

**PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT**  
**MINUTES**  
**CITIZENS' OVERSIGHT COMMITTEE FOR MEASURE M**  
**May 14, 2019**  
**Malaga Cove Administration Center**  
**375 Vial Almar**  
**Palos Verdes Estates, CA 90274**

Members Present

Jeffrey Frankel, Vice Chairman, Board Appointed Member  
Tina Quinn, Board Appointed Member  
Kana Sato-Nguyen, Board Appointed Member  
Jill Surace, Board Appointed Member

Members Absent

Gretchen Carner, Chairman, Board Appointed Member  
John Letcher, Board Appointed Member  
Joseph Litchfield, Board Appointed Member  
John Stillo, Board Appointed Member

Administrator/Others Present

Dr. Keith Butler, Associate Superintendent, Business Services  
Matthew Brach, Board of Education Member

**A. Call to Order**

Minutes:

The regular session was called to order at 6:03 p.m. by the Vice-Chairman, Jeffrey Frankel.

**B. Pledge of Allegiance**

**C. Approval of Agenda**

**Motion Passed:** That the Committee approve the Agenda for the Citizens' Oversight Committee for Measure M for May 14, 2019.

Passed with a Motion by Tina Quinn and a second by Jill Surace.

<b>Absent</b>	Gretchen Carner
<b>Yes</b>	Jeffrey Frankel
<b>Absent</b>	John Letcher
<b>Absent</b>	Joseph Litchfield
<b>Yes</b>	Tina Quinn

**Yes** Kana Sato-Nguyen  
**Absent** John Stillo  
**Yes** Jill Surace

#### **D. Approval of Minutes**

##### **E.1. Citizens' Oversight Committee for Measure M – Minutes from the Meeting of September 25, 2018**

**Motion Passed:** That the Committee approve the Minutes from the Meeting of September 25, 2018.

Passed with a Motion by Tina Quinn and a second by Jill Surace

**Absent** Gretchen Carner  
**Yes** Jeffrey Frankel  
**Absent** John Letcher  
**Absent** Joseph Litchfield  
**Yes** Tina Quinn  
**Yes** Kana Sato-Nguyen  
**Absent** John Stillo  
**Yes** Jill Surace

#### **E. Public Communications**

Minutes: There were no public comments.

#### **F. Selection of Chairman and Vice Chairman**

By consensus, it was agreed that the selection of a Chairman and Vice Chairman for the Citizens' Oversight Committee for Measure M for the 2019-20 school year would be tabled to the September 24, 2019 meeting.

#### **G. Information**

##### **G.1. Measure M (Parcel Tax) Adopted Consumer Price Index Adjustment**

Minutes: Dr. Butler reported that at the Regular Board of Education Meeting on March 13, 2019, the Board approved the recommendation from the Citizens' Oversight Committee to increase the parcel tax by the CPI in effect as of June 30, 2019, for the 2018-19 budget year.

## **G.2. Parcel Tax Approved Annual Plan for the 2019-20 Budget**

Minutes: Dr. Butler reported that at the Regular Board of Education Meeting on the March 13, 2019, the Board approved the recommendation from the Citizens' Oversight Committee on the Parcel Tax (Measure M) Proposed Annual Plan for the 2019-20 Budget.

## **G.3. Report by Dr. Keith Butler on Budget Reductions Approved by the Board of Education for the 2019-20 Fiscal Year**

Minutes: Dr. Butler reviewed the 2019-20 Budget Reductions approved by the Board of Education and answered questions from the Committee.

## **G.4. Review Committee Tenure**

Minutes: Dr. Butler reviewed the term expiration dates for each Committee Member and noted that the terms for all Committee Members extend through the 2019-20 school year.

## **H. Discussion/Action**

### **H.1. Presentation of "Draft" 2018-19 Annual Report to the Board**

Minutes: The Committee reviewed the proposed "draft" 2018-19 Annual Report and by consensus agreed that the report be presented at the Regular Board of Education Meeting on June 26, 2019.

### **H.2. Proposed 2019-20 Meeting Dates**

Minutes: The Committee reviewed the proposed dates, times and location for meetings of the Citizens' Oversight Committee for Measure M during the period from September 1, 2019 to June 30, 2020, as follows:

Tuesday, September 24, 2019

Tuesday, November 12, 2019

Tuesday, February 11, 2020

Tuesday, May 12, 2020

### **H.3. Report from Communications Subcommittee**

Minutes: The Committee reviewed the Information Sheet and agreed that percentages be added to Parcel Tax Expenditure section and that the revised Information sheet be included as part of the Committee Annual Report to the Board of Education on June 26, 2019.

In addition, the Committee requested that the Information Sheet be added to the District Newsletter that is distributed to the Community via e-mail.

## I. Topics for Future Agenda Items.

Minutes: The Committee requested that at each upcoming meeting the following items be presented:

- Update on spending
- Examples of specific programs or items that are funded by the parcel tax.

## J. Adjournment

### **Motion Passed:**

That there being no further business to come before the Committee, the meeting be adjourned at 6:43 p.m.

Passed with a Motion by Tina Quinn and a second by Jill Surace

<b>Absent</b>	Gretchen Carner
<b>Yes</b>	Jeffrey Frankel
<b>Absent</b>	John Letcher
<b>Absent</b>	Joseph Litchfield
<b>Yes</b>	Tina Quinn
<b>Yes</b>	Kana Sato-Nguyen
<b>Absent</b>	John Stillo
<b>Yes</b>	Jill Surace

Keith Butler, Ph.D.

Associate Superintendent, Business Services