

**PARCEL TAX OVERSIGHT COMMITTEE MEETING Harbor**  
**High School Library**  
**300 La Fonda Ave.**  
**Santa Cruz, CA**  
**Meeting of Sept. 14, 2015**  
**Minutes**

**Call to Order**

PTOC Chair Sue Faix called the meeting to order at 6:03 p.m. in the Career Center at Harbor High School. Roll call was taken.

**Attendance at Meeting:**

Allison Endert – Gault  
Bill Maxfield – Delaveaga  
Glen Schaller – Appointed by Claudia Vestal  
Greg Brown - VAPA  
Helayne Ballaban – GSCFT  
Jane Forbes – Westlake  
Janet Gellman – Santa Cruz High School  
Janet Swann – Appointed by Deb Tracy-Proulx  
Jodi Mulder – Appointed by Allisun Thompson  
Jolene Kemos - Branciforte Small Schools  
Karan Violante - SCCCE  
Lacie Gray, BayView  
Michelle Morton – Appointed by Deedee Perez-Granados  
Monika Adam – Appointed by Jeremy Shonick  
Monique Kremer – Appointed by Sheila Coonerty  
Natasha Flechsig – Branciforte Middle School  
Shannon Greene – Harbor High  
Sue Faix – Appointed by Patty Threet

**Absent:**

None

**Staff:**

Catherine Meyer-Johnson, Admin. Asst., Business Services, SCCS  
Jim Monreal, Asst. Supt., Business Services, SCCS

**Public Visitors:**

Allisun Thompson, Board Member

**Welcome & Roll Call**

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

**Agenda**

Materials distributed included: the agenda, a roster of PTOC members, draft Minutes of the 6/1/15 PTOC meeting, information on art and music teachers at elementary, middle and small schools, letters of resignation from PTOC from Craig Miller of Soquel High School and from Martha Dyer of Mission Hill Middle School, an application for the Lifelab representative seat on PTOC from Jane Forbes, information on proposed Parcel Tax Measures O and P, a Summary of Services Paid by Parcel Taxes as of 6/30/15, and three worksheets detailing expenditures from each of the parcel taxes.

**Minutes**

The Minutes of the 6/1/15 PTOC meeting were presented for approval. Discussion followed. The minutes were approved. (MSP: Violante/Schaller, 17-0-1. Bill Maxfield abstained as he was not present at the 6/1/15 meeting)

## **Norms**

Chair Faix reminded members that per the PTOC Bylaws, there are some Committee positions that have not been filled, like Timekeeper and Vice Chair. She encouraged Members to focus on how expenditures are presented, if they are appropriate, and use the process for question and answer. Evaluations of meetings could be added at the end of PTOC meetings to provide ideas for trainings.

## **Membership**

Members reviewed the resignation letters from Craig Miller and Martha Dyer. Group appointees and Board appointees do need to complete the application, which is then taken to the District Board for approval. The two resignations and the application from Jane Forbes will go the Board on 6/17/15. It was pointed out that there is no representative for DELAC or for the counselors. One person can represent two groups, but has only one vote on PTOC. The question was raised whether a quorum is determined by the number of seats on the committee, or by the number of members present. The Bylaws will be checked and members notified of the answer.

## **Measures O & P Campaign**

Board Member Allisun Thompson presented information on the Board's proposed Measures O and P. An "all mail" will be received in voter households in mid-October and must be received back at the County Elections department by November 17. The proposed measure P is a renewal of the current Measure P, which expires in 2017. It protects small class size, libraries staffed with certificated librarians, and enrichment through art, music and science in elementary schools. The tax amount will remain the same. This parcel tax will extend to 2025.

Measure O is a new Parcel Tax measure for secondary schools. Its funds will help maintain career technical education now known as ROP, which the State has declined to fund. We have a 4 year arrangement with the COE providing decreasing funding to continue these classes. The next funding priority is enrichment, to keep students actively engaged in school through athletics, extra-curricular stipends, performing and visual arts, and STEM (science, technology, engineering, math) through the arts academies at the middle schools. Measure O will be effective for 8 years, at about \$75/year to property owners in the High School District. Senior exemptions will be available and Measure O will be included under PTOC. It is expected to bring in about \$2 million per year. Asst. Supt. Monreal said that members would receive the summer Board agenda item with specifics on expected revenues and what programs are supported to what extent.

