

Mountain View Whisman School District  
**Measure C Parcel Tax Oversight Committee**  
Regular Meeting  
25 October 2017, 7:00 pm, Conference Room B  
**MVW School District Office, 750-A San Pierre Way**

**1. Call to Order**

**2. Roll Call**

2.1 Parcel Tax Oversight Committee Members 2016-2017

Steve Sherman – Chair  
Alan Wessel  
Hafsa Mirza

Laurence Maller – Vice Chair  
Bill Evans  
Sundar Subbarayan

Elizabeth Welshock  
Uma Srinivasan

Non-voting Members:

Board Member Ex Oficio Member: Tamara Wilson

District Staff: Superintendent Dr. Ayindé Rudolph

Associate Superintendent/CBO Dr. Robert Clark

**3. Approval of Agenda**

3.1 Action Item: Staff recommends the Parcel Tax Oversight Committee approve the agenda as presented.

**4. Approval of Minutes**

4.1 Action Item: Staff recommends the Parcel Tax Oversight Committee approve the amended minutes of the December 14, 2016 meeting and the minutes of the March 22, 2017 meeting.

**5. Statements**

5.1 Public Statements not related to agenda items.

**6. Follow Up to Past Items/New Business**

6.1 Unaudited Actual Report 2016-2017  
Staff will provide the Unaudited Actual Report 2016-2017 to PTOC.

Information Item: Information only.

6.2 2016-2017 Annual Report to Board of Trustees  
The PTOC is asked to review a draft report for the 2016-2017 Annual Report in preparation for the Board meeting presentation tentatively scheduled for November 16, 2017.

Action Item: The PTOC will review the draft Annual Report and take action to finalize for Board presentation.

6.3 Transition of Measure C Oversight Committee to Measure B Oversight Committee  
As Measure C ended in June 2017, and the PTOC will present the final annual report to the Board at an upcoming Board meeting, the purpose of the Measure C PTOC has ended. The community passed Measure B Parcel Tax in May 2017. Measure B requires an oversight committee. The Parcel Tax Oversight Committee for Measure B will begin the application process for members later this fall.

Information Item: Information only.

**7. Adjournment**

## **December 14, 2016 PTOC Meeting Minutes (as amended and approved 22 March 2017)**

### **1. Call to Order**

Meeting called to order at 7:05pm

### **2. Roll Call**

Steve Sherman – Chair  
Laurence Maller – Vice Chair  
Bill Evans  
Sundar Subbarayan  
Tamara Wilson  
Elizabeth Welshock  
Uma Srinivasan  
Dr. Robert Clark  
Alan Wessel

### **3. Approval of Agenda**

Motion (by Sundar Subbarayan) to approve agenda  
Seconded (by Bill Evans)  
Motion to approve the meeting agenda carried unanimously.

### **4. Approval of Minutes**

Motion (by Laurence Maller) to approve minutes of the September 28, 2016 meeting  
Seconded (by Sundar Subbarayan)  
Motion to approve the minutes of the September 28, 2016 meeting carried unanimously.

### **5. Statements**

There being no members of the public present, there were no Public Statements.

### **6. Follow Up to Past Items/New Business**

#### **6.1 Membership, Selection of Officers, Meeting Dates**

Motion (by Sundar Subbarayan) to appoint the following members of the Parcel Tax Oversight Committee to roles, respectively:

Secretary: Bill Evans  
Chair: Steve Sherman  
Vice Chair: Laurence Maller

Carried unanimously.

Motion (by Sundar Subbarayan) to approve the remaining PTOC meeting schedule as printed in the agenda

Seconded (by Laurence Maller)  
Carried unanimously.

#### **6.2 Dr. Clark presented**

#### **6.3 Annual report outline reviewed by the PTOC.**

### **7. Future Agenda Items**

The standing agenda notwithstanding, there were additional future agenda items proposed by the PTOC.

### **8. Adjournment**

The meeting was adjourned at 8:05pm.

## Measure C Parcel Tax Oversight Committee Meeting Minutes, March 22, 2017

### 1. Call to Order

Meeting called to order at 7:05pm.

