

Ventura Unified School District

## **Parcel Tax Oversight Committee**

# **Annual Report 2013-2014**

December 9, 2014

### Board of Education

Mary Haffner, President  
Debbie Golden, Vice President  
Barbara Fitzgerald  
Velma Lomax  
John B. Walker

### Parcel Tax Oversight Committee

David Armstrong, Chair  
Kevin Rose, Vice Chair  
Brett Becker, Member  
José Bernard, Member  
Aran Burke, Member  
Lou Cunningham, Member  
Sabrena Rodriguez, Member

### Ventura Unified School District Staff

Dr. Trudy Tuttle Arriaga, Superintendent  
Joseph Richards, Assistant Superintendent, Business Services  
Kathy Asher, Assistant Superintendent, Educational Services  
B.J. Fitzgerald, Board of Education Liaison  
Andrea McNeill, Director, Budget and Finance  
Rosi Cortéz, Executive Assistant

## OVERVIEW

The Parcel Tax Oversight Committee's first annual report to the Ventura Unified School District's Board of Education ("Board") analyzes the expenditure of funds generated through the parcel tax assessment approved by voters as Measure Q. The purpose of this report is to provide the Board and community stakeholders information on how the \$2,135,623 in revenue was spent and determine whether Ventura Unified School District's ("VUSD") use of the parcel tax revenue is consistent with the intended use of such monies.

This report was prepared by the Parcel Tax Oversight Committee ("PTOC") in conformance with the voter-approved initiative requirements.

## ROLE OF COMMITTEE

Pursuant to the terms of Measure Q, the role of the PTOC is to provide oversight of and accountability for the expenditures funded by Measure Q to ensure that the funds collected are spent for the purposes approved by the voters.

The Committee relies solely on information provided by VUSD staff and has no audit authority.

The PTOC does not establish or recommend budgets.

## BACKGROUND

In November 2012, voters within the Ventura Unified School District approved Measure Q, a parcel tax assessment of \$59.00 per parcel. In addition to the reporting requirements established by California law, the ballot initiative included a requirement for a citizens' oversight committee.

This committee, referred to as the Parcel Tax Oversight Committee ("PTOC"), consists of seven members representing various parts of the community. Interested citizens applied through an open process. The Board reviewed the applications and appointed the committee at a public meeting.

The PTOC is required to meet at least semi-annually to monitor the expenditures of these funds by VUSD and to report to the Board and the community, on an annual basis, on how these funds have been spent. An annual audit will be a part of the PTOC's report to the Board.

The PTOC's governing documents are attached to this report as Appendix "A".

The PTOC began meeting under the rules of the Brown Act on October 1, 2013 and met subsequently in January, March, May and November of 2014. Meeting agendas and minutes are attached in Appendix "B".

# REVENUE

Measure Q assesses a tax of \$59.00 per parcel within the Ventura Unified School District's boundaries. The total revenue budgeted for 2013-2014 was \$2,135,623.

The original projected revenues were \$2,665,030. This estimate was based on assessing each apartment or rental unit, regardless of the actual number of tax parcels. After Measure Q passed, however, a precedent-setting court case ruled that public agencies could only assess the actual parcel rather than the units. VUSD, on advice from its consultant and legal counsel, decided to abide by this ruling voluntarily. The impact to the district was a reduction of \$529,407 or nearly 20% of the total anticipated assessments.

Chart 1 - Change in Projected Revenue



Original Revenue Projection:  
\$2,665,030



# EXPENDITURES

## Class-Size Reduction

One of the top priorities of Measure Q was to sustain then current class sizes in the face of potential state funding cut-backs. With the passage of Proposition 30, there were no further state cuts and VUSD was able to reduce the class-size averages.

The budget assumed hiring ten new full-time equivalent (FTE) teachers for a total of \$650,000 or approximately 30% of the total budget. The actual amount spent was \$671,881.09, or 3.4% more than budgeted.

Measure Q funded 3 additional elementary level teacher positions, 3 new middle school teacher positions and 4 new high school teacher positions. The total annual cost of these additional positions was \$671,881.09. The average salary was \$48,805 with the balance of the costs attributable to benefits and taxes.

At the 4th & 5th grade levels, the average class was reduced from 32 to 30 students per teacher (6.3% reduction). Middle and high school classes were reduced from an average of 35 to 34 students per teacher (2.9% reduction).

## Technology

The budget for technology was \$525,623 or just under 25% of the total Measure Q annual funding. VUSD's total technology budget is \$3,079,129. A total of \$110,057.68 or 21% of the Measure Q budget was spent primarily on district-wide network upgrades. Parcel tax funds accounted for 17% of the total technology funding. Other funding sources during

the fiscal year included one-time Common Core Implementation funding from the state as well as on-going Title I, Lottery and other state sources.

## Instructional Materials

Approximately 23% of the Measure Q budget (\$500,000) is allocated to instructional materials. Of this, \$159,000 (32%) was spent on Everyday Math on both English and Spanish for grades K-5.

## Art & Music

The Art & Music fiscal year budget totaled \$400,000 or about 19% of the Measure Q budget. The bulk of the funding (\$296,253.98) funded 3.5 FTE art and music specialist positions at an average salary of \$64,862. The significantly higher salaries reflect the fact that Measure Q funds were used primarily to retain existing teachers. These teachers were previously paid for with other funding sources that are no longer available.

Chart 2 - Budgeted Expenditures

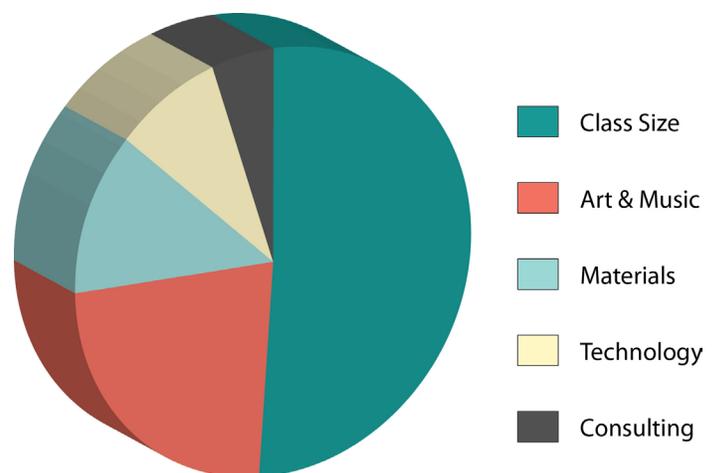


Table 1 - Summary Expenditures 2013-2014

The art teacher specialists provide staff development workshops for classroom teachers, curriculum support and visit each of the 17 elementary schools to provide each student with one instructional class per school year. Music teacher specialists (2.5 FTE) provide staff development workshops for classroom teachers, curriculum support and visit each of the 17 elementary schools. In addition, one music teacher specialist teaches and directs three all-district choirs (“No-tables,” “Crecendo” and “Company”).

## Consultant Fees

The contract for the ballot initiative consultant retained is a “success” fee of \$60,000. In 2013-14, the consultant was also reimbursed an additional \$6,737.29 for out-of-pocket expenses.



Item	Amount
Elem Teacher #1	68,003.02
Elem Teacher #2	71,409.47
Elem Teacher #3	68,555.48
MS Teacher #1	65,093.13
MS Teacher #2	76,814.16
MS Teacher #3	65,093.12
HS Teacher #1	61,851.57
HS Teacher #2	64,874.92
HS Teacher #3	65,093.12
HS Teacher #4	65,093.10
<b>Subtotal: Class Size Reduction</b>	<b>671,881.09</b>

Art Teacher	88,716.45
Music Teacher	85,359.10
Music Teacher	95,751.82
Music Teacher - Choruses (3)	26,426.61
Mileage Reimbur.	1,218.04
Band Uniforms	6,717.32
Choir Attire	9,138.27
<b>Subtotal: Art &amp; Music</b>	<b>313,327.67</b>

<b>Subtotal: Instructional Materials</b>	<b>159,000.00</b>
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Fiber Optics	3,630.54
Kemp Load Balancer	31,399.88
Intel Server System	7,125.49
VM Server	7,125.49
VMSoftware, Maint. & Support	3,554.00
Apple I-Pads	11,358.50
Switching Equipment	2,096.78
UPS Maintenance Agreement	8,183.00
Upgrade email & network	18,290.00
<b>Subtotal:Technology</b>	<b>110,067.58</b>

<b>Subtotal: Consulting Fees</b>	<b>66,737.29</b>
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<b>TOTAL:</b>	<b>1,321, 013.57</b>
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## FINDINGS

After reviewing the financial information provided by the Ventura Unified School District (VUSD) staff, the Parcel Tax Oversight Committee (PTOC) has determined that during the 2013-2014 fiscal year, VUSD's use of funds expended meets the requirements approved by voters through Measure Q.

