

# Minutes

## Tamalpais Union High School District

Parcel Tax Citizens Oversight Committee (PTCOC) of Measure J

January 22, 2020

8:30-10:30am

District Office ~ Kreps Conference Center

395 Doherty Drive

Larkspur, CA 94939

### Committee Members:

Jennifer Ginsburg

Tammy Wilks Kornfeld

Bill Levinson

Robin Moses

John Richard

### TUHSD Staff:

Corbett Elsen, Chief Financial Officer & PTCOC Secretary

Lorie Perez, Administrative Assistant Business Services

### Agenda:

#### 1.0 Call to Order

- Welcome by Superintendent Dr. Tara Taupier & Introductions
  - Dr. Tara Taupier welcomed the committee members
  - The committee members introduced themselves

#### 2.0 Information Q&A

None

#### 3.0 Discussion/Action Items

##### 3.1) Review & Discuss PTCOC Purpose & Bylaws

- Corbett led the discussion to clarify that the PTCOC is an audit function only, not a decision-making body.
- The Bylaws were discussed
- Primary duties are to ensure expenditures align with ballot measure and make Annual Report to the Board.

##### 3.2) TUHSD Budget Overview

- Corbett shared the budget update presentation and answered questions from the committee members. Where we have been, where we are now and where are we going after the passage of Measure J in 2018.
- Corbett led the discussion to clarify what the revenues and expenditures would be
- Corbett is to see if we can find out what percentage of seniors take the exemption.

### **3.3) Establish PTCOC calendar**

- Weds, April 1, 2020 from 8:30-10:30am
- Weds, September 30, 2020 from 8:30-10:30am
- Weds, March 31, 2021 from 8:30-10:30am

### **3.4) Select Officers of the Committee**

- Bill Levinson moved that Robin Moses be the Chair, Jennifer Ginsburg seconded, Tammy Wilks Kornfeld and John Richard, unanimously
- Bill Levinson moved that John Richard be Vice-Chair, Jennifer Ginsburg seconded, Tammy Wilks Kornfeld, Bill Levinson and Robin Moses, unanimously
- District-Designated Secretary is the CFO

### **3.5) Brown Act overview**

- Corbett reviewed with the committee basics of the Brown Act and established that we are a public entity and the public have rights to be informed of all Board meetings and conversations. Discussed prohibited actions like 'serial meetings' or conversations.
- It was discussed that if committee members are interacting with the public, it is important to explicitly state and be clear if you are expressing your individual opinion as a member or on behalf of the collective PTCOC based off of formal discussion or action during an agenda item by the PTCOC.

### **3.6) Establish PTCOC Communications protocols**

- Corbett recommends that Lorie take notes, which he will review with the Chair and Vice Chair and if approved, they get posted to the website as a draft notes and then approved at the next meeting as formal minutes.
- All committee members decided on paper materials being provided for each meeting
- Corbett discussed Form 700 (public disclosure of interests) and answered questions from the committee.

## **4.0 Future Agenda Items**

No future agenda items suggested.

## **5.0 Public Comment on Non-Agenda Items**

No public comment.

## **6.0 Next Meeting**

Date: Wednesday, April 1st, 2020 from 8:30-10:30am in Kreps Conference Center

## **7.0 Adjournment**

Adjourned at 10:45am