### 2. Roll Call

Steve Sherman – Chair  
Laurence Maller – Vice Chair  
Bill Evans  
Sundar Subbarayan  
Elizabeth Welshock  
Uma Srinivasan  
Hafsa Mirza  
Alan Wessel  
Dr. Robert Clark  
Tamara Wilson

### 3. Approval of Agenda

Motion to approve agenda (Alan Wessel)  
Seconded (Laurence Maller)  
Motion to approve the meeting agenda carried unanimously.

### 4. Approval of Minutes

It was noted that Alan Wessel arrived during the course of the December 14, 2016 meeting but that his attendance was not properly recorded in the minutes for that meeting.

Motion to approve the minutes of the Decemember 14, 2016 meeting with amendments (Hafsa Mirza)  
Seconded (Alan Wessel)

Motion to approve the minutes of the December 14, 2016 meeting carried unanimously.

### 5. Statements

There being no members of the public present, there were no Public Statements.

### 6. Follow Up to Past Items/New Business

6.1 Dr. Robert Clark delivered a summary of the Second Interim Report 2016-2017 and an overview of the Second Interim Budget report 2016-2017.

Dr. Clark addressed PTOC members' questions regarding the remaining Measure C funds and the approach that will be taken to ensure that all remaining funds are deployed per budget and in accordance with Measure C's provisions.

### 7. Future Agenda Items Requested by PTOC Members

7.1 Two future agenda items (for the September PTOC meeting) were requested:

1. Hear information / updates regarding the revised 2016-2017 financials
2. Plan the PTOC Annual Report

### 8. Adjournment

Motion to adjourn (Bill Evans)  
Seconded (Hafsa Mirza)  
The motion to adjourn carried unanimously.  
The meeting was adjourned at 8pm

**Measure C**  
**Parcel Tax Oversight Committee**  
**Unaudited Actual Report**  
**2016-2017**  
**By Program**

<b>Beginning Balance, July 1, 2016</b>	<b>\$ 735,368</b>	<b>\$ 735,749</b>	<b>\$ 735,749</b>	<b>\$ 578,526</b>
Actual Revenues	\$ 2,838,822	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000

Total Projected Funds Available 2016-2017	\$ 3,574,190	\$ 3,535,749	\$ 3,535,749	\$ 3,378,526
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<b>Program</b>	<b>2016-2017 Unaudited Actual</b>	<b>2016-2017 Second Interim</b>	<b>2016-2017 First Interim</b>	<b>2016-2107 Adopted Budget</b>
218 Academic at Risk <i>At-Risk Supervisors at MS and Title I schools</i>	345,009	370,651	355,615	373,507
220 Science Program: Elementary (Materials) <i>assorted science materials for elem schools</i>	7,004	7,658	7,658	49,082
225 Science Camp: Grade 5 - Walden West <i>5th grade science camp</i>	178,465	169,481	169,481	169,481
226 Science Camp: Grade 8 - Yosemite <i>8th grade trip to Yosemite</i>	60,456	150,000	150,000	150,000
230 Physical Education: Grades 1-5 <i>contracted service to provide PE for elem schools</i>	770,826	638,550	638,550	638,550
235 After School Program: Enrichment <i>allocation to sites to fund after school enrichment classes</i>	52,527	101,282	101,282	88,660
244 Art Program <i>Contracted service to provide Art at elem sites</i>	124,185	107,761	107,737	106,427
245 Music Program <i>Contracted service to provide Music at elem sites</i>	124,398	107,761	107,737	106,427
401 Regular Education Program <i>contribution to cost of classroom teachers</i>	476,786	476,786	476,786	467,437
411 Library/Media Services Program <i>district library/media staffing and materials</i>	486,283	493,481	473,088	487,799
412 School Counseling/CHAC <i>CHAC counseling program</i>	108,049	69,102	69,102	69,102
415 School Site Administration <i>school clerks</i>	337,216	332,628	356,348	402,076
500 Department of Business Services <i>contracted service to manage PT payee list/exemptions</i>	-	2,042	2,042	2,042
550 Routine Maintenance & Operations Services <i>ongoing maintenance and repair</i>	502,985	377,622	373,372	356,473
<b>Total</b>	<b>\$ 3,574,191</b>	<b>\$ 3,404,805</b>	<b>\$ 3,388,798</b>	<b>\$ 3,467,063</b>
<b>Projected Ending Balance, June 30, 2017</b>	<b>\$ (0)</b>	<b>\$ 130,944</b>	<b>\$ 146,951</b>	<b>\$ (88,537)</b>



