rules: temporarily changes meeting rules. Cannot be used to suspend non-parliamentary bylaws. Can be debated.

Meeting Interruptions

May be used at any time. Chair responds by asking you to state your point.

Point of Privilege: points out uncomfortable surroundings, like a cold room or being unable to hear a speaker.
Point of Order: points out failure to follow correct meeting procedures.
Call for Orders of the Day: points out that the discussion has strayed from the agenda.
Appeal: reverses a Chair's ruling when passed by simple majority. Requires a second and can be debated.
Withdraw a Motion: used by the person making the motion. Others may immediately reintroduce the motion if they wish.

Motion to Reconsider

Simple majority to pass / open to debate

May only be made by a member who previously voted in the majority for the item. Must be made during the same meeting (or at the very next meeting, assuming it's been added to the agenda).

Life of a Motion

1. Chair announces item subject and number
2. Sponsor introduces item
3. Board asks technical questions for clarification purposes
4. Public comment on the item
5. Chair asks for motion
6. Chair asks for second
7. Board debates motion
8. Board votes
9. Chair announces result

Notes:

- All motions require a second before they can be voted upon.
- You must be recognized by the Chair before speaking.
- Chair may set limits on debate time or number of speakers.
- Abstentions don't count in vote tally.
- A tie vote fails to pass.
- To recuse, publicly state reason for recusal and leave room during debate and vote.

Simple Parliamentary Procedures Cheat Sheet

(Adapted from *Rosenberg's Rules of Order*: Simple Parliamentary Procedures for the 21st Century)

Meeting Basics

- Establish a quorum
- Call meeting to order
- Move through agenda
- Adjourn meeting

Motions 101

Basic Motions

- Basic motion on agenda item
- Motion to amend
- Substitute motion

Meeting Motions

- Motion to adjourn
- Motion to recess
- Motion to fix the time to adjourn
- Motion to table

Super Majority Motions

- Motion to limit debate
- Motion to close nominations
- Motion to object to the consideration of a question
- Motion to suspend the rules

A motion can be made and seconded by any member.

Agenda Item Discussions

1. **Announce Agenda Item**: Chair clearly states agenda item number and subject.
2. **Reports and Recommendations:** Relevant speaker gives report and provides recommendations.
3. **Questions and Answers:** Technical questions from members are asked and addressed.
4. **Public Comment**: Chair allows public comment and input under the terms of the Board's policy for such comment.
5. **Motions and Action Items:**
   a. **Motions Introduced:** Chair invites motion from body, and announces name of member introducing motion.
   b. **Seconds:** If motion is seconded, Chair announces name of seconding member.
   c. **Motions Clarified**: Seconded motion is clarified by maker of motion, Chair, or secretary/clerk.
   d. **Amendments and Substitutions**: Other members may propose amended or substitute motions.
   e. **Discussion and Vote**: Members discuss motion. Chair announces that vote will occur. Members vote on the last motion on the floor (a substitute motion) first, and if that does not pass, vote on the next-to-last motion, and so on.
   f. **Ayes and Nays**: Chair takes vote by asking for "ayes," "nays," or "abstentions." Unless super majority required, simple majority determines whether motion passes.
   g. **Results and Actions:** Chair announces result of vote and action the body has taken. Names of dissenters should be announced as well. *Example: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."*
6. **Repeat:** Begin process again with next agenda item.

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Link to purchase ILG's *Rules of Order*

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West Contra Costa USD

Board Policy

Parcel Taxes

BP 1221
Community Relations

Distribution of Parcel Tax Revenue / Citizens Oversight Committee for Parcel Taxes

The Board believes that all public school students who live in the West Contra Costa Unified School District (WCCUSD) boundaries, whether they attend neighborhood schools or public charter schools within the district, should benefit from the proceeds of Measure G of 2012 and further measures that the voters may approve. An equal share of the proceeds from parcel tax measures approved after January 2016 will be distributed on a WCCUSD resident per pupil basis to the charter schools located within the WCCUSD boundaries.

The Board of Education recognizes that public trust depends upon transparent expenditure of voter-approved parcel tax proceeds. The Board appoints the Citizens Oversight Committee for Parcel Taxes to ensure that tax funds are spent according to ballot measure language and to report annually to the Board and to the public regarding the expenditure of such monies.

The membership of the Committee shall represent the diversity of the community and a variety of perspectives. The Committee will be comprised of eleven members appointed by the Board from recommendations of the following groups:

Two parents with one recommended by the Parent Teacher Association (PTA) and one recommended from a Parent Teacher Organization (PTO) organization with one coming from a school with an unduplicated count of greater than 80%. Unduplicated count means the percentage of students who are either Low Income, Foster Youth or English Learners counted once.

