

PARCEL TAX OVERSIGHT COMMITTEE MEETING

Harbor High School Library

300 La Fonda Ave.

Santa Cruz, CA

Meeting of May 22, 2017

Minutes

Call to Order

PTOC Chair Shannon Greene called the meeting to order at 6:05 p.m. in the Harbor High School Library. Roll call was taken.

Attendance at Meeting:

Allison Endert – Gault

Barbara Lawrence – Library Media Teachers

Helayne Ballaban – GSCFT

Karan Violante – SCCCE

Matthew Schutz – Appointed by Deborah Tracy-Proulx

Michelle Morton – Appointed by Deedee Perez-Granados

Monika Adam – Appointed by Jeremy Shonick

Natasha Flechsig – Branciforte Middle School

Shannon Greene – Harbor High

Sue Faix – Appointed by Patty Threet

Absent:

Greg Brown - VAPA

Glen Schaller – Appointed by Claudia Vestal

Jane Forbes – LifeLab

Janet Gellman – Santa Cruz High School

Jolene Kemos - Branciforte Small Schools

Lacie Gray – Bay View Elementary & Mission Hill Middle Schools

Laura Jones – Delaveaga Elementary

Monique Kremer – Appointed by Sheila Coonerty

Staff:

Patrick Gaffney, Assistant Superintendent, SCCS

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

Public Visitors:

Sheila Coonerty, Trustee

Welcome

Chair Shannon Greene welcomed those in attendance. Roll was taken. Ten out of eighteen members were present, constituting a quorum.

Agenda

Materials distributed included: the agenda, draft Minutes of the 3/27/17 PTOC meeting, paragraph summarizing the 3/23/17 PTOC meeting, job descriptions for “Teacher on Special Assignment – Athletic Director”, “Counselor (Junior High School)”, and “Library Media Services Assistant”, ballot language for Measure I, Projected 2016-17 Budget Summaries for Measures I, J, O and P, the 2015-16 Measures I, J and P Annual Report, a report of PTOC members’ attendance for 2016-17, and sample PTOC bylaws from other districts, including Orinda, Santa Barbara and Ventura. Members had previously received via email the Financial Activity reports for Measures I, J, O and P and a key to the chart of accounts. Chair Shannon Greene shared her draft Annual PTOC report.

Minutes & Summary Approval

The Minutes of the 3/23/17 PTOC meeting were presented for approval. The minutes were approved. (MSP: Faix/Morton, 7-0, with 3 abstentions: Violante, Endert, Fleschig). The Summary of the 3/27/17 meeting was also presented for approval. The summary was approved. (Faix/Morton, 7-0, with 3 abstentions: Violante, Endert, Fleschig).

Responses to Questions about Measure O

Questions posed at the 3/27/17 meeting were as follows:

- Athletic Directors – are they administrators?
Members reviewed the athletic director job description. It was noted that athletic directors are on the current certificated salary schedule, and that the job title is “Teacher on Special Assignment – Athletic Director.” All teachers have some administrative duties. Athletic Directors are the designated administrator at athletic events. A question was raised as to the credentials of the current athletic directors. Human Resources has confirmed that all three of the high school athletic directors have either a teaching credential or an Activity Supervisor Certificate.

Responses to Questions on Measure J

- K-8 counselors
Members reviewed the job description for Counselors (Junior High School). This is a job description from 1989. It was suggested that this job description be updated to reflect current standards. For the most part, the job description is adequate.
- Library Media Services Assistant
Members discussed the Library Media Services Assistant at Alternative Family Education (AFE). The person in this position works in the AFE media center, but not in the library at Branciforte Small Schools. Jolene Kemos, the Small Schools librarian, provides services for AFE students. Members acknowledged that the position is valid, but questioned whether it should more appropriately be called a textbook clerk. It was noted that this position’s title changed from “other services” in May of 2016 when the previous employee retired, and was then charged to parcel tax funds. Members asked for a statement from the person currently filling this position on what she actually does, so that Members could evaluate whether her job duties fit the description of Library Media Services assistant. If not, it should not be funded from Measure J.

