

**Arcadia Unified School District**

**MEASURE A  
CITIZENS' OVERSIGHT COMMITTEE MEETING  
MINUTES**

**March 5, 2013  
Administration Center, Board Room  
234 Campus Drive  
Arcadia, CA 91007**

Committee Members present: Leigh Chavez, Matt McSweeney, Vicky Stiles, Albert Sylvia, Jennifer Tom, Lynne Whitaker, Gary Yamada

Committee Members absent: 0

Staff present: Christina Aragon, Assistant Superintendent, Business Services; Connie Chu, Senior Administrative Assistant

Consultants: Trevin Sims, Lozano Smith

Visitors: 0

**I. OPENING BUSINESS**

**A. Call to Order**

The meeting of the Citizens' Measure A Oversight Committee was called to order by Assistant Superintendent, Business Services, Christina Aragon at 6:03 p.m. on Tuesday, March 5, 2013, in the Board Room of the Administration Center.

**B. Introduction of Committee Members**

Ms. Aragon welcomed the Committee on behalf of Superintendent Joel Shawn who couldn't attend the meeting due to another conflict.

The members introduced themselves and stated their representation on the Committee. Trevin Sims of Lozano Smith introduced himself as the District's Parcel Tax Counsel.

**II. ADMINISTRATION**

**A. Roles & Responsibilities**

Mr. Sims reviewed the Bylaws, including the duties of the Citizens' Oversight Committee (COC). The COC is expected to inform the public concerning the District's

expenditures of the parcel tax and ensure that the expenditures are within the guidelines per Measure A. The District is not required by law to have a COC, but it was included as part of the Measure.

The Board authorized the District to spend the parcel tax around certain parameters. Ms. Aragon said the recommendations are shared with the Board at Budget Adoption. The District is required to report back to the Board on what the money was spent on based on the Board's directives.

The District will provide parcel tax information (plan, expenditures, etc.) to the Committee. The Committee will report back to the Board to confirm that the money was spent per Measure A. The Committee will then present an Annual Report to the Board. The independent audit firm will test sample the expenditures charged to the Parcel Tax Fund. The Committee will decide on the format of the Annual Report that is presented to the Board. Ms. Aragon said District staff will support the Committee in preparation of the Annual Report that could include pictures, Chairperson's Message, etc. All members of the COC are welcome to attend the Board meeting, and Ms. Aragon recommends that the Chairperson be designated to present the Annual Report.

Mr. Sims said it is important to educate the community of the educational value of the parcel tax. Ms. Aragon said the parcel tax enables the District to deal with the current State funding issues and assist in maintaining programs. Arcadia USD funding is one of the lowest funded USD in Los Angeles County even though it is a higher wealth community.

Mr. Sims reviewed the handout regarding the Brown Act. The Brown Act is California's open meeting law – everything is open and transparent. All public entities are subjected to the Brown Act, not just schools. The majority of the Board cannot meet or email regarding a topic without giving public notice of a meeting. Ms. Aragon said the District will and can send emails from time to time (e.g., Minutes for review prior to meeting) to prepare the Committee for the meeting. In addition, communication with District staff regarding clarifications, questions and answers are acceptable.

Meeting agendas will be posted as required. The audience can comment on items on the agenda or not on the agenda, but they need to be under the Committee's purviews. Mr. Sims suggested that the audience's time is limited to 15 minutes.

## **B. Election of Officers**

Ms. Aragon said the Chair leads the meeting. The Vice Chair will assume the role when the Chair is not available.

Ms. Aragon said the Committee members have been assigned one or two-year terms. Each member can serve up to two terms.

**1. Chair**

**Motion:** A motion was made to elect Vicky Stiles as Chair.

**Moved by:** Leigh Chavez  
**Seconded by:** Albert Sylvia  
**Approved:** 7-0

**2. Vice Chair**

**Motion:** A motion was made to elect Leigh Chavez as Vice Chair.

**Moved by:** Gary Yamada  
**Seconded by:** Matt McSweeny  
**Approved:** 7-0

**C. Establishment of Meeting Dates**

Ms. Aragon said the COC is required to meet no more than four times per year. District staff is suggesting a meeting schedule of three times per year. The dates could be changed in the future if needed.

**Motion:** A motion was made to approve the 2012-2013 and 2013-2014 Citizens’ Measure A Oversight Committee meeting dates.

**Moved by:** Leigh Chavez  
**Seconded by:** Albert Sylvia  
**Approved:** 7-0

**III. PARCEL TAX UPDATE**

**A. Report on Parcel Tax Collections/Exemptions**

Ms. Aragon reviewed the expected parcel tax collections and exemptions for Fiscal Year 2012-2013. Ms. Chavez asked if the exemptions are required every year. Ms. Aragon said they only need to be completed once for the duration of the parcel tax. NBS, the parcel tax administrator, is paid from the General Fund, not from the proceeds of the parcel tax. Ms. Aragon said the District reached out and notified the public regarding the exemptions in a variety of ways. The amounts received don’t include the delinquencies (as of 12/10/12, there were \$66K delinquent). Ms. Stiles asked if the delinquent monies are budgeted. Ms. Aragon said the expected revenue is budgeted at \$3.4 million.

**B. Report on Expenditure Plan**

Ms. Aragon reviewed the Expenditure Plan which includes 38 teachers and 3 counselors. Percentages were based off of ADA. FTE was based on enrollment at each

level. Funds will be spent to match the dollars collected as closely as possible. Lynne Whitaker asked if the teachers in RIFF were included. Ms. Aragon said the District did not plan to RIFF any teachers for the 2013-2014 school year. Mr. Yamada asked how the District would handle inquiries from the public regarding the names of the individuals. Ms. Aragon said they would have to submit a Public Records Act request for the information. The names of the individuals were chosen at random and recommended to the Board. Mr. Sylvia asked if the funds collected could be placed in a reserve account and not be spent. Ms. Aragon said that while this was allowable, it was not being considered as there is a current need for use of the funds.

**C. Questions & Answers**

None.

**IV. COMMENTS**

**A. Audience**

None.

**B. Committee**

Ms. Chavez said Ms. Stiles is doing a fine job as Chairperson.

**C. Staff**

Ms. Aragon passed out a handout from EdSource entitled “The Basics of California’s School Finance System.” The Committee was asked to review it and be prepared to discuss at the next meeting.

**V. ADJOURNMENT**

**Motion:** A motion was made to adjourn the Citizens’ Measure A Oversight Committee meeting at 7:25 p.m.

**Moved by:** Leigh Chavez

**Seconded by:** Albert Sylvia

**Approved:** 7-0

**NEXT CITIZENS’ MEASURE A OVERSIGHT COMMITTEE MEETING**

**Wednesday, May 29, 2013**

**6:00 PM**