* One student recommended by the WCCUSD Youth Commission
* One teacher recommended by the United Teachers of Richmond
* One business person recommended by one of the west county Chambers of Commerce
* One youth program leader recommended by one of the community based organizations in west county serving youth
* One classified employee recommended by the classified employee unions
* One representative recommended by the California Charter Schools Association
* One representative from the Contra Costa Taxpayers Association
* One principal recommended by the West Contra Costa Administrators Association
* One member representing the West County Mayors Association.

Petition by New Organization

An organization seeking to appoint a member to sit on this committee shall petition the Board of Education Governance Subcommittee for consideration in written format with justification for the request.

Terms

The terms of the nominees shall be two years in duration with members eligible to serve two consecutive two-year terms.

If a Committee member resigns before the end of her/his two year term, the recommending group shall provide a new nomination to complete the remainder of the term.

The Board shall approve appointments to the Committee in June of each year, and other times as needed.

A Committee member may be removed by majority vote of the Board for just cause.

The Board shall receive the report of the Committee at a regular public meeting in January of each year.

Staff Responsibility

The annual parcel tax expenditure budget shall be displayed by program as specified in Exhibit B of the Measure G 2012 full ballot text and then by object code for each program. Actual expenditures versus the budget reports and the annual audit report of expenditures shall be displayed in the same manner as the budget.

In advance of each meeting of the Committee, Superintendent or designee shall provide members a copy of this policy, the full ballot language for parcel tax measures currently in effect together with any related Board resolutions, and financial documents related to parcel tax expenditures including actual expenditures with specified allocation of funds. Upon meeting to confer, the Committee may request additional information deemed necessary to fulfill their responsibility to the Board and the community.

Staff shall record summary minutes of meetings, to be approved by the Committee.

Committee membership, meeting minutes and reports to the Board shall be posted on the District website.

Committee Responsibility

The Committee, consisting of eleven (11) members, shall meet to prepare an annual report to the Board that reconciles parcel tax expenditures with programs and positions funded by the tax measure(s). The Committee will review the annual audit of the parcel tax expenditures. The Committee will review enrollment and expenditure data from charter schools to ensure that those schools are also in compliance with authorizing provisions of the measure. The following meeting cycle is recommended, with additional meetings scheduled as needed:

* September: preliminary meeting to review adopted budget and Committee scope of work, and to orient new members
* November: working meeting to analyze data and prepare report to the Board
* January: presentation to Board at a regularly scheduled public meeting

The Committee shall annually appoint a chair from among the citizen members. The chair with assistance from staff will schedule meetings, conduct Committee business, and present the annual report to the Board. The Committee will develop and implement bylaws aligned with Board policy.

The Committee shall serve as a resource to the community for information related to District parcel taxes.

Meetings

To assure a quorum, meetings shall be scheduled with reasonable advance notice and at a time determined to be most convenient for most members. A quorum is required to conduct business.

All meetings shall be conducted in accordance with public meeting laws. Agendas shall be posted and include time, place of meeting, discussion items, and opportunity for public comment. Minutes shall be taken and made publicly available.

Decisions shall be made by majority vote when consensus cannot be achieved. Votes shall be recorded in the minutes.

Policy West Contra Costa Unified School District
adopted: May 25, 2016 Richmond, California
revised: June 28, 2017 Richmond, California

Citizen's Oversight Committee for Parcel Tax

Resolution

Concerning:	2016-2017 Parcel Tax Expenditures and Scope of Measure G
Adopted:	Meeting of the Citizen's Oversight Committee for Parcel Tax at their January 10, 2018 meeting

Background

In November of 2012 voters approved the continuance of the School District's parcel tax levy. Starting in the 2014-15 fiscal year, Measure G (Election of 2012) has provided parcel tax revenues for West Contra Costa Unified School District schools. The Measure G parcel tax levy began as of July 1, 2014 and will continue through June 30, 2019. The text of the measure is available on the District's website located at: www.wccusd.net.

According to Measure G: "Parcel Tax funds shall also be subject to an annual independent financial audit which shall be made public, including oversight by the Community Oversight Committee for Parcel Tax and posted on the District's website."

As part the Committee's oversight, we reviewed the Measure G Parcel Tax Report (see attached) for parcel tax expenditures and found the reports to be aligned with the stated purposes of the parcel tax measure.

During the 2016-17 school year the District used the funds supporting the following programs:

- Protecting core academic subjects including reading, writing, mathematics and science,
- Attracting and retaining quality teachers,
- Preparing students for college and the workforce,
- Providing smaller class sizes for the youngest children,
- Providing classroom computers and technology,
- Improving safety on and around our campuses,
- Supporting after-school programs to keep kids away from gangs and drugs,
- Supporting science laboratories, materials and activities,
- Supporting libraries,
- Reviewing Charter School expenditures.

Finding

The Committee finds that the expenditures budgeted for FY 16-17 are within the stated purposes for Measure G funds.

Chairperson of the Citizens Oversight Committee for Parcel Tax