## CARRY-OVER

VUSD collected a total of \$2,135,623 in parcel tax revenue and expended \$1,321,014, leaving a carry-over balance of \$814,609. The receipt of the initial Measure Q funds coincided with a major overhaul of the public education funding system. VUSD's budgeting focus was on the new Local Control Funding Formula and new Local Control Accountability Program. With these new funding systems now in place, VUSD anticipates spending the entire carry-over amount in addition to the new 2014/15 funds in FY 2014/15. All carry-over expenditures shall be consistent with requirements of Measure Q.



## VALUES

In addition to conforming to the letter of the law, the PTOC and VUSD jointly believe that the use of Measure Q funds should be:

- Fair
- Transparent
- Sustainable

The goals for each of these key areas include:

### Fair

1. Continue to distribute the funds as defined in the ballot initiative.
2. Expend funds in the year they are collected.

### Transparent

1. Continue to communicate Measure Q budgets, in advance, to all stakeholders.
2. Continue to allow public input on the budget prior to adoption.

### Sustainable

1. Continue to clearly assess the value of major expenditures.
2. Continue strategic planning for the use of the funds that emphasizes maximizing impact.
3. Develop a sustainability plan.

# Appendix “A”

PTOC  
Governing  
Documents

Measure “Q” Ballot Language  
PTOC Bylaws

## **MEASURE Q Ballot Initiative**

**“To maintain academic programs including science, math, reading, writing, arts and music, fund computer technology, and help avoid increased class sizes with funds that cannot be taken by the State and spent elsewhere, shall Ventura Unified School District levy a \$59 parcel tax for four years, so long as an independent citizens’ oversight committee is required, all funds are spent on neighborhood schools, and no money is used for administrative salaries?”**

**VENTURA UNIFIED SCHOOL DISTRICT**

**PARCEL TAX OVERSIGHT COMMITTEE**

**BYLAWS**

**Section 1. Committee Established.**

On November 6, 2012, the Ventura Unified School District (“District”) received approval from voters to implement an annual \$59 per parcel tax levy to support educational programs for a period of four years. Pursuant to its desire to assure the greater school community that these parcel tax dollars will be expended in a manner consistent with the ballot language, the District voluntarily establishes a Parcel Tax Oversight Committee (PTOC). The Board of Trustees of the Ventura Unified School District (“Board”) hereby adopts the Parcel Tax Oversight Committee Bylaws setting forth the duties and rights of this Committee.

**Section 2. Purposes.**

The purpose of the PTOC is to provide oversight and accountability on the expenditures funded by Measure Q to ensure that the said funds are spent for the purposes approved by the voters. The PTOC will meet at least semi-annually to monitor the expenditures of these funds by the District and will report to the Board of Education and the community, on an annual basis, on how these funds have been spent. An annual audit will be a part of the PTOC’s report to the Board.

The PTOC will hold at least two regular meetings a year (one in the fall and one in the spring) at mutually convenient dates and times. **All meetings of the PTOC shall be open to the public. As a standing committee of the Board of Education, meetings of the PTOC are subject to the requirements of the Brown Act.**

The District shall provide necessary administrative support to the PTOC as shall be consistent with the PTOC’s purposes.

**Section 3. Duties.**

To carry out its stated purposes, the PTOC shall perform the following duties:

**3.1 Review Expenditures.** The PTOC shall review expenditure reports produced by the District to ensure that parcel tax proceeds are expended only for the purposes set forth in the ballot measure.

**3.2 Present an Annual Report.** The PTOC shall present to the Board, in public session, an annual written report which shall include the following: (a) A statement indicating whether District use of parcel tax revenue is consistent with the intended use of such monies and (b) a summary of the PTOC's proceedings and activities for the preceding year.

## **Section 4. Authorized Activities.**

In order to perform the duties set forth in Section 3, the Committee may receive and review copies of the District's annual independent financial audit and/or make requests for copies or inspection of District records in writing to the District's Chief Business Official. The Committee may also request to meet and confer with members of the District's Management Team and/or conduct site visits to verify that the parcel tax revenues are being used in an appropriate manner.

## **Section 5. Membership.**

**5.1 Number.** The PTOC appointed by the Board of Education shall consist of not less than seven nor more than 11 members, and shall be representative of each of the following:

- A. Business
- B. Senior Organization
- C. (3) Parent/Guardian of currently enrolled District Students
- D. Real Estate/Land Owners Organization
- E. (3) Community at Large

Each member will serve for a term of two years without compensation, and for no more than two consecutive terms.

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.

**5.2 Qualification Standards.** To be a qualified person, he or she must be at least 18 years of age and reside within the Ventura Unified School District boundaries.

**5.3 Term.** Except as otherwise provided herein, each member shall serve a term of two (2) years, beginning July 1, 2013. No member may serve more than two (2) consecutive terms. At the PTOC's first meeting, members will draw lots to select a minimum majority for an initial three (3) year term and the remaining members for an initial two (2) year term. A PTOC member who ceases to belong to one of the designated groups he/she was appointed to represent shall be permitted to complete his/her term so long as he/she continues to reside within the District boundaries.

**5.4 Removal: Vacancy.** The Board may remove any PTOC member for cause, including failure to attend three consecutive PTOC meetings or for failure to comply with the Parcel Tax Oversight Committee Ethics Policy Statement. Upon a member's removal, his or her seat shall be declared vacant. The Board shall fill by appointment any vacancies on the PTOC or any additional membership on the PTOC.

**5.5 Compensation.** The PTOC members shall not be compensated for their services.

## **Section 6. Meetings of the Committee.**

**6.1 Regular Meetings.** The PTOC shall establish a schedule for the date and time of regular meetings to be held at least semi-annually to include an annual organizational meeting to be held no later than October 15th.

**6.2 Procedures.** All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Meetings shall be conducted according to such additional procedural rules as the PTOC may adopt. A two-thirds majority of the number of PTOC members shall constitute a quorum for the transaction of any business except adjournment.

## **Section 7. District Support.**

**7.1** The District shall provide to the PTOC necessary technical and administrative assistance as follows:

- A. preparation of and posting of public notices as required by the Brown Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board,
- B. provision of a meeting room, including any necessary audio/visual equipment,
- C. preparation and copies of any documentary meeting materials, such as agendas and reports, and
- D. retention of all PTOC records, and providing public access to such records on an internet website maintained by the District Board.

**7.2** District staff shall attend PTOC proceedings whenever invited in order to report on the status of projects and the expenditures of parcel tax proceeds.

Staff to the PTOC shall include:

- Board Liaison
- Superintendent
- Assistant Superintendent, Business Services
- Assistant Superintendent, Educational Services

## **EXHIBIT A**

- Director of Budget and Finance
- Executive Assistant, Business Services

**7.3** In the event of a vacancy on the PTOC for any reason—resignation, removal, or end of term— District staff shall post said vacancy and application process in a timely manner at all District offices, on the District website. Staff shall also publicize the vacancy via news releases prepared and delivered to local news media outlets.

### **Section 8. Reports.**

In addition to the Annual Report required in Section 3.2, the PTOC may choose to report to the Board following any meeting in order to advise the Board on the activities of the PTOC. Such report shall be in writing and shall summarize the proceedings and activities conducted by the PTOC.

### **Section 9. Officers.**

The PTOC shall elect a Chair and a Vice-Chair who shall act as Chair only when the chair is absent, which positions shall continue for two (2) year terms. No person shall serve as chair for more than two consecutive terms.

### **Section 10. Amendment of Bylaws.**

Any amendment to these Bylaws shall be approved by a majority vote of the Ventura Unified School District Board.

### **Section 11. Termination.**

The Committee shall automatically terminate and disband at the earlier of the date when (a) all parcel tax proceeds are spent, or (b) June 30, 2018.