Discussion of Measure I

Members reviewed the ballot language for Measure I. Discussion focused on the Media Textbook Clerks, who are partially funded by this parcel tax. These Clerks handle purchasing duties and check out textbooks. Librarians feel that their priorities should include teaching and collection development, not checking out books. At Harbor textbook check out is done by all the library staff. At Santa Cruz High and Soquel High, textbooks are not distributed through the library. It was noted that textbook clerks were cut when the District was facing the budget crisis. When finances improved, PTOC supported the reinstatement of these positions, and the Board agreed. Trustee Sheila Coonerty pointed out that the Measure I ballot language allows for support of “other resources” in the libraries. The language permits some flexibility in interpretation.

Membership Updates & Bylaws Discussion

Members reported back to the Committee on the composition of other districts’ parcel tax oversight committees. The Santa Barbara School District PTOC bylaws specify a seven member committee, with all being community members. Inspection of projects was included in their oversight duties. Other districts’ PTOCs are composed of 5-7 members, most with no school employees. It was commented that the few school districts researched do not constitute an adequate sample of the many school districts who have active bond oversight committees.

The problem with such a large committee as the SCCS PTOC is the difficulty in reaching a quorum at meetings. Board Trustee Sheila Coonerty commented that if representatives were appointed for the new groups being served by Measure O, like athletics or Career Technical Education, PTOC might be too big to manage. It was pointed out that most oversight committees do not include people whose salaries could be affected, as this could create a conflict of interest.

Some felt that having Members who are employees is valuable to the PTOC, as they provide professional expertise on positions, programs and operations that non-staff people might not know. Some Members feel that PTOC is an avenue for airing concerns. It was mentioned that there are alternative ways to achieve share

concerns, such as the Superintendent's forums. PTOC meetings are open to the public. Oversight is the main function of PTOC.

Members requested that this discussion be resumed at the next PTOC meeting.

The membership attendance record for the year was reviewed. Glen Schaller and Janet Gellman have not attended all year.

Annual Report

Chair Shannon Greene presented her draft annual report. She restated committee charge to oversee expenditures, and reported the committee's focus on a specific parcel tax at each meeting.

Measure O

Members reviewed the ballot language, requested and received information They considered one-time versus ongoing expenses, ROP expenses, and whether Athletic Directors (previously paid by the General Fund) can be paid out of parcel tax monies if they function in part as administrators. Information was brought back to the committee that Athletic Directors' job descriptions designate them as Teachers on Special Assignments (TOSA).

Measure J

Committee members requested and received more information regarding the job descriptions for counselors. Committee members also requested a job description for the Library Assistant at Alternative Family Education (AFE). This position was classified as "other" in the 2015-16 Summary of Services and was not included in the 2014-15 Summary of Services. The general Library Media Assistant description for the District was provided but there are still questions as to the person at AFE's specific job duties.

Measure P

The committee considered what, if any, services funded by parcel taxes, provide "early literacy instruction programs for elementary students and funding pre-kindergarten programs" as listed in the ballot language, item "d." It was commented that goals stated in the parcel tax language are fulfilled to the extent of funding available. Also, more clarity and consistency was requested on the distribution of funds to Branciforte Small Schools as programs and parcel tax monies are specifically targeted to differing grade levels.

Measure I

Questions arose regarding the Media Textbook Clerks being funded in part out of the parcel tax. While the ballot language does allow some leeway in terms of parcel tax language, the question was raised whether the position of Media Textbook Clerk meets the parcel tax requirements.

Composition of Membership

There was broad agreement that the committee might benefit from a reduction in the number of members to achieve a quorum. Additionally, there was consensus that the committee benefits from the professional expertise of employees who provide services funded by the parcel tax. It was also acknowledged that it is critical to retain the voice of the community.

Upon motion by Barbara Lawrence, seconded by Sue Faix, the draft annual report was approved unanimously.

Adjournment

There being no further business, Chair Greene adjourned the meeting at 7:35 pm.

Respectfully submitted,

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

Shannon Greene
Chair
PTOC