



**BELMONT-REDWOOD SHORES SCHOOL DISTRICT  
APPLICATION FOR PARCEL TAX OVERSIGHT COMMITTEE (PTOC)**

**NOTE:** All Parcel Tax Oversight Committee Members must reside within the boundaries of the Belmont-Redwood Shores School District. For information about District boundaries, see <https://www.brssd.org/online-enrollment>. Completed applications should be hand-delivered or sent by mail or email to the attention of Chief Business Official, Belmont-Redwood Shores School District Office at 2960 Hallmark Drive, Belmont, CA 94002 or [cbo@brssd.org](mailto:cbo@brssd.org). If you have any questions, please call the District at 650-637-4800 ext. 1050 or send an email to [cbo@brssd.org](mailto:cbo@brssd.org).

*(Please Print or Type)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

FAX #: \_\_\_\_\_ email: \_\_\_\_\_

**Why do you want to serve on the Parcel Tax Oversight Committee?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Do you have any special area of expertise or experience that you think would be helpful to the committee?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you have served on other school district, city, or community committees, please list and briefly describe your role(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I am a resident of the Belmont-Redwood Shores School District, and I would be able to represent the following District constituencies: (check all that apply)**

**I am a parent or guardian of a District student enrolled in grades TK-5.**

*Child's Name and School:* \_\_\_\_\_

*Child's Name and School:* \_\_\_\_\_

**I am a parent or guardian of a District student enrolled in grades 6-8.**

*Child's Name and School:* \_\_\_\_\_

*Child's Name and School:* \_\_\_\_\_

**I am a parent or guardian of District student, and I am active in a District-affiliated organization, such as SchoolForce, School Site Council, or PTA.**

*Child's Name and School:* \_\_\_\_\_

*Child's Name and School:* \_\_\_\_\_

*Organization:* \_\_\_\_\_

**I am a teacher or staff member in the District school.**

*Name of School:* \_\_\_\_\_

*Grade Levels Taught:* \_\_\_\_\_

**I am not a parent or guardian of a District student.**

**I am active in the business community located within District boundaries.**

*Business or Organization:* \_\_\_\_\_

**I am a member of a senior citizens organization.**

*Organization:* \_\_\_\_\_

**I am an active member of a bona fide taxpayers association.**

*Organization:* \_\_\_\_\_

**Please note any additional information you feel should be considered as part of your application:**

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## PTOC ETHICS POLICY STATEMENT

This Belmont-Redwood Shores School District Parcel Tax Oversight Committee Ethics Policy Statement (“Ethics Policy”) provides general guidelines for PTOC members to follow while carrying out their roles.

Not all potential ethical issues that PTOC members may face are covered in this Ethics Policy. However, this Ethics Policy captures some of the critical areas that help define ethical and professional conduct for PTOC members. The provisions of this Ethics Policy are derived from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. As such, PTOC members are expected to strictly adhere to the provisions of this Ethics Policy.

### 1. POTENTIAL CONFLICTS OF INTEREST.

- a. A PTOC member shall abstain from making or influencing any decision related to the expenditure of parcel tax monies, if that decision would provide a financial benefit to him/herself, or to his/her business or place of outside employment, or to any family member or personal friend.
- b. If a PTOC member becomes aware of a potential conflict of interest, he or she shall disclose it promptly to the PTOC Chairperson and/or the BRSSD Chief Business Official.

### 2. COMMITMENT TO BRSSD COMMUNITY.

While conducting PTOC business, a PTOC member shall place the interests of the residents and taxpayers of the BRSSD community above any personal or business interests of the member, his/her family, or his/her personal friends.

*Please answer the following questions:*

- a. Are you a vendor, contractor, or consultant to the District?
- b. Do you have conflicts that would preclude your attending triennial meetings?
- c. Do you know of any reason, such as a potential conflict of interest, which would adversely affect your ability to serve on the Parcel Tax Oversight Committee?

YES	NO

**Signature of Applicant:** By signing below, I attest that (1) all answers and statements in this document are true and complete to the best of my knowledge, and (2) I have read the Ethics Policy Statement and agree to abide by all of the conditions contained therein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Nondiscrimination Statement:** The Belmont-Redwood Shores School District is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

If you believe you have been subjected to discrimination, harassment, intimidation, or bullying, you should immediately contact the Director of Administrative Services (CCR Title V and Title IX Officer), Julie Eastburn, at 650-637-4800 or at [jeastburn@brssd.org](mailto:jeastburn@brssd.org).