

**VENTURA UNIFIED SCHOOL DISTRICT  
RESOLUTION #13-05  
PARCEL TAX OVERSIGHT COMMITTEE**

**WHEREAS**, on June 26, 2012 the Board subsequently called for a new special tax election (the "election") by way of adoption of Resolution #12-15, specifying that an election was to be held on November 6, 2012 within the boundaries of the Ventura Unified School District;

**WHEREAS**, at such November 6, 2012 election, a parcel tax measure hereinafter referred to as Measure Q, was submitted to the voters of the Ventura Unified School District, and approved by a two-thirds majority of the voters of the Ventura Unified School District;

**WHEREAS**, Measure Q now requires the District's Board to establish a citizens' parcel tax oversight committee to provide oversight and accountability on the expenditures funded by measure Q and to ensure that the said funds are spent for the purposes approved by the voters, and as prescribed by the District's Board prior to the election.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Ventura Unified School District, as follows:

**Establishment of Oversight Committee**

The Board hereby establishes the Parcel Tax Oversight Committee (PTOC), as required by Measure Q; and

**Establishment of the Parcel Tax Oversight Committee Bylaws**

The Board hereby establishes the PTOC Bylaws and directs the PTOC to operate in accordance with the Parcel Tax Oversight Committee Bylaws attached hereto as Exhibit A; and

**Establishment of the Parcel Tax Oversight Committee Application**

The Board hereby establishes the Parcel Tax Oversight Committee Application attached hereto as Exhibit B; and

**Effective Date**

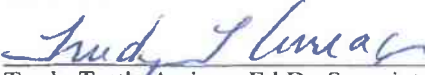
This Resolution shall take effect immediately upon its adoption.

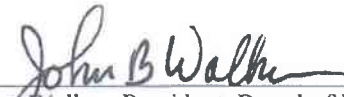
**APPROVED, PASSED AND ADOPTED** on **March 26, 2013** by the Board of Education of the Ventura Unified School District by the following vote:

AYES   5   ABSENT   0  

NOES   0   ABSTAIN   0  

**ATTEST:**

  
Trudy Tuttle Arriaga, Ed.D., Superintendent and  
Clerk of the Board of Education

  
John Walker, President, Board of Education

**EXHIBIT A**

Parcel Tax Oversight Committee Bylaws

**EXHIBIT B**

Parcel Tax Oversight Committee Application

**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.

## EXHIBIT A

**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.

## EXHIBIT A

**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: \_\_\_\_\_

**VENTURA UNIFIED SCHOOL DISTRICT**

**Parcel Tax Oversight Committee  
Application for Appointment**

**Overview of the Parcel Tax Oversight Committee**

On November 6, 2012, the Ventura Unified School District voters approved Measure Q – a parcel tax measure in the amount of \$59/parcel to create revenue to:

- Maintain and protect academic programs including science, technology, reading, writing, and math.
- Maintain and protect school art and music programs.
- Help prevent further increases in class sizes.
- Increase student access to technology and computers in the classroom.
- Help recruit and retain highly qualified teachers.
- Purchase up-to-date student textbooks and workbooks.

Measure Q ballot language also specifically provided for accountability measures, including an independent citizen oversight committee. The Parcel Tax Oversight Committee will provide that oversight and shall be comprised of a minimum of seven (7) and a maximum of eleven (11) members who shall serve for a term of two (2) years without compensation, and for no more than two consecutive terms.

**Duties**

Duties of the Committee will include:

- Meet at least twice per year, following Brown Act procedures.
- Ensure parcel tax (Measure Q) funds are spent for the purposes approved by the voters.
- Receive and review expenditure reports produced by the District regarding parcel tax funds.
- Reporting to the Board of Education and the community, on an annual basis, on how the parcel tax funds have been spent.

**VENTURA UNIFIED SCHOOL DISTRICT**

**Parcel Tax Oversight Committee  
Application for Appointment**

**General Information**

Applicant's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone #: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

**Employer Information**

Name of Applicant's Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Telephone #: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

**Committee Membership Designation**

Committee bylaws require that representatives of designated special interest organizations fill certain positions on the Parcel Tax Oversight Committee. Please indicate the committee designation(s) for which you are qualified. **Please check all that apply.**

- Active Member (at the time of application) of a business or community service organization active within the District  
Organization Name: \_\_\_\_\_
- At-Large/Community Member
- Parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the PTA/O or School Site Council  
School site name and organization: \_\_\_\_\_
- Parent or guardian of a child enrolled in the District  
A single individual may be appointed as a representative of more than one of the above categories.

**Educational Background** (*response is optional – you may attach additional pages or résumé*) – e.g. college and/or university, degree/major, vocational and/or training, certificates, technical training, etc.

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**EXHIBIT B**

**Additional Information**

Are you now, or have you ever been an employee or official of the Ventura Unified School District?  yes  no

If yes, please explain:

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Are you now, or have you ever been a vendor, contractor, or consultant for the Ventura Unified School District?  yes  no

If yes, please explain:

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Describe your community service background, including participation and membership in local and civic organizations. *(You may also attach additional pages or your résumé.)*

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Describe your professional skills and training in finance, facilities, and/or construction, or other relevant experience, including participation in professional organizations. *(You may also attach additional pages or your résumé.)*

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**EXHIBIT B**

**Please Answer the Following Questions**

1. How long have you been a resident within the boundaries of the Ventura Unified District?  
\_\_\_\_\_ Years    \_\_\_\_\_ Months
2. Have you or your children ever attended District schools?     yes     no
3. Do you have or have you had any relatives or close friends who have attended District schools?  
 yes     no

Comments: \_\_\_\_\_

4. Do you know of any reason, such as a potential conflict of interest (real estate, business, litigation, etc.), which would adversely affect your ability to impartially serve on the Parcel Tax Oversight Committee?     yes     no

Comments: \_\_\_\_\_

5. Please explain why you would like to be appointed to this committee:

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**Certification of Applicant**

I certify that the answers and statements in this document are true and complete to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Completed applications must be received by the Ventura Unified School District, Business Services Department by May 15, 2013.***

Please send your application to Rosi Cortez, Executive Assistant to the Assistant Superintendent, Business Services, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001, or via email to [rosi.cortez@venturausd.org](mailto:rosi.cortez@venturausd.org).

**If you have any questions, please contact the Business Services Department at (805) 641-5000, x1202.**