

CHARTER

West Contra Costa Unified School District Community Budget Advisory Committee

Background

The West Contra Costa Unified School District (WCCUSD) Community Budget Advisory Committee (the Committee) is a School Board appointed community-based advisory group which discusses budgetary issues. The Committee consists of ten (10) members.

Committee Purpose

- To **understand** the budget process for WCCUSD and public education as a whole
- To **communicate** information to the community about the budget process in a clear and transparent way including but not limited to informal dialogues
- To **advise and make recommendations to** the WCCUSD School Board on budgetary issues including overall priorities and revenue requirements based on its understanding of the budget process, and community feedback
- To **provide oversight** over the **parcel tax renewal, which was approved by voters in 2012, and which expires in 2019, over the Measure D parcel tax passed in 2008** as required by the text of the measure

Membership

Composition

The Committee will be comprised of voting and non-voting members. There will be seven (7) voting members including one (1) teacher employed by WCCUSD, one (1) classified employee of WCCUSD, one (1) site principal, ~~at least one~~ (1) business leader, and ~~at least one~~ (1) parent of a child enrolled in the district. The additional two (2) voting members shall be a parent, business leader or community member. The non-voting members of the Committee will consist of one (1) member of the WCCUSD Board of Trustees appointed by the President of the Board of Trustees and ~~two-three~~ (23) staff members appointed by the Superintendent. A meeting quorum will consist of four (4) out of the seven (7) voting members. All voting positions may have a designated alternates who may vote in the absence of a committee member.

Terms

The term for voting members will be two (2) years. The term will start on January 1st for three (3) members and July 1st for four (4) members. To stagger the terms properly, two (2) of the four (4) community members ratified for terms starting July 1, 2009 shall have special one-year terms.

Selection

Members of the Committee will be selected by the Committee based on receipt of Recruitment/Self-Nomination Forms—~~approved by the Committee~~. The ~~Self-Nomination Forms~~ forms will be submitted to the Committee for consideration in October and ~~April~~ **March** or when vacancies occur. The Committee will select new Committee members, including alternate members, in ~~November~~ **December** and ~~May~~ **April**. The selections will then be subject to ratification by the School Board.

Persistent Vacancies

If, after 6 months, no candidates apply who fulfill the requirement described in the **Composition** section above, then the Committee may choose any candidate to fulfill the unfilled slot.

Committee members who have missed four (4) consecutive face-to-face meetings will be considered for removal from the Committee.

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Meetings

~~Meetings~~ **Face to face meetings** will be held ~~monthly excluding December, February and June~~ **at least six (6) times per year**. The standard meeting time will be from 6:30 p.m. to 8:30 p.m. on the fourth (4th) Thursday of the month. The standard meeting place will be the Adult Education Alvarado Campus. ~~Meeting~~ **Regular meeting** dates, locations, and agendas will be posted on the WCCUSD website at least 72 hours prior to the scheduled meeting.

Agendas

Staff will prepare the agendas working in conjunction with the Chairperson. Voting and non-voting members may suggest future agenda items during a face-to-face meeting or by submitting to the Chairperson at least seven (7) working days before the scheduled meeting date. Submissions must include all supporting documents and information. The Chairperson and staff will decide if the request is within the jurisdiction of the committee, and if not, may choose not to place the item on the agenda.

Officers

The Committee will elect its own officers. The elected officers will be a chairperson and a vice chairperson. The positions will be elected each year in ~~January~~ **December with terms beginning January 1st**. **Nominations will be accepted from voting members only. Self-nominations are permissible. Roll call vote shall be conducted if position is unopposed. Ballot vote will be conducted when there is more than one nominee for a position.** The term of office for ~~both~~ **each** positions will be one (1) year.

Chairperson

The duties of the chairperson (the “Chair”) will be

- Preparing for the meetings (including preparing agendas)
- Facilitating the meetings by ensuring that each member has the ability to contribute to the discussion
- Ensuring a fair hearing for community participants
- Making a presentation to the School Board every 3 months

Vice Chairperson

The duties of the vice chairperson will be

- Assisting the Chair in facilitating meetings
- Filling in for the Chair when necessary

Staff Support

WCCUSD staff will provide necessary clerical and technical support to the Committee, **which will include recording of the minutes.**

Parcel Tax Oversight

The ~~new~~ Measure ~~D-G~~ parcel tax that ~~begins~~ **began** on July 1, ~~2009-2014~~ **and will continue through June 30, 2019. Measure G parcel tax funds are subject to an annual independent financial audit which is made public, and** requires "oversight by the Community Budget Advisory Committee." The Committee already has a broad advisory role over all operating budget issues including parcel tax expenditures. This required oversight role does not limit the existing scope of the Committee.

Parcel tax oversight will be exercised through (1) reviewing the expenditures of Measure ~~D-G~~ funds for compliance and (2) educating the public in how the parcel tax operates. For review, each year the Committee will receive, either at the same time or separately, a list of proposed Measure ~~D-G~~ parcel tax expenditures for the next fiscal year and a list of the actual parcel tax expenditure for the current year and previous years. Each year, the Committee will formally communicate to the School Board whether the Committee believes the current-year and planned uses of parcel tax funds can each be reasonably associated with a designated purpose set forth in Measure ~~D-G~~. The Committee will also generally review the implementation of all aspects of the parcel tax. For education, the Committee will schedule one or more presentations each year to discuss the parcel tax including actual expenditures and the details of the parcel tax.

Approved by West Contra Costa Unified School District Board of Education: July 13, 2011
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Approved by CBAC 9/24/15