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**ATTACHMENT A**

**PARCEL TAXOVERSIGHT COMMITTEE**

**ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for PTOC members to follow while carrying out their roles. Not all ethical issues that PTOC members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for PTOC members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. PTOC members are expected to strictly adhere to the provisions of this Ethics Policy.

**CONFLICT OF INTEREST.** A PTOC member shall not make or influence a District decision regarding the expenditure of any parcel tax monies in a manner which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

**COMMITMENT TO UPHOLD LAW.** A PTOC member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Ventura Unified School District.

**COMMITMENT TO DISTRICT.** A PTOC member shall place the interests of the District above any personal or business interest of the member.

*I have read the above Ethics Policy Statement and agree to abide by all of the conditions contained therein.*

\_\_\_\_\_  
Signature of Committee Member

\_\_\_\_\_  
Date

Printed Name of Committee Member: \_\_\_\_\_

# Appendix “B”

PTOC  
Summary of  
Proceedings & Activities

Meeting Agendas & Minutes  
VUSD Budget Documents

**Parcel Tax Oversight Committee**  
**Tuesday, October 1, 2013**  
**6:00 P.M.**  
**Susan B. Anthony Room**  
**A G E N D A**

**PUBLIC COMMENTS:** Public comments are welcomed and encouraged by the Parcel Tax Oversight Committee, within reasonable meeting time considerations in order to conduct the Parcel Tax Oversight Committee's business. During this time, the Chair of the Parcel Tax Oversight Committee may acknowledge visitors' requests to speak on a topic not on the regular Parcel Tax Oversight Committee agenda. Persons wishing to address the Parcel Tax Oversight Committee should complete a speaker card, hand to the recording secretary, and shall be allowed three minutes on any agenda item with a cumulative total of five minutes for all agenda items. Please present your comments in a factual, respectful, and dignified manner that models how we expect our students to participate in the democratic process. Members of the public are encouraged to submit their comments in writing. The Parcel Tax Oversight Committee is prohibited from taking action on any item that is not part of the published agenda.

- A. Call to Order - 6:00 P.M.
- B. Roll Call
- C. Public Comments
- D. Approval of Minutes (no minutes to approve)
- E. Agenda Items
  - 1. Review of Board Adopted Parcel Tax Oversight Committee Bylaws
  - 2. Election of Parcel Tax Oversight Committee Officers  
Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_
  - 3. Implementation of Bylaw 5.3 Which Requires Committee Members to Draw Lots to Select a Minimum Majority of Committee Members for an Initial Three-Year Term
  - 4. Acceptance of the Results of the Drawing for a Minimum Majority of Committee Members for an Initial Three-Year Term  
Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_
  - 5. Ventura Unified School District Budget Summary
  - 6. Parcel Tax Allocation Report
- F. Selection of Dates and Times of Regular Meetings for 2014
  - 1. Approval of the 2013-14 and 2014-15 Parcel Tax Oversight Committee Meeting Dates  
Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_
- G. Adjournment

**VENTURA UNIFIED SCHOOL DISTRICT**  
255 West Stanley Avenue, Suite 100 ■ Ventura, CA 93001

The agenda for regularly scheduled Parcel Tax Oversight Committee meetings will be posted 72 hours prior to the meeting. The special Parcel Tax Oversight Committee meeting agendas will be posted 24 hours in advance. All Parcel Tax Oversight Committee meetings will be held at the VUSD Education Service Center.

**AGENDAS ARE POSTED AT THE FOLLOWING LOCATIONS:**

VUSD Education Service Center, 255 West Stanley Avenue, Suite 100, Ventura, CA

***This serves as the main posting location pursuant to the Brown Act,  
Government Code §54954.2(a)***

District Webpage: <http://www.venturausd.org/business/parceltaxinformation.htm>

In compliance with the Americans with Disabilities Act, any individual with a disability, who requires reasonable accommodation to participate in this meeting, may request assistance by contacting the Business Services Office at (805) 641-5000 ext. 1202, or by fax (805) 653-7856.

**VENURA UNIFIED SCHOOL DISTRICT  
Parcel Tax Oversight Committee  
October 1, 2013  
Minutes**

**Call to Order**

The regular meeting of the Parcel Tax Oversight Committee (PTOC) of the Ventura Unified School District was held in the Multi-Purpose Room at 255 W. Stanley Avenue, in Ventura, California, on October 1, 2013. Dr. Trudy T. Arriaga called the meeting to order at 6:04 p.m.

Dr. Arriaga introduced herself and asked that all members introduce themselves giving a brief overview of whom they are and why they decided to volunteer to be on the PTOC.

Present:	Committee Members	David Armstrong Brett Becker José Bernard Aran Burke	Kevin Rose Sabrena Rodriguez
Absent:		Louis Cunningham	

Present:	Superintendent Asst. Supt./Business Services Asst. Supt./ Educational Services Board Member Director/Budget & Finance Executive Assistant	Dr. Trudy T. Arriaga Joseph Richards Kathy Asher B.J. Fitzgerald Andrea McNeill Rosi Cortéz
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Dr. Arriaga discussed the District's recent financial history and the reasons for Measure H and Measure Q. Previously, the passage of Measure H was unsuccessful, with a "no" vote from the community.

**Public Comments** – None

**Approval of Minutes** – None

**Review of Board Adopted Parcel Tax Oversight Committee Bylaws**

Mr. Richards reviewed the PTOC Bylaws and Committee responsibilities. The Committee will be responsible for the oversight and accountability of expenditures funded by Measure Q, will review expenditures, and present an annual report to the Board.

**Election of Parcel Tax Oversight Committee Officers**

Dr. Arriaga reported that a chair and vice chair need to be appointed in order to preside over future meetings. Mr. Richards reported that the Committee would be disbanded as soon as parcel tax funds are spent.

It was moved by Sabrena Rodriguez, seconded by Brett Becker, and carried unanimously to appoint Dave Armstrong as PTOC Chair. It was moved by Brett Becker, and seconded by Sabrena Rodriguez to appoint Kevin Rose as PTOC Vice Chair.

**Implementation of Bylaw 5.3 Which Requires Committee Members to Draw Lots to Select a Minimum Majority of Committee Members for an Initial Three-Year Term (2 year and 3 year terms)**

This is necessary in order to stagger member commitment terms.

It was moved by Brett Becker, seconded by Kevin Rose, and carried unanimously to accept results of the drawing for a minimum majority of committee member terms as follows:

David Armstrong	2-year term	Louis Cunningham	3-year term
Brett Becker	3 -year term	Kevin Rose	3-year term
José Bernard	2-year term	Sabrena Rodriguez	2-year term
Aran Burke	3-year term		

**Ventura Unified School District Budget Summary**

Dr. Arriaga shared general and historical information about VUSD noted on the presentation to the Committee. Ms. McNeill continued the presentation reporting on fiscal comparisons and trends.

**Parcel Tax Allocation Report**

Mr. Richards discussed the Measure Q – Parcel Tax budget with the committee.

**Selection of Dates and Times of Regular Meetings for 2014**

It was moved by Brett Becker, seconded by José Bernard, and carried unanimously to approve the next two meetings of the Parcel Tax Oversight Committee for January 21, 2014 and March 18, 2014.

**Adjournment**

It was moved by José Bernard, seconded by Kevin Rose, and carried unanimously that meeting be adjourned at 7:55 p.m.

**Parcel Tax Oversight Committee**  
**Tuesday, January 21, 2014**  
**6:00 P.M.**  
**Einstein Room**  
**A G E N D A**

**PUBLIC COMMENTS:** Public comments are welcomed and encouraged by the Parcel Tax Oversight Committee, within reasonable meeting time considerations in order to conduct the Parcel Tax Oversight Committee's business. During this time, the Chair of the Parcel Tax Oversight Committee may acknowledge visitors' requests to speak on a topic not on the regular Parcel Tax Oversight Committee agenda. Persons wishing to address the Parcel Tax Oversight Committee should complete a speaker card, hand to the recording secretary, and shall be allowed three minutes on any agenda item with a cumulative total of five minutes for all agenda items. Please present your comments in a factual, respectful, and dignified manner that models how we expect our students to participate in the democratic process. Members of the public are encouraged to submit their comments in writing. The Parcel Tax Oversight Committee is prohibited from taking action on any item that is not part of the published agenda.