Mountain View  
Whisman  
School District

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Pending action at Oct 25 PTOC meeting

# Measure C Parcel Tax Oversight Committee Annual Report For the 2016-2017 Unaudited Year

16 November 2017



# 2017-2018 PTOC Annual Report for the 2016-2017 Fiscal Year

The PTOC met on September 28, December 14, March 22, and a final meeting on October 25, 2017.

## PTOC Member Roster 2016-2017

Steve Sherman, Chair

Alan Wessel	Bill Evans	Elizabeth Welshock	Hafsa Mirza
Laurence Maller	Sundar Subbarayan	Uma Srinivasan	

Ex-Officio Member: Trustee Tamara Wilson

# 2017-2018 PTOC Annual Report for the 2016-2017 Fiscal Year

The Committee will at its discretion review the accounting and budgeting process of the District as required to ensure that:

1. The funds are actually received;
2. The funds are deposited into a segregated account and kept separate and apart from other funds of the District; and,
3. The funds are used only for the following specific purposes:
  - a. Sustain high academic achievement and ensure student success as academic needs evolve by maintaining school libraries, small class sizes, outdoor education, music and arts programs, student leadership classes, after-school programs and by supporting English language learners;
  - b. Reduce the impact of budget cuts and inadequate funding from the State and other sources;

# 2017-2018 PTOC Annual Report for the 2016-2017 Fiscal Year

- c. Expand class size reduction, offset reduced State funding for K-3 class size reduction and lower class size for grades 4-8;
- d. Increase instructional time by providing intervention professionals at each school site, programming during school breaks, and Gifted and Talented Education (GATE) staff development and enrichment programming;
- e. Attract and retain highly qualified teachers by recruiting teachers with high demand skills and credentials;
- f. Provide program support for extra curricular/co-curricular activities; and,
- g. Protect the taxpayers' investment in education and ensure District accountability by providing for taxpayer oversight and independent financial audits of revenues and expenditures.



# 2017-2018 PTOC Annual Report for the 2016-2017 Fiscal Year

The Parcel Tax Oversight Committee has reviewed the unaudited actual Parcel Tax expenditures for the 2016-2017 school year.

# 2017-2018 PTOC Annual Report for the 2016-2017 Fiscal Year

Program	2016-2017 Unaudited Actual
218 Academic at Risk <i>At-Risk Supervisors at MS and Title I schools</i>	345,009
220 Science Program: Elementary (Materials) <i>assorted science materials for elem schools</i>	7,004
225 Science Camp: Grade 5 - Walden West <i>5th grade science camp</i>	178,465
226 Science Camp: Grade 8 - Yosemite <i>8th grade trip to Yosemite</i>	60,456
230 Physical Education: Grades 1-5 <i>contracted service to provide PE for elem schools</i>	770,826
235 After School Program: Enrichment <i>allocation to sites to fund after school enrichment classes</i>	52,527
244 Art Program <i>Contracted service to provide Art at elem sites</i>	124,185
245 Music Program <i>Contracted service to provide Music at elem sites</i>	124,398
401 Regular Education Program <i>contribution to cost of classroom teachers</i>	476,786
411 Library/Media Services Program <i>district library/media staffing and materials</i>	486,283
412 School Counseling/CHAC <i>CHAC counseling program</i>	108,049
415 School Site Administration <i>school clerks</i>	337,216
500 Department of Business Services <i>contracted service to manage PT payee list/exemptions</i>	-
550 Routine Maintenance & Operations Services <i>ongoing maintenance and repair</i>	502,985
<b>Total</b>	<b>\$ 3,574,191</b>