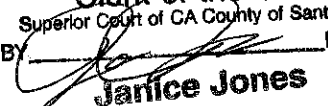




6578 Santa Teresa Boulevard, San Jose, CA 95119, Phone: (408) 227-8300, Fax: (408) 629-7183

September 7, 2017

Honorable Patricia M. Lucas, Presiding Judge  
Santa Clara County Superior Court  
191 North First Street  
San Jose, CA 95113

(ENDORSED)  
**FILED**  
SEP 11 2017  
Clerk of the Court  
Superior Court of CA County of Santa Clara  
BY  DEPUTY  
**Janice Jones**

Dear Judge Lucas,

In accordance with the Santa Clara County Civil Grand Jury's recent report entitled "Show me the Money: School Parcel Tax Exemptions for Seniors and Homeowners with Disabilities," the Oak Grove School District responds to the findings and recommendations pertaining to the District as follows.

**Response to Report Findings:**

The Oak Grove School District's parcel tax specifically allows for senior exemptions. The District strives to accommodate eligible applicants with a simple and easy process to file for exemptions. As such, the District has reviewed the Grand Jury Report and reaffirms the District's procedures and process.

**Response to Recommendations:**

**Recommendation 1a**

The governing boards of the school districts listed below should include information about parcel tax exemptions and application procedures via public outreach to communicate with those who do not have access to or are uncomfortable using the Internet. Examples of outreach include newsletters from the school district to residents, newspaper articles or ads, and postings at libraries and senior centers. There should be at least one such communication annually timed near the sending of property tax bills.

**District Response**

Oak Grove School District issues newsletters that are mailed to all residents within the District's boundaries. Moving forward, the District will include a notice for the senior exemption waiver in at least one of these newsletters.

José L. Manzo, Superintendent  
Board of Trustees: Jacquelyn Adams, Carolyn Bauer, Dennis Hawkins, John Mackey, Mary Noel  
An Equal Opportunity/Affirmative Action Employer

Our mission . . . "to ensure that every child's potential is achieved."

**Recommendation 1b**

The governing boards of the school districts listed below should have a link on the home page of their websites to direct users to information about the parcel tax, available exemptions, and instructions and required forms to apply for an exemption. The link should include the words "parcel tax."

**District Response**

Information about the District's parcel tax is posted in the Community page of the District's Website. Consistent with the Grand Jury's recommendation, the District will add a link to that information on the home page of the District's website.

**Recommendation 2**

The governing boards of the Santa Clara County school districts listed below should review and revise as necessary all forms required to apply for or renew parcel tax exemptions for clarity and accuracy.

**District Response**

The District has reviewed all forms required to apply for or renew parcel tax exemptions, and all forms are in conformance with the Grand Jury's recommendation.

**Recommendation 3b**

The governing boards of the Santa Clara County school districts listed below should develop an online process for the submittal of parcel tax exemption and renewal applications.

**District Response**

The parcel tax exemption application forms are available on the District's website. The District currently accepts applications with attached documentation via email.

**Recommendation 4**

The governing boards of the Santa Clara County school districts listed below should make exemption application forms for parcel taxes prominently available on their websites and in their offices year round.

**District Response**

Currently, information and forms relating to parcel tax exemption are prominently displayed on the District website, and are available at the District Office year round.

**Recommendation 5**

The governing boards of the Santa Clara County school districts listed below should agree on a standard date when applications for exemptions and renewals are due.

**District Response**

Oak Grove School District complies with the data submission deadline of Santa Clara County Tax Assessor's Office for the annual parcel tax exemptions.

**Recommendation 6**

The governing boards of the Santa Clara County school districts listed below that require renewal of parcel tax exemptions should initiate the renewal process by mailing an exemption renewal form and accepting renewal documentation by return mail.

**District Response**

Oak Grove School District handles yearly renewals by mailing address verification request letters. In order to remain on the exempt list, the seniors must return the verification forms reaffirming their ownership and residency of the property. All address verification letters sent to seniors include a return address envelope.

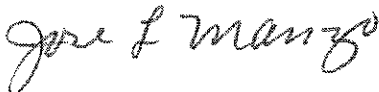
**Recommendation 9b**

The governing boards of the Santa Clara County school districts listed below should request assistance from the Santa Clara County Office of Education to standardize processes for informing taxpayers about parcel tax exemptions, administering application and renewal procedures, and setting due dates.

**District Response**

Oak Grove School District believes that we have a clear and fair process for parcel tax exemption applications and renewals.

Sincerely,



José L. Manzo  
Superintendent