- A. Call to Order
- B. Adoption of Agenda
- C. Roll Call
- D. Public Comments
- E. Approval of PTOC Meeting Minutes
- F. Agenda Items
  - 1. Bylaw Summary Review
  - 2. Budget Review
  - 3. Actual Receipts as of December 31, 2013
  - 4. Actual Expenditures as of December 31, 2013
- G. Next Meeting Date
- H. Adjournment

The agenda for regularly scheduled Parcel Tax Oversight Committee meetings will be posted 72 hours prior to the meeting. The special Parcel Tax Oversight Committee meeting agendas will be posted 24 hours in advance. All Parcel Tax Oversight Committee meetings will be held at the VUSD Education Service Center.

**AGENDAS ARE POSTED AT THE FOLLOWING LOCATIONS:**

VUSD Education Service Center, 255 West Stanley Avenue, Suite 100, Ventura, CA  
***This serves as the main posting location pursuant to the Brown Act,  
Government Code §54954.2(a)***

District Webpage: <http://www.venturausd.org/business/parceltaxinformation.htm>

In compliance with the Americans with Disabilities Act, any individual with a disability, who requires reasonable accommodation to participate in this meeting, may request assistance by contacting the Business Services Office at (805) 641-5000 ext. 1202, or by fax (805) 653-7856.

**VENURA UNIFIED SCHOOL DISTRICT  
Parcel Tax Oversight Committee  
January 21, 2014  
Minutes**

**Call to Order**

The regular meeting of the Parcel Tax Oversight Committee (PTOC) of the Ventura Unified School District was held in the Einstein Room at 255 W. Stanley Avenue, in Ventura, California, on January 21, 2014. David Armstrong, Chair, called the meeting to order at 6:08 p.m.

**Adoption of Agenda**

It was moved by Lou Cunningham, seconded by Kevin Rose, and carried unanimously to accept the agenda as presented.

**Roll Call**

Present: Committee members David Armstrong, José Bernard, Aran Burke, Lou Cunningham and Kevin Rose. Absent: Brett Becker and Sabrena Rodriguez.

Present: Staff Members Dr. Trudy T. Arriaga, Kathy Asher, B.J. Fitzgerald, Andrea McNeill Joseph Richards and Rosi Cortéz.

**Public Comments** – None

**Approval of Minutes**

It was moved by José Bernard, seconded by Aran Burke, and carried unanimously to approve the October 1, 2013 meeting minutes. Mr. Cunningham abstained from vote.

**Bylaw Summary Review**

The bylaws were provided to the Committee at the last meeting. There was not sufficient time to discuss them, hence the reason they appear on the agenda. The Committee was asked if there were any questions or concerns regarding the bylaws.

**Budget Review**

Ms. McNeill reported revisions from the budget information presented at the October 1, 2013 meeting—the second budget. Actual revenues as of December 31, 2013 are \$1,214,040 from Measure Q parcel taxes to the County Tax Assessor, and actual expenditures as of December 31, 2013 are \$610,447 (actual checks cut by Dec 31, 2013). Expenditures were made for class-size reduction (3 elementary teachers, 3 middle school teachers, and 4 high school teachers), instructional materials (K-5 Everyday Math), and technology equipment (one server and group of 20 iPads). First payment from tax rolls was received on approximately December 20<sup>th</sup>. The second installment is expected in April 2014.

**Future Agenda Items**

The Committee requested the PTOC Board Report and related items to this report be placed on the next agenda, as well as a report on technology purchases and how they are funded, and information on parcel tax proceeds.

Parcel Tax Oversight Committee Minutes  
January 21, 2014  
Page 2 of 2

**Next Meeting Date** – March 18, 2014

**Adjournment**

It was moved by José Bernard, seconded by Kevin Rose, and carried unanimously to adjourn the meeting at 7:02 p.m.

**Parcel Tax Oversight Committee**  
**Tuesday, March 18, 2014**  
**6:00 P.M.**  
**Einstein Room**  
**A G E N D A**

**PUBLIC COMMENTS:** Public comments are welcomed and encouraged by the Parcel Tax Oversight Committee, within reasonable meeting time considerations in order to conduct the Parcel Tax Oversight Committee's business. During this time, the Chair of the Parcel Tax Oversight Committee may acknowledge visitors' requests to speak on a topic not on the regular Parcel Tax Oversight Committee agenda. Persons wishing to address the Parcel Tax Oversight Committee should complete a speaker card, hand to the recording secretary, and shall be allowed three minutes on any agenda item with a cumulative total of five minutes for all agenda items. Please present your comments in a factual, respectful, and dignified manner that models how we expect our students to participate in the democratic process. Members of the public are encouraged to submit their comments in writing. The Parcel Tax Oversight Committee is prohibited from taking action on any item that is not part of the published agenda.

- A. Call to Order
- B. Adoption of Agenda
- C. Roll Call
- D. Public Comments
- E. Approval of PTOC Meeting Minutes
- F. Agenda Items
  - 1. Report on Parcel Tax Estimated Versus Actual Proceeds
  - 2. Report on District Technology Purchases & Funding
  - 3. Discuss PTOC Board of Education Report Format & Presentation
  - 4. Discuss Board of Education Report Information Dissemination to the Public
- G. Next Meeting Date
- H. Adjournment

The agenda for regularly scheduled Parcel Tax Oversight Committee meetings will be posted 72 hours prior to the meeting. The special Parcel Tax Oversight Committee meeting agendas will be posted 24 hours in advance. All Parcel Tax Oversight Committee meetings will be held at the VUSD Education Service Center.

**AGENDAS ARE POSTED AT THE FOLLOWING LOCATIONS:**

VUSD Education Service Center, 255 West Stanley Avenue, Suite 100, Ventura, CA  
***This serves as the main posting location pursuant to the Brown Act,  
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District Webpage: <http://www.venturausd.org/business/parceltaxinformation.htm>

In compliance with the Americans with Disabilities Act, any individual with a disability, who requires reasonable accommodation to participate in this meeting, may request assistance by contacting the Business Services Office at (805) 641-5000 ext. 1202, or by fax (805) 653-7856.

**VUSD Technology Plan  
July 1, 2013 - June 30, 2016**

Item Description	Year 1	Year 2	Year 3	Total	Funding Source Including E-Rate
Professional Development	\$105,746	\$105,746	\$105,746	\$317,238	Title 1, Title II, SLIBG, General Fund
Technical Support	\$1,438,661	\$1,571,444	\$1,582,504	\$4,592,609	General Fund
Software	\$639,722	\$639,722	\$639,722	\$1,919,166	Title1, Lottery, EIA, ELAP, <b>Grants</b> , General Fund
Hardware	\$730,000	\$610,000	\$610,000	\$1,950,000	Donations, <b>Grants</b> , Lottery, General Fund, E-Rate
Infrastructure	\$165,000	\$165,000	\$285,000	\$615,000	Lottery, General Fund, E-Rate
<b>Totals:</b>	<b>\$3,079,129</b>	<b>\$3,091,912</b>	<b>\$3,222,972</b>	<b>\$9,394,013</b>	

Subtotal - Software, Hardware & Infrastructure	\$1,534,722	\$1,414,722	\$1,534,722	\$4,484,166	Notes:
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**Additional Funding Sources Identified:**

Common Core State Standards Implementation Funds					Total VUSD allocation is \$3,479,152 - the remainder of
Equipment	\$ 1,392,160			\$1,392,160	the funds will be used for staff development and
Infrastructure	\$ 348,040			\$348,040	instructional materials
Microsoft Settlement Funds		\$ 526,249		\$526,249	Additional distribution from the California Department of Education on March 4, 2014 must be expended by September 25, 2015
Parcel Tax Funds	\$ 525,600	\$ 525,600	\$ 525,600	\$1,576,800	
<b>Total Additional Funding Sources Identified</b>	<b>\$ 2,265,800</b>	<b>\$ 1,051,849</b>	<b>\$ 525,600</b>	<b>\$ 3,843,249</b>	These Additional Funding Sources may allow the district to purchase necessary software, hardware and infrastructure at a faster rate than previously anticipated, and potentially enhance and increase technology available for students.