Discussion followed. It was asked whether the Board would set percentages each year on how much would go to which programs. Mr. Monreal said no, that percentages would change in response to budget needs. Board Member Thompson said that this is about restoring stipend for athletics coaches and for performing arts teachers who work outside the regular school day. There will not be a Board resolution for the breakdown on distribution of revenues. Members asked what would happen if the measures don't pass. Ms. Thompson said that all programs under Measure P would be at risk. The Board would try to find ways to fund Measure P programs but within the context of all programs that need funding.

Ms. Thompson invited members to email her at [Allisun@earthlink.net](mailto:Allisun@earthlink.net) if they have questions.

## **Review of Expenditures**

Mr. Monreal presented the Summary of Services updated as of 6/30/15, and validated with the closing of the 2014-15 fiscal year in September. Measure P is showing \$17,891 in carryover. Efforts will be made to spend this carryover in 2015-16. Bargaining unit negotiations are ongoing. The outcome will affect the dollars budgeted for personnel.

Members expressed appreciation for the detail provided in the budget reports. It was requested that they be sent out in advance of PTOC meetings, with grid lines. Discussion followed. Clarification was requested on why Measure J was projected in March to have \$102,000 in carryover, but now is showing \$34,000. Staff will research and report back to PTOC.

Members discussed the recently reclassified .5 benefitted library assistant position at AFE. Jolene Kemos, Branciforte Small Schools librarian, acknowledged that this position is an invaluable resource for the AFE

community, but stated that it does not serve the B40SS library. At the high schools, library assistants are staffed at .438 for each school and are not benefitted positions.

Members discussed the different ways the high schools handle textbook duties. At Harbor High, the librarian spends about 30% of her time on textbooks. At Soquel High, the teachers check out books. At Santa Cruz High, the PTA pays for a textbook clerk and parent volunteers help with textbook tasks. At the middle schools, there are full time textbook clerks, because they are funded by I and J, in comparison to high schools' half-time clerks. It was suggested that some carryover could be used to fund textbook clerks. Members requested that funding textbook clerks be brought back to PTOC for future discussion, and asked staff to provide info on how textbook clerks are currently staffed. It was suggested that Molly Parks, Asst. Supt., HR, be invited to the next PTOC meeting.

### **Committee Updates**

Chair Faix invited members to consider serving PTOC as a Timekeeper or Co-Chair (to train for next year). Time commitment is 4 quarterly PTOC meetings this year, minimal time between meetings, and attendance at some Board meetings. Interested members should speak to Sue.

It was pointed out that if Measure O passes, other groups may need to be represented, such as athletics. PTOC Bylaws may need to be reviewed. Members asked that the next meeting's agenda include a possible recommendation to the Board to establish PTOC seats for the additional groups funded by Measure O.

### **Topics for Future PTOC Trainings**

Monique Kremer stated that since some PTOC members were not school people, there was a need to learn about school business so that PTOC business could proceed efficiently. Members suggested some possible training topics, including:

- How to read the budget
- What does oversight consist of?
- Reading and understanding spreadsheets
- What are the drill downs, the line item detail?
- What are the spending mandates for each of the parcel taxes – percentages or ?
- What is the District budget and how do the parcel taxes fit into it?
- Are the parcel taxes backfilling other programs?
- PTOC task calendars for the year, and for each meeting so members know what needs to be accomplished by the end of the meeting.
- Need an acronym "cheat sheet"

Members agreed that some ideas might be controversial, and might not be able to be resolved because of differences of opinion. Board input would be helpful. Others felt that it was important to keep PTOC as an independent forum for discussion, with ideas later taken to the Board or to individual Board members. Monique requested that additional topics for training be sent to her. The decision was postponed whether to schedule a separate training session or to include training at a regular PTOC meeting.

### **Other Items**

Members asked if there was a way to filter out "everyone" emails that they are receiving at their sccs.net email accounts. IT will be consulted.

### **Next meeting & Adjournment**

The next PTOC meeting will be held on 12/14/15 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 7:40 p.m.

Respectfully submitted,

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

Sue Faix  
Chair  
PTOC