

PARCEL TAX OVERSIGHT COMMITTEE MEETING
Harbor High School Library
300 La Fonda Ave.
Santa Cruz, CA
Meeting of March 2, 2015

Minutes

Call to Order

PTOC Chair Sue Faix called the meeting to order at 6:03 p.m. in the library at Harbor High School.

Attendance at Meeting:

Allison Endert – Gault
Bill Maxfield - Delaveaga
Glenn Schaller – Appointed by Claudia Vestal
Greg Brown - VAPA
Helayne Ballaban – GSCFT
Jane Forbes – Westlake
Janet Swann – Appointed by Deb Tracy-Proulx
Jill Hadsell – Santa Cruz High School
Jodi Mulder – Appointed by Alison Thompson
Jolene Kemos - Branciforte Small Schools
Joyce Smith – Librarians
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

Staff:

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

Public Visitors:

Jim Logsdon, Visitor

Welcome

Chair Sue Faix welcomed those in attendance and thanked them for coming. Copies of the agenda, a roster of PTOC members, Minutes of the 1/26/15 PTOC meeting, “Norms of Collaboration, Annotated”, “Professional Governance Standards for School Boards”, a copy of the Measure P ballot and an updated budget report on the Parcel Tax Revenue and Expenses with back-up materials were distributed to those in attendance. Librarians Joyce Smith and Jolene Kemos distributed reports on a day in the life of a librarian at Harbor High and Branciforte Small Schools. Janet Swann distributed information on the meanings of “supplant” v. “supplement”.

Introductions

Chair Faix asked members to confirm their email addresses on a membership roster. All those in attendance introduced themselves to the Committee.

Agenda

Upon request, a discussion of “Supplant v. Supplement” was added to the agenda as Item 9. It was also requested that a report on the Local Revenue Task Force be added as Item 10, if time allowed.

Approval of Minutes

The Minutes of the 1/26/15 were presented for approval. Discussion followed. It was requested that the expiration date of Measure P be corrected to 2017 (p.2) and that the spelling of Asst. Supt. Angela Meeker’s name be corrected on page 4. Upon a motion by Janet Swann, seconded by Bill Maxfield, the Minutes for the 1/26/15 meeting were approved with these corrections.

Norms

Jim Monreal presented two documents, the “Norms of Collaboration, Annotated” and CSBA’s “Professional Governance Standards for School Boards,” which suggest guidelines for group dynamics. Such techniques keep meetings moving, are respectful of all parties, provide a way for people to ask questions, and a way for staff to respond to requests for information. It was asked how agendas are set. Agendas are put together by the PTOC chair in collaboration with staff. Members can suggest items for the agenda, and can add them to the agenda at the meeting. If there is not enough time to discuss, added items will be deferred to the next meeting.

Purpose

Jim referred members to the ballot language of Measure P included in the agenda packet for a definition of the purpose of PTOC. The major role of PTOC is oversight of parcel tax expenditures. Staff is tasked by the Board of Trustees to allocate resources, and review expenditures daily. Jim proposed aligning PTOC meetings on a quarterly basis with the regular financial reports taken to the Board (September – Unaudited Actuals, December – 1st Interim Report, March – 2nd Interim Report, (if qualified certification) May – 3rd Interim Report, June - proposed budget for next year). He distributed a sample report template to track expenditures. This form could be modified and used together with the summary report PTOC usually sees.

Discussion followed. Members expressed appreciation for the idea of regular budget reporting to PTOC, but also stated that they reserved the right to set meetings as often as they felt necessary. Members can communicate to the Board, sites and groups they represent any recommendations regarding how to spend carryover funds or how to allocate funds.

Library Hours Update

Joyce Smith and Jolene Kemos presented reports they had prepared on the job duties and FTE of certificated librarians and library assistants at District sites. Concerns were expressed regarding a shift in the proportional shares of Measure I revenues allocated to counseling and to libraries from the Board-approved 54/46 to approximately 74/26. Librarians are advocating for more hours for Library Assistants, whose hours have been reduced, resulting in more work for Librarians. There is a lot of turnover in Library Assistants, who do not work enough hours to qualify for benefits.