Full Plan Available at: <http://vUSD.info/tech/wp-content/uploads/2013/04/Approved-2013-2016-technology-plan.pdf>  
Section 6. Funding and Budget, pages 49 - 55 attached

## 6. Funding and Budget

### 6a. List of established and potential funding sources.

**Established Funding Sources:** This section of the plan addresses the resources necessary to accomplish the curriculum, professional development, and infrastructure goals of the Technology Plan. It also represents the pragmatic limits of what the District can accomplish given its fiscal resources. This section begins by providing a list of established and potential funding sources and cost savings opportunities, both present and future. It then provides estimated implementation costs for the term of the plan (three years), including a description of the District obsolete equipment replacement policy and a description of the level of ongoing technical support the District will need to provide. In conclusion, a description of the District's process used to monitor technology funding, implementation costs, and new funding opportunities will be described as well as how budgets will be adjusted as necessary.

**6a. List of established and potential funding sources and cost savings, present and future.** This section of the plan provides a list of established and potential funding sources and cost savings opportunities, both present and future.

The Technology Planning Committee has identified the following established and potential sources of technology funding for the District. Some sources are annotated with additional details.

**Figure 1: Funding Sources**

District Level	School Site Level
<ul style="list-style-type: none"> <li>• E-Rate Discounts and Rebates</li> <li>• Unrestricted General Fund (The source of most VUSD technology funding)</li> <li>• State and Federal Categorical Program funding</li> <li>• Mandated Cost Funds</li> <li>• Restricted Lottery</li> <li>• District Bond Funds</li> <li>• District Parcel Tax Funds</li> <li>• Donations</li> <li>• State funding from Microsoft grant and Microsoft K-12 Vouchers is used to purchase software</li> <li>• State and Federal Grant</li> </ul>	<ul style="list-style-type: none"> <li>• (Classroom grants in support of goals)</li> <li>• PTA &amp; Foundation Contributions &amp; Grants</li> <li>• Local fund-raising efforts</li> <li>• Donations* (from local businesses)</li> <li>• State and Federal Categorical Program funding</li> <li>• Restricted Lottery</li> </ul>

\*Regarding donations, any donated computers or equipment must meet the District minimum specifications for donated equipment. It is also recognized as important that the District collect the necessary disposal fees for any donated equipment.

The Technology Planning Committee has also identified the following sources of cost savings for the District. Some sources are annotated with additional details.

- CMAS Contract The California Multiple Award Schedules (CMAS) - Requires a 1% fee, which vendors often pay. Most resellers and sellers are involved.
- WSCA Contract - Western States Contracting Alliance (WSCA)
- CalSave
- The District's iNET private fiber optic network has reached a return of the initial investment from reduced wide area network costs and increased performance
- Corporate Partnerships
- CTAP Consortium Purchasing
- Educational Discounts & Bids/RFPs whenever available or applicable
- Microsoft Select License / Campus Agreement

The District continues to seek additional funding sources and cost savings. The Technology Planning Committee will continue to review funding sources, including any new potential funding sources.

**6b. Estimate annual implementation costs for the term of the plan**

The District Technology Committee has identified the following anticipated costs associated with implementing the Curriculum, Professional Development, and Infrastructure sections of this plan. The major anticipated costs are broken out by professional development, technical support, software, hardware, and infrastructure costs.

**Professional Development**

The District Technology Committee has identified the following anticipated costs associated with professional development.

In order to support the implementation of goals in sections 3a-3j, the District will need to provide professional development for staff that is purposeful, relevant, and timely. Most professional development will be provided in house by the Technology Curriculum Teacher Specialist who best knows the school sites, students, and staff. Additional technology training classes related to various software programs are available through Ventura County Office of Education (VCOE) at minimal cost to the District. The table below shows the anticipated annual costs for implementing professional development in support of section 3 goals.

**Figure 1: Professional Development (Anticipated Costs)**

Professional Development/Support				
	2013-2014	2014-2015	2015-2016	Potential Funding Sources
Technology Curriculum Teacher Specialist	104,246	104,246	104,246	Title I, Title II

VCOE Training Classes	1,500	1,500	1,500	General Fund, Title I, SLIBG
Totals	105,746	105,746	105,746	

### Technical Support

The Technology Committee has identified the following anticipated costs associated with technical support staffing. In order to adequately support the technology needs of staff and students, the District has shown a continued commitment to appropriately staffing the information technology department. To continue the commitment to high quality technical support, the District will need to continue to direct general budget funds in support of this goal. The table below shows the anticipated annual costs for maintaining technical support staffing in support of section 3 goals.

**Figure 2: Technical Support (Anticipated Costs)**

Technical Support				
	2013-2014	2014-2015	2015-2016	Potential Funding Sources
Administrative Staff	267,238	269,168	271,113	General Fund
Classified Staff	1,163,223	1,302,276	1,311,391	General Fund
Track-It System	8,200	0	0	General Fund
Totals	1,438,661	1,571,444	1,582,504	General Fund

The District Technology Committee has identified the following anticipated costs associated with computer software purchases or subscriptions. While the needs are many, the District recognizes the need to fund and expand access to learning technologies that will make for positive learning outcomes for all students. The table below shows the anticipated annual costs for the acquisition or renewal of software in support of section 3 goals.

**Figure 3: Software (Anticipated Costs)**

	2013-2014	2014-2015	2015-2016	Potential Funding Sources
SIS (Q Connection)	100,722	100,722	100,722	General Fund
Assessment (illuminate, Intel-Assess)	124,000	124,000	124,000	Restricted Lottery

Curricular (Accelerated Reader, Successmaker, etc.)	60,000	60,000	60,000	Restricted Lottery, Title I, EIA, ELAP
Business (Escape)	142,000	142,000	142,000	Unrestricted Lottery
Communication (ConnectEd)	63,000	63,000	63,000	Title I
Microsoft Licenses	82,000	82,000	82,000	General Fund, Grants
Technology Systems (Sophos, SonicWALL, Lightspeed, Destiny)	68,000	68,000	68,000	General Fund, Restricted Lottery
Totals	639,722	639,722	639,722	

**Hardware**

The District Technology Committee has identified a number of anticipated costs associated with computer hardware. The table below shows the anticipated annual costs for the acquisition or hardware in support of section 3 goals, which are based on anticipated replacement cycles. It is clear that a high priority for the District is to direct funds towards replacement computers that adequately serve the needs of students and staff in support of section 3 goals.

**Figure 4: Hardware (Anticipated Costs)**

	2013-2014	2014-2015	2015-2016	Potential Funding Sources
Replacement computers & peripherals	340,000	340,000	340,000	Donations, Grants, Restricted Lottery, General Fund
Servers (application & network services)	70,000	70,000	70,000	General Fund, E-Rate
Exchange Server	120,000	0	0	General Fund
Network Switches & wireless access points	200,000	200,000	200,000	General Fund, E-Rate
Totals	730,000	610,000	610,000	

**Infrastructure**

During the past several years, the District has made a significant investment in upgrading the core infrastructure district-wide. The anticipated expenses are to continue to refresh network equipment and infrastructure while harnessing the eRate discount program where possible.

**Figure 5: Infrastructure (Anticipated Costs)**

	2013-2014	2014-2015	2015-2016	Potential Funding Sources
Data center core switches	0	0	120,000	General Fund
Electrical & data connections/wiring	45,000	45,000	45,000	General Fund
District-wide Internet access & connectivity	120,000	120,000	120,000	Unrestricted Lottery, E-Rate
Totals	165,000	165,000	285,000	

**Overall Costs**The overall annual costs of this plan are summarized below as potential funding sources.

The estimated costs and figures in this section are intended for planning purposes only. They are not meant for accounting purposes, nor are they meant to represent a commitment by the District to fully fund each of these needs. These costs must be prioritized along with the costs of other District business. The greatest budget challenges for technology facing the District is going to be maintaining up-to-date student and teacher computers (less than 5 years old) as well as providing timely technical support, staff development for teachers to stay up-to-date with student use, and upgrading critical systems.

In addition to the technology resources of hardware, software, infrastructure, and support, the District believes that this plan can only be successful if attention is given to purchasing agreements and the need for the District to obtain discounted prices from technology vendors. This area extends to decisions concerning what equipment will be purchased, what will be leased and the most efficient and effective means for repurposing and/or disposing of aged or replaced equipment.

**Potential Funding Sources:**

6b. Estimate annual implementation costs for the term of the plan.

