The Citizens’ Oversight Committee for Measure M met at the Malaga Cove Administration Center at 7:02 p.m. on Tuesday, November 18, 2014. Chairman Tom O’Hern called the meeting to order.

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Members Absent</th>
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<td>John Letcher</td>
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<td>Joseph Litchfield</td>
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<td>Tom O’Hern</td>
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<td>Tina Quinn</td>
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<td>John Stillo</td>
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<td>Jill Surace</td>
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<td>Julie Trell</td>
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Administrators/Others Present

Donald Austin, Superintendent of Schools
Trent Bahadursingh, Assistant Superintendent, Technology & Support Services
John Bowes, Assistant Superintendent, Human Resources
Lydia Cano, Deputy Superintendent
Malcolm Sharp, Vice President, Board of Education

C. Approval of the Agenda

It was moved by Ms. Quinn to approve the Agenda. It was seconded by Mr. Stillo and the motion carried unanimously.

D. Approval of Minutes

It was moved by Ms. Surace to approve the Minutes of May 29, 2014. It was seconded by Ms. Trell and the motion carried unanimously.
It was moved by Mr. Stillo to approve the Minutes of September 23, 2014. It was seconded by Ms. Surace and the motion carried unanimously.

E. Public Communications

No public comments.

F. Information

1. Presentation by Trent Bahadursingh on Technology

Technology focus for the 2013-14 school year:

- (SBAC) Smarter Balanced Assessment Consortium (SBAC) field test went very well. The spring SBAC test which is the first official year of testing will consist of both math and English.
- Baseline technology (establishes what every classroom and school should have in the way of technology)
- Upgrading the District’s bandwidth
- Purchased Chromebooks

Technology focus for 2014-15 school year:

- Purchased additional Chromebooks using Common Core funds. The Chromebooks will not only be used for testing, but the students and staff will be able to use the Chromebooks throughout the school year.
- Old Windows XPs were retired and Windows 7 is now being used.
- Adopted the Office 365 platform for staff and students with the online version of Word, Excel and PowerPoint that can easily be accessed. Families of PVPUSD students can download 5 free copies of Microsoft Office.
- Bring Your Own Device Program (BYOD) has been expanded to every school.
- With funding from the Peninsula Education Foundation (PEF), the District was able to bring back library aides (15-hour positions). At the secondary level library aides were two part time positions and this has been reconfigured to one full-time position.

The District’s biggest challenge will be its infrastructure. It has been over 14 years since wiring and other related infrastructure needs have been addressed, i.e., security, climate control, emergency notification in classrooms, locking and swipe cards. The District is increasing its
efforts with digital citizenship, internet safety, cyberbulling and online etiquette. The Technology Department has developed surveys for parents, students and staff to help determine data points so that the District can approach these concerns in the correct way. The baseline strategy also needs to continue increasing the technology at the school sites.

2. **Presentation by John Bowes on 2014-15 Enrollment**

Dr. Bowes provided the Committee with information comparing enrollment for August 26, 2013 through September 20, 2013 (11,672 students) and August 26, 2014 through September 19, 2014 (11,609 students); and Certificated Full-Time Equivalent as of September 16, 2014 and September 24, 2014. It is important in grades TK-3 that the District maintains a 24:1 student/teacher average. Otherwise the District would be penalized by the state.

3. **Status on Citizens’ Oversight Committee for Parcel Tax (Measure M) - Application**

Mrs. Cano informed the Committee that as of this meeting no applications have been received. She distributed an article dated November 13, 2014, from the *PV News* regarding applications for the Committee and that the submittal date for the applications was changed to December 15, 2014, and that the application form is on the District’s website.

4. **Workers’ Compensation and Liability Coverage for Volunteer Personnel – Limits of Liability Coverage**

Mrs. Cano informed the Committee that this was just an information item to inform the Committee that the District covers each Committee member with General and Automobile Liability ($25,000 for SIR/Retention with a coverage limit of $5,000,000 combined single limit per occurrence) and the Workers’ Compensation coverage ($1,000,000 each accident, $1,000,000 per employee and retention dollar one).

5. **Presentation by Lydia Cano on Senior Parcel Tax Exemption History**

Mrs. Cano presented information on the Senior Parcel Tax Exemption History from 2003- 2014.

6. **Presentation by Lydia Cano on the Palos Verdes Peninsula Unified School District’s Revenue Sources**
Mrs. Cano explained that last year the District presented to the Committee only the General Fund revenue. Mrs. Cano informed the Committee that the current report contains the total General Fund resources. The Committee requested that Mrs. Cano provide historical information in the revenue sources report for the next Committee meeting.

7. **Presentation by Lydia Cano Update on Spending Plan for AB 86, Common Core State Standards Implementation Funds**

Mrs. Cano informed the Committee that the District in 2013-14 received $2,386,030 for Common Core funding. Out of the Common core funds, the District spent $105,056 for professional development and $670,098 for technology with a carryover of $1,610,876 for 2014-15. In 2014-15 the District has budgeted $807,250 on professional development and $803,626 on technology and all Common Core funds need to be spent by June 30, 2015.

G. **Discussion/Action**

1. **Communications Subcommittee Report**

   The Communications Subcommittee had no report. Mrs. Trell asked the Committee for suggestions on what the subcommittee’s focus should be.

2. **Reports from Committee Members**

   No reports from Committee members.

3. **Topics for Future Agenda Items**

   No suggestions

4. **Meeting Dates for 2014-15**

   Mrs. Cano informed the Committee that the parcel tax allocations will be on the March 24, 2015, agenda.

H. **Adjournment**

   The meeting adjourned at 8:05 p.m.

Lydia Cano  
Deputy Superintendent  
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