



SOUTH PASADENA UNIFIED SCHOOL DISTRICT
MEASURE S CITIZENS' OVERSIGHT COMMITTEE

Mission, Purpose and Membership

Board Approved May 13, 2009

I. MISSION

The mission of the Measure S Citizens' Oversight Committee is to ensure the proper expenditure of Measure S revenues (i.e., parcel tax funds).

II. PURPOSE

The Committee shall:

A. Review, not create, the expenditures of parcel tax funds twice yearly for authorized purposes as per the Annual Plan, which is created by district administration.

B. Ensure that the expenditures of parcel tax funds are consistent with the stated purposes of Measure S:

- Continue to maintain high-quality academic programs and to attract and retain teachers, counselors, and essential support staff;
- Maintain manageable class sizes at all grade levels;
- Continue to fund District library and media programs;
- Continue to fund District Visual and Performing Arts programs, counseling programs, and advanced instruction in core academic areas, including science, technology, engineering, and math;
- Prevent or reduce numerous staff lay-offs, including teachers, counselors, and support staff

C. Review district administration spending plans before approval by the Board of Education to determine that the spending of these funds is consistent with the language and the intent of the parcel tax. Budgetary plans for parcel tax funds proposed by district administration but not approved by the oversight committee may not be brought to the Board of Education for approval through parcel tax funds.

D. Conduct all business in compliance with the Brown Act.

E. Provide for communication to the community on issues related to Measure S regarding the review of parcel tax funds.

F. Meet to review that expenditures to date are consistent with the intention of the parcel tax measure.



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- G. Approve by minimum of two-thirds vote of the committee that expenditures are consistent with the intention of the parcel tax no later than February 28th of each year.
- H. Report to the Board prior to October 31st of each year on all Measure S expenditures for the prior year and ensure they are consistent with the intention of the parcel tax measure.
- I. Expenditure of parcel tax funds will also be included in the annual external audit of the district budget.

III. COMPOSITION AND APPOINTMENT OF MEMBERS

The committee shall consist of nine (9) members:

- (5) Five community members (minimum of three must have children or grandchildren currently attending schools in the South Pasadena Unified School District).
- (1) CSEA member
- (1) TASP member
- (1) Site administrator
- (1) Superintendent

- (9) Total

After an application process, committee members shall be appointed by a majority vote of the Governing Board of Education. Three appointees from the following will be recommended to the Board through their own constituent groups: site administration, a representative from the local California School Employee Association (CSEA), and a representative from the Teachers' Association of South Pasadena (TASP). Committee members, with the exception of district employees, must reside within the boundaries of the South Pasadena Unified School District. The Superintendent shall also serve on this committee.

The remaining committee members shall be from the "community". A majority of the committee members from the "community" shall have children or grandchildren currently attending schools in the South Pasadena Unified School District.

Any member shall disclose immediately any possible or potential conflict of interest. A committee member's failure to disclose any possible or potential conflict of interest when known will result in the member's removal from the committee.



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IV. TERMS OF MEMBERS; FILLING VACANCIES; REMOVAL.

Committee members will serve for three-year terms except that three of the original "community" members will be appointed for an initial two-year term. This committee will remain in existence until all funds are expended. Whenever necessary, the Board of Education shall make new appointments or remove members. Committee members may be reappointed at the discretion of the Board.

V. CHAIR AND VICE-CHAIR

The Measure S Citizens' Oversight Committee shall, at its first meeting and each February meeting thereafter, elect a Chair and a Vice-Chair from among its appointed members. The office of Chair and Vice-Chair shall be selected by the committee via consensus with terms not to exceed two years.



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Application for Membership
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I am a:

- _____ Community Member
- _____ Community Member with Children/Grandchildren in the District
- _____ Member of the California School Employees' Association (CSEA)
- _____ Member of the Teachers' Association of South Pasadena (TASP)
- _____ Site Administrator
- _____ Other (Please Explain) _____

GENERAL INFORMATION:

Name: _____
 Last First MI

Home Address: _____

 City State Zip Code

Work Address: _____

 City State Zip Code

Telephone Numbers:
 (Home) _____ (Work) _____
 (Cell) _____ (Fax) _____
 Email _____



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EDUCATIONAL BACKGROUND:

College and/or University	Degree/Major
Vocational and/or Other Institutions	Certificate/Technical Training

EMPLOYMENT INFORMATION:

Name of Employer: _____

Position: _____

Area of Expertise: _____

Circle One

Is your employer a company that does business with the District? Yes No

If applicable, does the employer of your spouse or partner do business with the District?
 Yes No

ADDITIONAL INFORMATION:

(seminars, workshops, volunteer work, community and professional organizations, etc.)

School, Community, and Youth Organizations:



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- 1) How long have you been a resident of the South Pasadena Unified School District? _____ years _____ months

- 2) Have you, your spouse, partner, child(ren), or grandchild(ren) attended SPUSD?
Circle One
Yes No

If yes, who? _____

- 3) Do you know of any reason such as a conflict of interest where you, your spouse or your partner's present or prior work as a vendor or consultant for the District, work for the District, or future likely work as a vendor or consultant for the District would adversely affect your ability to serve on the Citizens' Oversight Committee?

If yes, please explain: _____

- 4) Please explain why you would like to be appointed to this committee?
(Please attach your typed response)

**COMPLETED APPLICATIONS SHOULD BE SUBMITTED
 NO LATER THAN THURSDAY, NOVEMBER 15, 2018 AT 4 P.M. TO:**

South Pasadena Unified School District
 Office of the Superintendent
 1020 El Centro Street
 South Pasadena, California 91030