Item Description	Year 1	Year 2	Year 3	Funding Source Including E-Rate
<b>Other</b>				
Professional Development	\$105,746	\$105,746	\$105,746	Title 1, Title II, SLIBG, General Fund
Technical Support	\$1,438,661	\$1,571,444	\$1,582,504	General Fund
Software	\$639,722	\$639,722	\$639,722	Title 1, Lottery, EIA, ELAP, Grants, General Fund
Hardware	\$730,000	\$610,000	\$610,000	Donations, Grants, Lottery, General Fund, E-Rate
Infrastructure	\$165,000	\$165,000	\$285,000	Lottery, General Fund, E-Rate
Totals:	\$3,079,129	\$3,091,912	\$3,222,972	

6c. Describe the district's replacement policy for obsolete equipment.

The District's current computer replacement cycle is based on the capacity of the computer. The computer remains in production until it can no longer be supported or it can no longer run the current applications. This may mean that a computer remains in use for 8 to 12 years. It has been the district's goal to replace 20% of the computers each year yielding a five year replacement cycle. Although we have in the past years come close to 20% annual replacement of systems at some schools, no site remains at that level and most replacement systems are not replaced with new equipment. The replacements have instead come in the form of refurbished computers donated to the district from many public and private agencies. These systems are, however, years newer and better-performing than the systems they are replacing.

The District's computer replacement policy is currently being redefined. A future technology replacement plan for replacing computers five years or older would require a significant investment of funds not necessarily available for expenditure. A more realistic replacement plan for aging computers is to replace annually 20% of the computers that are over 4 years old, using a combination of new and "like-new" off-lease computers. This is the model used when determining the annual cost for hardware in section 6b of this plan.

Beyond the replacement of computers for staff and student use, the District must also have a replacement plan for system equipment that supports the District's network, such as servers and switching equipment (refer to section 5b of this plan for more detailed information on the Hardware, Networking and Telecommunications Infrastructure needed). In general, servers and switches that support the District's network have longer life spans than the computers used to access the network, typically lasting anywhere from 8 to 12 years (some equipment still in use within the District exceed 12 years in age). Additionally, there can be a wide range in the replacement cost of these devices, depending on the size and capacity of the equipment that needs to be replaced at any given time. In the past, replacement of servers and switches has been

primarily reactive, based on equipment failure. A reasonable replacement plan for aging servers and switches is to replace annually 20% of the equipment over 7 years old.

The refresh plan, for both computers and system equipment, will be further outlined and quantified over the course of the next two years and presented to leadership for approval.

- 6d. Describe the process that will be used to monitor Ed Tech funding, implementation costs and new funding opportunities and to adjust budgets as necessary.

Effective monitoring and evaluation of the District Technology Plan budget are necessary components to the successful implementation of the plan. Section 5b of this Technology Plan identifies areas of need that will assist in implementing the teaching and learning goals established in this plan. Section 6b develops and provides estimated costs associated with the areas of need identified in Section 5b, including costs for professional development, technical support, software, hardware and infrastructure. In the District's budget development process, these technology costs must be considered along with the costs of other District business.

In the process for developing and monitoring the budget for the District, consideration is given to technology needs as outlined in this plan. The Chief Technology Officer, along with the Assistant Superintendent of Business Services and the Director of Budget and Finance, is responsible for developing the budget for the Technology Department. In addition, Site Administrators are responsible for developing and incorporating technology needs in their site budget. Site budget development and monitoring is accomplished with the assistance of the Director of Budget and Finance, as well as the participation and oversight of a School Site Council. Certain funding sources, such as federal and categorical funds, have established guidelines for expenditures that must be followed. The Budget and Finance Department routinely monitors all technology expenditures for adherence to program guidelines, legal requirements, and Board policy.

The District Technology Committee will meet semi-annually to review and monitor the Technology Plan, including its funding sources, budgets, expenditures, and replacement policies. The District Technology Committee will discuss progress towards meeting the needs outlined in Section 5b of the plan, evaluate remaining needs, and recommend funding priorities. Technology budget recommendations will be included in the annual report that the District Technology Committee presents to the Superintendent and the School Board.

**Ventura Unified School District**  
**2013 - 14 Measure Q - Parcel Tax Budget Comparison to Actual**  
**28-Feb-14**

	Budget	Actual to 12/31/13	01/01/14 to 02/28/14	Total Year-to- Date
<b>Estimated Revenues - Revised per County Tax Assessor report</b>	<b>\$ 2,135,623</b>	<b>\$ 1,214,840</b>	<b>\$ -</b>	<b>\$ 1,214,840</b>
<b>Expenditures</b>				
Additional Staffing Cost for Reduced Class Size <i>10 FTE Classroom Teachers</i>	\$ 650,000	\$ 297,688	\$ 124,726	\$ 422,414
Art & Music Programs <i>2.5 FTE Music &amp; 1.0 Art Teachers &amp; Mileage</i>	\$ 400,000	\$ 135,275	\$ 53,973	\$ 189,248
Instructional Materials <i>K-5 Everyday Math, English &amp; Spanish</i>	\$ 500,000	\$ 159,000	\$ -	\$ 159,000
Technology <i>Server, 20 iPads</i> <i>VMWARE Academic Production Support, Intel Server, Load Balancer</i>	\$ 525,623	\$ 18,484	\$ 42,079	\$ 60,563
Parcel Tax Advisor Fee - 2% of Receipts	\$ 60,000		\$ 66,737	\$ 66,737
<b>Total Expenditures</b>	<b><u>\$ 2,135,623</u></b>	<b><u>\$ 610,447</u></b>	<b><u>\$ 287,515</u></b>	<b><u>\$ 897,961</u></b>

**VENURA UNIFIED SCHOOL DISTRICT  
Parcel Tax Oversight Committee  
March 18, 2014  
Minutes**

**Call to Order**

The regular meeting of the Parcel Tax Oversight Committee (PTOC) of the Ventura Unified School District was held in the Einstein Room at 255 W. Stanley Avenue, in Ventura, California, on March 18, 2014. David Armstrong, Chair, called the meeting to order at 6:07 p.m.

**Adoption of Agenda**

It was moved by Lou Cunningham, seconded by Sabrena Rodriguez, and carried unanimously to accept the agenda as presented.

**Roll Call**

Present: Committee members David Armstrong, Brett Becker, José Bernard, Aran Burke, Lou Cunningham, Sabrena Rodriguez and Kevin Rose.

Present: Staff Members Dr. Trudy T. Arriaga, Kathy Asher, B.J. Fitzgerald, Andrea McNeill Joseph Richards and Rosi Cortéz.

**Public Comments** – None

**Approval of Minutes**

It was moved by Sabrena Rodriguez, seconded by Lou Cunningham, and carried unanimously to approve the January 21, 2014 meeting minutes.

**Parcel Tax Estimated Revenue Versus Actual Proceeds**

The Committee received reports related to the parcel tax—Parcel Tax Analysis, Budget Comparison to Actual Proceeds and the Technology Plan. A discussion followed regarding how the Board of Education came to the decision on what the parcel tax rate would be and a court case that influenced the way the District decided to charge the parcel tax. There was discussion regarding the services of the parcel tax consultant. The Committee requested the consultant invoice be brought to the next meeting.

**District Technology Purchases & Funding**

A discussion was held regarding the expenditures on the reports received by the Committee. Included in the discussion were the implementation of common core and the creation of 30-student computer labs at 27 schools for testing. Staff reported the Technology Plan is available for public view on the District website.

**PTOC Board of Education Report Format & Presentation**

A report regarding parcel tax proceedings, financial reports, and findings must be presented to the Board of Education per Government Code 50075.3. The role of the Committee was discussed, as was the definition and difference between advisory and oversight. There was also discussion regarding the outline and timeline of the independent report from the Committee.

Parcel Tax Oversight Committee Minutes  
March 18, 2014  
Page 2 of 2

**Board of Education Report Information Dissemination to the Public**

The Committee discussed suggestions regarding public dissemination of the report to the Board of Education.

**Future Agenda Items**

The Committee requested an action agenda for selection of an Ad Hoc Committee responsible for writing a draft report to the Board of Education.

**Next Meeting Date** – May 20, 2014

**Adjournment**

On a motion by Mr. Armstrong, presiding Chair, the meeting was adjourned at 7:35 p.m.