Discussion followed, concerning what should be paid for from parcel tax funds. It was commented that if there were no certificated librarians, libraries would be kept open with classified library assistants. One member stated that the parcel tax should provide funding for the difference between the cost of a librarian and the cost of a library assistant.

Review of Expenditures

Jim Monreal explained that staff are currently updating accounts to finalize the 2nd Interim Report. They are working in two financial systems, as we implement new financial software. \$2.5 million is set to be spent in deficit this year. The District is spending down reserves. On the current Summary report included in the agenda packet, AVID registration and S4C Membership have been eliminated. This shift of expenses will be approved at the 3/11/15 Board meeting.

Discussion followed. Members would like more information on the job duties of counseling secretaries. Questions were raised about the carryover shown for Measure J, and about possible ways to spend it. It was suggested that OPALS fees be more fairly divided among the parcel taxes in accordance with the number of schools served (\$3,500 to Measure I, \$2,000 to Measure J and \$4,500 to Measure P). Jim pointed out that the

revenues shown are a projection from the County, and may be different. Other members advocated for carryover dollars to be allocated to AVID & S4C for field trips, to VAPA teachers for materials, books for libraries, etc. It was proposed that the carryover be spent in proportion to the current percentages. Some felt it would be better to direct funds less specifically.

A motion was made to recommend to the Board that carryover funds be spent according to the formula: \$20,000 to elementary and middle school libraries, \$15,000 to elementary and middle school Visual and Performing Arts (VAPA), and \$15,000 to elementary and middle school counseling (MSP: Schaller/Swann, 19-0) Members asked Chair Faix to communicate these recommendations to Board members.

Staff were asked to bring back information on counseling secretaries to next meeting.

Committee Updates

Parcel Tax Report Committee

Janet Swann and Jane Forbes, who had previously volunteered for the Parcel Tax Report committee, asked current members to confirm that they should move forward. Bill Maxfield volunteered to help. Chair Faix said PTOC is asked whether they agree that parcel tax revenues are being spent appropriately. It was suggested that generally, the budget is appropriate, services are being provided, and there is a good process in place for developing questions and finding answers. Newer members expressed their desire to have more time to evaluate expenditures from an updated budget report, and to review the ballot measures.

Local Revenue Task Force

Members asked for an update on this committee, which is looking into another secondary parcel tax, renewal of Measure P and possibly a bond measure. Bill Maxfield is working with this group, and reported that it was a small group appointed by the Superintendent, for preliminary discussions. The group looked at the history of parcel taxes, and at RFPs for consultants to evaluate the political climate and recommend possible directions in which to proceed.

Supplant v. Supplement

Janet Swann distributed a hand-out comparing “supplant” and “supplement”, from a “grant” perspective and from a “Federal government” perspective. Discussion followed. It was suggested that the contexts of grants and Title 1 funds were not directly comparable to that of parcel taxes, which were passed with the rationale that parcel tax funds would prevent the loss of programs, as well as to support newly created programs, with no obligation to the General Fund to support these programs. Others felt that there was a bottom line of service to be provided.

Life Lab Representative

Jane Forbes pointed out that there is no representative for Life Lab on PTOC, although parcel tax ballot language does refer to elementary science programs. Chair Faix was asked to communicate to the Board PTOC’s recommendation to add a science/Life Lab representative.

Next Steps:

It was proposed that the next meeting be held on Monday, April 20, 2015 at the Harbor High library. Members requested that the member roster to be sent to all members.

Adjournment

There being no other official business to come before this Committee, Chair Faix adjourned this meeting at 7:35 p.m.

Respectfully submitted,

Jim Monreal, Asst. Supt., Business Services
Santa Cruz City Schools

Sue Faix, Chair
PTOC