

PARCEL TAX OVERSIGHT COMMITTEE MEETING

Harbor High School Library

300 La Fonda Ave.

Santa Cruz, CA

Meeting of March 14, 2016

Minutes

Call to Order

PTOC Chair Sue Faix called the meeting to order at 6:10 p.m. in the Harbor High School Library. Roll call was taken.

Attendance at Meeting:

Allison Endert – Gault

Greg Brown - VAPA

Helayne Ballaban – GSCFT

Jane Forbes – LifeLab

Janet Gellman – Santa Cruz High School

Janet Swann – Appointed by Deb Tracy-Proulx

Jodi Mulder – Appointed by Alisun Thompson

Jolene Kemos - Branciforte Small Schools

Lacie Gray, BayView

Michelle Morton – Appointed by Deedee Perez-Granados

Monika Adam – Appointed by Jeremy Shonick

Monique Kremer – Appointed by Sheila Coonerty

Shannon Greene – Harbor High

Sue Faix – Appointed by Patty Threet

Absent:

Bill Maxfield – Delaveaga

Glen Schaller – Appointed by Claudia Vestal

Karan Violante - SCCCE

Natasha Flechsig – Branciforte Middle School

Staff:

Angela Meeker, Asst. Supt., Educational Services, SCCS

Catherine Meyer-Johnson, Admin. Asst., Business Services, SCCS

Molly Parks, Asst. Supt., Human Resources, SCCS

Kyle Rucker, Director, Finance, SCCS

Public Visitor:

Sheila Coonerty, Board Trustee

Welcome

Chair Sue Faix welcomed those in attendance and thanked them for coming.

Agenda

Materials distributed included: the agenda, draft Minutes of the 12/14/15 PTOC meeting, a letter from Bill Maxfield, submitting his resignation from PTOC, a Summary of Services Paid by each Parcel Tax as of 2/29/16, and three worksheets detailing expenditures from each of the parcel taxes.

Minutes

The Minutes of the 12/14/15 PTOC meeting were presented for approval. It was noted that Lacie Gray did not attend the 12/14 meeting. LifeLab is not offered to 6th grade students. A correction was requested to clarify that the AFE Library Assistant's FTE is .50, and that Branciforte Small Schools' Library Assistant's FTE is .438. The

minutes were approved with these corrections. (MSP: Gellman/Kremer, 14-0)

PTOC Member Training

Chair Sue Faix asked members whether they wished to have trainings during PTOC meetings or outside of meetings. Some felt it depended on the topic. Topics suggested were the PTOC Bylaws, the language of parcel tax measures, training on how to read the budget spreadsheets, and what to look for, and information on how the Parcel Tax budget exists in the context of the District budget. Members suggested that a manual would be helpful to new members. Orientations could be offered at the beginning of each school year for all new members and for any who wanted it. A YouTube training was suggested. Others felt that a training which allowed dialogue was preferable to a passive presentation. After discussion, members agreed that the training should take place before the first PTOC meeting of the year, and be prepared by members together with staff. It will be discussed further at the 5/16 PTOC meeting.

Members felt that it was important to clarify their role and responsibilities as PTOC representatives. Asst. Superintendent Angela Meeker asked members to put together a draft of the training materials. Past financial reports could be used as examples.

SACS Training

Kyle Rucker, the Interim Director of Finance, presented an overview of the Chart of Accounts. A detailed explanation of the various components of an account code was emailed to members prior to the meeting.

- Fund – first 2 numbers – the General Fund is the main operating fund of the district
- Resource – next 4 numbers – tied to a funding source (like “No Child Left Behind”)
- Year – next number – used to indicate different funding years for a resource
- Goal – next 4 numbers – what population is being served
- Function – next 4 numbers - how is the goal being achieved
- Object – next 4 numbers – what is being purchased
- Site – next 3 numbers – which department or site is being served
- Management – next 4 numbers – flexible field to be used by districts as needed

Review of Budget and Expenditures

Kyle Rucker presented a Summary Report and a Detailed Expenditure report for each parcel tax currently in effect, as of 2/29/16. “X” in an account code indicates that the number sometimes varies. The summary titles were changed to “budget”, to indicate not what was spent, but what was budgeted. Differences in salaries reflect old v. new teachers’ placement on the salary schedule. When considering the equitable distribution of services, Members should look at the FTE rather than the salary cost. A column was added to show the number of people in each position. Budgets are based on who is serving in the positions. Sites decide what supplies, etc. are needed. Members asked why negatives are shown in the summaries at the bottom; staff will research and report back. It was requested that the .938 FTE for Library Assistants under Measure J be broken out into .5 FTE for AFE and .438 for Branciforte Small Schools. AFE serves 140 students from all grades.

It was commented that rather than “District contribution”, “District responsibility” should be used to indicate what the District has paid towards expenses. Members requested that all documents in the agenda packet be scanned right side up. Members requested clarification of carryover. It was commented that new categories will need to be added under “Services” for Measure O.

Membership Updates

Bill Maxfield, the representative for Delaveaga Elementary, has submitted his resignation. Barbara Lawrence has been elected by the Library Media Teachers to represent their group. She will submit an application. Jane Forbes will talk to Principal Curley about a representative for Westlake School.

Chair Sue Faix shared that Shannon Greene was considering taking the position of Co-Chair, and possibly Chair for 2016-17. Official voting of new officers will happen in September. She asked who might consider being vice chair next year.

Members discussed whether new representatives would be added for Measure O athletics and ROP. The Board of Trustees will decide first how they wish to proceed, and does not need a motion from PTOC.

Library Aides

Helayne Ballaban spoke to the Board of Trustees at a recent meeting regarding Library Aides. A librarian also spoke about the needs and layouts of the libraries, which vary by site. The Board could not respond, as this was not on their agenda. Asst. Supt. Molly Parks said that staff is researching possible options and funding, including extending Library Media Assistant hours, or bringing in textbook clerks. Trustee Sheila Coonerty commented that the Board must consider what must be funded, what the administration recommends, and what the Board wants to fund.

Email Distribution

It was suggested that emails to PTOC be sent to members personal email accounts as well as the District email accounts.

Committee Updates

Chair Faix asked for volunteers to help create the annual report. The bylaws specify what the report should cover.

A Training Committee was proposed to look at topics for trainings.

Next meeting & Adjournment

The next PTOC meeting will be held on 5/16/16 in the Harbor High Library from 6:00 – 7:30 pm. There being no other official business to come before this Committee, Chair Faix adjourned this meeting at 7:30 p.m.

Respectfully submitted,

Catherine Meyer-Johnson,
Administrative Asst., Business Services
Santa Cruz City Schools

Sue Faix
Chair
PTOC