**Parcel Tax Oversight Committee**  
**Tuesday, May 20, 2014**  
**6:00 P.M.**  
**Einstein Room**  
**A G E N D A**

**PUBLIC COMMENTS:** Public comments are welcomed and encouraged by the Parcel Tax Oversight Committee, within reasonable meeting time considerations in order to conduct the Parcel Tax Oversight Committee's business. During this time, the Chair of the Parcel Tax Oversight Committee may acknowledge visitors' requests to speak on a topic not on the regular Parcel Tax Oversight Committee agenda. Persons wishing to address the Parcel Tax Oversight Committee should complete a speaker card, hand to the recording secretary, and shall be allowed three minutes on any agenda item with a cumulative total of five minutes for all agenda items. Please present your comments in a factual, respectful, and dignified manner that models how we expect our students to participate in the democratic process. Members of the public are encouraged to submit their comments in writing. The Parcel Tax Oversight Committee is prohibited from taking action on any item that is not part of the published agenda.

- A. Call to Order
- B. Adoption of Agenda
- C. Roll Call
- D. Public Comments
- E. Approval of PTOC Meeting Minutes
- F. Agenda Items
  - 1. Report on Parcel Tax Estimated Versus Actual Expenditures
  - 2. Discussion of Parcel Tax Consultant Invoice
  - 3. Projection of 2014-15 Parcel Tax Expenditures
  - 4. Presentation of Draft Arts Master Plan
  - 5. Discussion of Board of Education Information Dissemination to the Public/  
Approval of an Ad Hoc Committee to Draft the Report to the Board of EducationMoved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_
- G. Next Meeting Date
- H. Adjournment

The agenda for regularly scheduled Parcel Tax Oversight Committee meetings will be posted 72 hours prior to the meeting. The special Parcel Tax Oversight Committee meeting agendas will be posted 24 hours in advance. All Parcel Tax Oversight Committee meetings will be held at the VUSD Education Service Center.

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In compliance with the Americans with Disabilities Act, any individual with a disability, who requires reasonable accommodation to participate in this meeting, may request assistance by contacting the Business Services Office at (805) 641-5000 ext. 1202, or by fax (805) 653-7856.

**VENURA UNIFIED SCHOOL DISTRICT  
Parcel Tax Oversight Committee  
May 20, 2014  
Minutes**

**Call to Order**

The regular meeting of the Parcel Tax Oversight Committee (PTOC) of the Ventura Unified School District was held in the Einstein Room at 255 W. Stanley Avenue, in Ventura, California, on May 20, 2014. David Armstrong, Chair, called the meeting to order at 6:08 p.m.

**Adoption of Agenda**

It was moved by Sabrena Rodriguez, seconded by Lou Cunningham, and carried unanimously to accept the agenda as presented.

**Roll Call**

Present: Committee members David Armstrong, Brett Becker, José Bernard, Aran Burke, Lou Cunningham, Sabrena Rodriguez and Kevin Rose.

Present: Staff Members Dr. Trudy T. Arriaga, Kathy Asher, B.J. Fitzgerald, Andrea McNeill Joseph Richards and Rosi Cortéz.

**Public Comments** – None

**Approval of Minutes**

After a brief discussion, it was moved by Lou Cunningham, seconded by Brett Becker, and carried unanimously to approve the March 18, 2014 meeting minutes.

**Report on Parcel Tax Estimated Versus Actual Expenditures**

An update for March and April expenditures was presented to the Committee. There will be additional expenditures of \$55,000 for May and June. These expenditures include staffing costs for ten (10) teachers. Additional costs for the art and music programs, as seen on the detailed sheet, include mileage reimbursements. Buena band uniforms will also be an expense (\$15,196 total cost – District will pay 1/3 of cost, ASB will fund 1/3; and the Buena Band Boosters will fund 1/3). The estimated yearend will be \$1.3M. There will be a carryover of approximately \$860,000 after May & June staffing costs, which will be reallocated next year. Money from the State is restricted to certain criteria, so it is in the District's best interest to spend those funds first. The District is so far behind in technology and other equipment needs that spending the rest of parcel tax dollars within the next couple years will not be a problem.

**Projection of 2014-15 Parcel Tax Expenditures**

Band instruments have not been purchased in a long time. The District designating \$50,000 in the 2014-15 budget is a small amount compared to the actual need. Visual and performing arts supplies are also very much needed. An additional period of music at Buena will be funded for wind orchestra due to so much interest in the program. Sustainment or enhancement of the arts was one of the community's stances on Measure Q funds, hence the hiring of 2.5 music teachers and 1.2 art teachers. The Committee questioned whether a youth symphony would be funded through the Local Control Accountability Plan or Measure Q. The funding will most likely come from Measure Q. There was also a question regarding funding for maintenance of instruments. Staff reported this will be addressed in the Arts Master Plan, which is on the agenda. The way the budget adoption process works is to close the books, establish the actual carry forward and add that to the interim reports—updated working budget. The next school year budget will

show the \$800 carryover to the 2014-15 budget. The budget is a living document that consistently changes.

### **Report of District Technology Purchases & Funding**

Technology equipment and other purchases will be made over the summer in order to get the schools set up for next year. Dr. Arriaga commended the district's new Chief Technology Officer for doing a great job integrating technology and setting classroom standards. The Technology Committee task has been to conduct an audit of the District in terms of what exists, what should be in every school and classroom, and build on the well-articulated Technology Plan. The Technology Plan is also reiterated in the Local Control Accountability Plan (LCAP). The Technology Plan mentions the purchase of approximately 900 computers, replacements for old and outdated computers, as well as several servers, and several major software applications. Major strides were made in preparing the schools for testing due to the elimination of paper tests. Testing is now all electronic. Equipment and infrastructure has taken up most of Technology staff's time due to planning and coordinating lab projects. LCAP community forums have been held the last 3-4 months, online surveys conducted, and board presentations. Over 800 surveys returned. Community data is reiterated as to what is expected from our Local Control Funding Formula. Technology was in the top 5—increase access to technology, facilities to handle increased access, instructional materials increased, intervention programs for students, and professional development for the common core. Community response almost mirrors what the Measure Q findings were a couple years ago. The Committee asked where survey results on LCAP could be found. They can be made available to PTOC. They can be sorted by various groups surveyed. A question was made regarding the difference between band and music on the Parcel Tax budget. Band is part of the whole music program which also includes: jazz band, wind ensemble, mariachi band, marching band, etc. Instructional materials listed on the budget refer to Everyday Math K-5. Consumables need to be purchased on a yearly basis since they are not provided by vendors. The \$60,000 on music instruments will hopefully be expended according to the need at each site versus equal funding. Restoration of nine (9) technology labs = \$680,000. Testing schedules were flawless and some teachers practiced before the actual field test—these teachers had access to technology where labs already existed. Different configurations were used—some tested on mobile labs, others in technology labs, others in the cafeteria on iPads or tablets. Discussion was held regarding variant playing fields in regards to the new testing format. Some children have no access to technology at home, whereas some have been raised with computers and iPads since early childhood. The technology base per the Technology Plan now is currently 13:1 devices per student; within a certain time frame, lowering the base to 8:1, then 5:1. Devices will not necessarily be available in a lab setting, instead the ability to use devices in a more natural setting throughout the day.

### **Discussion of Parcel Tax Consultant Invoice**

An error was made on the information presented to the PTOC during the last meeting. The invoice was slightly over 2%. The information presented was 2% of \$2.5M and it was actually 3%. The cost of the consultant came into question. Staff informed the Committee that there was no upfront cost for the consultant. The consultant took a large risk—if the measure did not pass, he would not receive payment. Consultant services will cost 3% on a yearly basis - \$200,000 for the next three years. Discussion followed as to the District's need for the consultant after the parcel tax authorization, and whether an advisor would be

needed for a reauthorization. The District does not have experience with the reauthorization process; consequently, it's unknown what a reauthorization entails. The consultant's services included coordination of the legal aspects, professional advice, and walking the District through the campaign process (polling, fliers consultation, precinct walking, etc.). The Committee acknowledged the consultant's expertise is valuable due to case law knowledge and knowledge of changes in how property assessments are made.

