

**SANTA CRUZ CITY SCHOOLS
PARCEL TAX OVERSIGHT COMMITTEE MEETING**

**Harbor High School Library
300 La Fonda Ave.
Santa Cruz, CA
Meeting of May 22, 2018
Minutes**

Call to Order

Chair Matt Farrell called the meeting to order at 6:15 p.m. in the Harbor High School Library. Roll call was taken.

Attendance at Meeting:

Rob Darrow, Representative at Large
Matt Farrell, Senior Organization Representative
Carol McKee, Elementary Parent Representative
Isabelle Tuncer, Secondary Parent Representative

Absent:

Linnaea Holgers, Business Community Representative

Staff:

Patrick Gaffney, Assistant Superintendent, SCCS
Catherine Meyer-Johnson, Admin. Asst., Business Services, SCCS

Public Visitors:

None.

Public Comment

None.

Agenda

Asst. Supt. Patrick Gaffney reviewed the proposed agenda. Materials distributed included: the agenda, a draft Minutes for the PTOC meeting of 12/19/17, draft minutes for the PTOC meeting of 3/6/18, a Parcel Tax Budget Summary for Measure O, Budget Summaries of Measure O Expenditures to date, a draft annual PTOC report for 2017-18 and sample annual reports from 2016-17 and 2015-16.

Draft Minutes for 12/19/17 PTOC Meeting

The draft minutes for PTOC's 12/19/17 meeting were reviewed. The minutes were not approved at the 3/6/18 PTOC meeting because the item had been left off the agenda. Chair Matt Farrell requested a motion to approve the minutes. The motion was made, seconded and approved. (MSP: McKee/Darrow/4-0).

Draft Minutes for 3/6/18 PTOC Meeting

The draft minutes for PTOC's 3/6/18 meeting were reviewed. A motion to approve the minutes was made, seconded and approved. (MSP: Darrow/Tuncer/4-0).

Budget Summary – Measure O

Asst. Supt. Patrick Gaffney reviewed the ballot language for Measure O, which identified instructional and after-school programs in Career Technical Education, science, technology, engineering and performing arts, as well as athletic programs as the programs to be supported by this Measure. Families of programs (for Theater & Music, After School Enrichment and Safety, Athletics, Co-Curricular, and Career Technical Education) are indicated by different highlight colors.

Visual and Performing Arts (VAPA) programs were funded on a one-time basis for 2017-18. A Member asked why Measure O funds were allocated for the ASES programs at Branciforte and Mission Hill Middle Schools. Middle

schools are not eligible for the grant money that funds these programs at the elementary schools. It was pointed out that only Bay View and Gault receive an ASES grant.

Under Athletics, Palo Alto Medical Foundation paid for one athletic trainer at Harbor High. The other high schools received funds to pay for their athletic trainers. Members asked if Harbor should receive equal funding in the interest of equity. (Staff research has revealed that the PAMF grant was made to the District, and could have been assigned to any of the three high schools – assignment to Harbor was arbitrary.)

Mr. Gaffney explained that this was the last year of a three year transition for CTE from the County Office of Education to SCCS. As of next year, all CTE expenses will be paid by SCCS. Funds allocated to VAPA and to athletics for equipment and supplies as one-time funding will be reduced next year, in order to fund CTE expenses.

A Member asked how decisions were made about how much to allocate to each category, what determines one-time funding and what is on-going expenses. Mr. Gaffney explained that discussions were held at each site. Previous expenditures were considered.

Some expenses were previously paid by other sources, like league fees, which were paid by booster clubs. Now all fees are paid for by the District. Coaching stipends are mostly paid by the District. Sometimes additional assistant coaches are paid from booster club funds.

Concerns were voiced about equity in fund-raising. Harbor has not been as fortunate as Santa Cruz High or Soquel High in fund-raising.

Review of Expenditures – Measure O

Mr. Gaffney reviewed two budget summaries for 2017-18 Measure O expenses to date, one for broad categories of expenditures and one with selected object codes. He informed Members that the third of three rounds of coaching stipends have not yet been paid for the year. Roughly \$280,000 were budgeted for stipends this year. Not all coaching positions are usually filled, and there are usually some carryover funds at the end of the year. It is anticipated that there will be carryover in equipment and supplies, as well as ASES. It is difficult to determine the budget for next year as there are still open purchase orders for 2017-18. Members asked if carryover will be allocated based on conversations between Cabinet and the sites. If there is carryover, Members asked that consideration be given to Harbor High.

Superintendent Kris Munro joined the conversation via phone. In answer to the questions on how Measure O funds were allocated, she explained that the allocations were determined by the Board when they made the decision to put the Measure O parcel tax on the ballot in November, 2015. Existing expenses for athletics were known. Because of the three-year transition for CTE from the SC COE to SCCS, there were fewer CTE expenses than there will be next year. Cabinet met with the VAPA teachers, who agreed to a higher allocation of Measure O funds for Harbor High, based on Harbor's higher needs. Athletics received discretionary allocations for supplies.

Members discussed how to evaluate expenditures. It was suggested that staff provide the percentages of parcel tax funds that were spent on the different programs so that Members could compare them to the budgeted allocations and to the ballot language. This would provide historical reference points, and would assist Members in responding to questions from the public. It was recognized that there will be movement from year to year, and that it is not PTOC's responsibility to criticize the Board's allocation decisions. PTOC's responsibility is to review expenditures to see if they are in line with the ballot language. Members agreed with this view. A Member proposed that if there is additional carryover, it be allocated to Harbor High to help rebuild their music program, which has grown considerably in the past three years.

Annual Report for 2017-18 - Draft

Members reviewed a proposed annual report for 2017-18 which had been drafted by staff. Mr. Gaffney called their attention to the Statement section. He explained that Members have not yet reviewed the final unaudited actuals. In June, the estimated unaudited actuals will go to the Board; in September, the final unaudited actuals go to the Board; and in December, the audited actuals will be presented to the Board. The draft annual report states that in so far as the information Members have reviewed is carried out, the expenses are in alignment with the Parcel Tax ballot language. It was proposed that Members approve the report as written, and also find ways

to thank the public for their support, either through newspaper letters to the editor, inclusion in the State of our Schools mailer, Facebook or other means. In the fall Members would like to review the unaudited actuals and percentages, and to compare them to the ballot language. It was suggested that a second report could be generated in the fall if needed. A motion to approve the draft annual report was made, seconded and passed unanimously (MSP: Tuncer/McKee/4-0)

Next Meeting's Agenda

At the next PTOC meeting, probably in September, Members will review the final expenditures and percentages. A Doodle poll will be sent out to determine meeting dates for the year. It was requested to not schedule on 3rd Tuesdays, 3rd Thursdays or Wednesdays.

Adjournment

There being no further business, adjournment of the meeting was moved and approved at 7:15 pm. (M/S/P, McKee/Tuncer/4-0.)

Respectfully submitted,

Patrick Gaffney
Asst. Superintendent, Business Services
Santa Cruz City Schools

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