#### **Presentation of Draft Arts Master Plan**

A hard copy of the Arts Master Plan was provided to the Committee. A plan already existed for the elementary level—Board approved in 2009. The charge was to write a phase 2 art and music master plan 3-5 years later. Meetings were held with middle and high school art and music teachers to develop the District's vision, and strategically plan, knowing what is in the plan could materialize due to support of Measure Q. The 2014-15 school year will be the first year of implementation. The plan focuses on content, infrastructure, and sustainability. Equitable access to the arts and music was a major component of the master plan. Reestablishing secondary vocal music programs was important, and technology via multimedia and digital work was also included in the plan. The Committee suggested students producing the advertisement for the next election as being a visual way to show how funds are being spent. With the support of Measure Q, the community articulated that sustaining and enhancing the arts in the District is a priority. In conjunction with the Arts Master Plan, a newsletter was also developed for the last quarter of 2013-14.

#### **Discussion of Board of Education Information Dissemination to the Public**

Discussion was held regarding the report from the Board to the community, as well as the report to the Board from the Ad Hoc Committee. BJ Fitzgerald suggested that as a board member, she thought a power point presentation with documentation of the presentation would be what the Board would like to see, as well as examples of what Measure Q has funded. Dr. Arriaga informed the PTOC that District staff would make themselves available to meet with Ad Hoc Committee to provide any support needed, including information, pictures, documents, formatting, etc. The only direction regarding the report to the Board in the PTOC ballot initiative is the requirement to present information to the Board of Trustees in a public forum. The District closes their books towards the end of September, and will have solid data for the presentation by then. The Ad Hoc Committee can hopefully convene in the summer to prepare a draft to the Board and present it in the early fall.

#### **Approval of an Ad Hoc Committee to Draft the Report to the Board of Education**

After discussion regarding the report to the Board of Education, it was moved by Lou Cunningham, seconded by Sabrena Rodriguez, and carried unanimously that the Ad Hoc Committee be comprised of Brett Becker, Aran Burke, and Lou Cunningham.

**Future Agenda Items** - None

**Next Meeting Date** – To be determined.

#### **Adjournment**

On a motion by Mr. Armstrong, presiding Chair, the meeting was adjourned at 7:35 p.m.

**Parcel Tax Oversight Committee**  
**Tuesday, November 18, 2014**  
**5:30 P.M.**  
**Einstein Room**  
**A G E N D A**

**PUBLIC COMMENTS:** Public comments are welcomed and encouraged by the Parcel Tax Oversight Committee, within reasonable meeting time considerations in order to conduct the Parcel Tax Oversight Committee's business. During this time, the Chair of the Parcel Tax Oversight Committee may acknowledge visitors' requests to speak on a topic not on the regular Parcel Tax Oversight Committee agenda. Persons wishing to address the Parcel Tax Oversight Committee should complete a speaker card, hand to the recording secretary, and shall be allowed three minutes on any agenda item with a cumulative total of five minutes for all agenda items. Please present your comments in a factual, respectful, and dignified manner that models how we expect our students to participate in the democratic process. Members of the public are encouraged to submit their comments in writing. The Parcel Tax Oversight Committee is prohibited from taking action on any item that is not part of the published agenda.

- A. Call to Order
- B. Adoption of Agenda
- C. Roll Call
- D. Public Comments
- E. Approval of PTOC Meeting Minutes
- F. Agenda Items
  - 1. Review and Approve the PTOC Report to the Board of Education  
Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_
  - 2. Review and Approve the PTOC Presentation to the Board of Education  
Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_  
Aye \_\_\_\_\_ Nay \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_
- G. Next Meeting Date
- H. Adjournment

The agenda for regularly scheduled Parcel Tax Oversight Committee meetings will be posted 72 hours prior to the meeting. The special Parcel Tax Oversight Committee meeting agendas will be posted 24 hours in advance. All Parcel Tax Oversight Committee meetings will be held at the VUSD Education Service Center.

**AGENDAS ARE POSTED AT THE FOLLOWING LOCATIONS:**

VUSD Education Service Center, 255 West Stanley Avenue, Suite 100, Ventura, CA

***This serves as the main posting location pursuant to the Brown Act,  
Government Code §54954.2(a)***

District Webpage: <http://www.venturausd.org/business/parceltaxinformation.htm>

In compliance with the Americans with Disabilities Act, any individual with a disability, who requires reasonable accommodation to participate in this meeting, may request assistance by contacting the Business Services Office at (805) 641-5000 ext. 1202, or by fax (805) 653-7856.

**VENURA UNIFIED SCHOOL DISTRICT  
Parcel Tax Oversight Committee  
November 4, 2014  
Minutes**

**Call to Order**

The regular meeting of the Parcel Tax Oversight Committee (PTOC) of the Ventura Unified School District was held in the Einstein Room at 255 W. Stanley Avenue, in Ventura, California, on November 4, 2014. David Armstrong, Chair, called the meeting to order at 6:10 p.m.

**Adoption of Agenda**

It was moved by Lou Cunningham, seconded by Sabrena Rodriguez, and carried unanimously to accept the agenda as presented.

**Roll Call**

Present: Committee members David Armstrong, José Bernard, Aran Burke, Lou Cunningham, Sabrena Rodriguez and Kevin Rose. Absent: Brett Becker

Present: Staff Members Dr. Trudy T. Arriaga, Kathy Asher, B.J. Fitzgerald, Andrea McNeill Joseph Richards and Rosi Cortéz.

**Public Comments** – None

**Approval of Minutes**

After a brief discussion, it was moved by Lou Cunningham, seconded by Sabrena Rodriguez, and carried unanimously to approve the May 20, 2014 meeting minutes.

**Report on Parcel Tax Estimated Versus Actual Expenditures**

The final summary of estimated versus actual expenditures was provided to the committee. First page expenditures match the detailed description on the PTOC report. Final year-end reporting information was submitted to the committee for consolidation into the report.

**Review of Draft PTOC Report to the Board of Education**

The draft of the PTOC report was developed in conjunction with the subcommittee (Chair – Brett Becker, Aran Burke and Lou Cunningham) and district input. It was provided for the committee's review. An inconsistency regarding revenue on page 2 was brought to the attention of the PTOC Chair. The summary of all expenditures appears on page 5. A committee member asked if site specific information could be included in the report. The PTOC Chair informed the committee that the original intention was to breakdown information by site, but after reviewing the expenses, there were only a few expenses attributed to specific school sites (i.e. Buena HS band uniforms). Teaching positions were added to the district pool of teachers, not necessarily to specific schools. The PTOC presentation will list more detailed information so that the public has a clear sense of what sites will be affected by particular expenses. The PTOC recommends that the carryover to 2014-15 be addressed on the report. A "Carryover" section will be added to the final report after the "Consultant Fees" section. The carryover has not been added to the projected budget which was provided in the March meeting. The carryover is allocated for technology. It was conveyed by a committee member that it is important to communicate expenses are being made consistent with the ballot initiative language and within the appropriated fiscal year. Also discussed is the importance of why the expenses matter—how it affects the students (i.e. class-size reduction). Disseminating the report and presentation to a broader

audience was also discussed. The plan is to post the report and presentation on the district website, and embrace opportunities for staff to present the information at district meetings. The Ventura County Star is always looking for newsworthy opportunities. The district's goal is to get the information out.

**Discuss Presentation of the Final PTOC Report to the Board of Education**

There was discussion regarding the presentation highlighting more specific information included on the PTOC report to the Board, the board meeting dates to make the presentation on, and how the presentation will be made—by the PTOC Chair or all committee members taking a piece of the whole presentation. There is only one scheduled meeting in December, specifically December 9<sup>th</sup>. A decision was made to schedule it for the December 9<sup>th</sup> board of education meeting, and most committee members will present at the meeting. District staff will introduce the committee. A subcommittee member communicated the need to meet a few more times with the other subcommittee members before the next PTOC meeting. District staff communicated they would make themselves available to meet with the subcommittee if they needed more input in the completion of the report and presentation to the Board. A decision was made to make the next meeting a working meeting in order to review, edit and approve the board report and presentation.

**Future Agenda Items** – The PTOC would like the focus of the next meeting on review and approval of the PTOC Report and Presentation.

**Next Meeting Date** – Tuesday, November 18, 2014, 5:30 – 7:00 pm, in the Einstein Room.

**Adjournment**

On a motion by Dave Armstrong, presiding Chair, the meeting was adjourned at 7:08 p.m.