

PARCEL TAX OVERSIGHT COMMITTEE MEETING

Harbor High School Library

300 La Fonda Ave.

Santa Cruz, CA

Meeting of March 27, 2017

Minutes

Call to Order

PTOC Chair Shannon Greene called the meeting to order at 6:03 p.m. in the Harbor High School Library. Roll call was taken.

Attendance at Meeting:

Barbara Lawrence – Library Media Teachers

Greg Brown - VAPA

Helayne Ballaban – GSCFT

Jane Forbes – LifeLab

Lacie Gray – Bay View Elementary & Mission Hill Middle Schools

Laura Jones – Delaveaga Elementary

Matthew Schultz – Appointed by Deborah Tracy-Proulx

Michelle Morton – Appointed by Deedee Perez-Granados

Monika Adam – Appointed by Jeremy Shonick

Shannon Greene – Harbor High

Sue Faix – Appointed by Patty Threet

Absent:

Allison Endert – Gault

Glen Schaller – Appointed by Claudia Vestal

Janet Gellman – Santa Cruz High School

Jolene Kemos - Branciforte Small Schools

Karan Violante – SCCCE

Maryanne Campbell – Appointed by Alisun Thompson

Monique Kremer – Appointed by Sheila Coonerty

Natasha Flechsig – Branciforte Middle School

Staff:

Patrick Gaffney, Assistant Superintendent, SCCS

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

Cheryl Robbins, Finance Director, SCCS

Public Visitors:

Sheila Coonerty, Trustee

Karena Proshenka

Welcome

Chair Shannon Greene welcomed those in attendance.

Agenda

Materials distributed included: the agenda, draft Minutes of the 1/23/17 PTOC meeting, paragraph summarizing the 1/23/17 PTOC meeting, Projected 2016-17 Budget Summaries for Measures I, J, O and P, ballot language for Measures J & P, and sample PTOC bylaws from other districts, including Orinda, Santa Barbara and Ventura.

Minutes & Summary Approval

The Minutes of the 1/23/17 PTOC meeting were presented for approval. Members requested several revisions: (1)

remove Morton from the abstentions for the 1/24/16 minutes approval, correct the next meeting agenda plan to review Measures J and P, not I and P, and to show Shannon Greene as the Chair of PTOC. With these revisions, the minutes were approved. (MSP: Morton/Faix, 12-0).

Membership Updates

Two PTOC members, Janet Gellman and Glen Schaller, have not attended in a long time. Shannon will speak to Claudia Vestal, whom Glen represents. It was suggested that Janet may have resigned due to health reasons (later research showed that she resigned from the District Advisory Committee, not PTOC). Pat Gaffney suggested that this topic be revisited later in the agenda when bylaws from other districts are discussed.

Responses to Questions about Measure O

Questions posed at the 1/23/17 meeting were as follows:

- Technology – is the budget a one-time item or is it ongoing?
Budget spreadsheets now indicate whether projected expenses are one-time.
- Theater – differentiate and itemize expenses by site
See Measure O Budget Summary report which itemizes stipends. Further detail is available on the and Payroll Report for Measure O (provided in electronic form). See account location code for site.
- Are music and theater supplies one-time or ongoing?
Budget spreadsheets now indicate whether projected expenses are one-time.
- Itemize music stipends for after school teachers.
See Payroll Report for Measure O (provided in electronic form) and Payroll Report for Measure O (provided in electronic form), which itemizes stipends. See account location code for site.
- Provide check register.
Members were provided with electronic versions of the Financial Activity reports for each parcel tax, which show itemized expenses, excluding salaries. See the account location code to see which site the expense was for.
- Are expenses new or has General Fund paid for them in the past?
Some are new and some are not new. Funding for athletic directors is new. This is the first year of funding from Measure O. Next year the District will have a more complete idea of where funds are needed, and the budget can be adjusted.
- Did ASES program exist before parcel taxes?
ASES at the elementary schools is different from ASES at the middle schools. It is a State grant. El Sistema at Gault is funded separately by a different source.
- Who is paid for from the co-curricular budget?
See Measure O budget summary report and Payroll Report for Measure O (provided in electronic form), which itemize stipends. See account location code for site.
- Provide the number of students supported by these expenses.
Broad question – do not have that information.
- ROP – How were schools designated to receive funds?
The budget in 2015-16 was \$1.4m for ROP. ROP was originally funded through the COE. Programs were established at various high schools in the County. This year the District is paying a percentage of the cost of the ROP programs in place. We will pay more as we take on more responsibility for ROP.

Discussion followed:

- The question was raised whether athletic directors were administrators. Their job description includes administrative work. The ballot language for Measure O states that parcel tax funds should not be spent on administration.
- A request was made to report back which positions and programs were funded previously from the General Fund.
- Is the Arts Academy at Branciforte Middle School part of ASES?
- It was commented that not much is shown for Small Schools. Equity was addressed when the allocations were made. AFE is a K-12 program. Should expenses be broken down further to show Measure O allocations to the individual small schools?

Review of Expenditures

Per a previous request, the Budget Summaries now show the duration of each Parcel Tax.

Measure J

Members asked for more info on the counselors at the middle schools. Marriage and Family Therapist interns volunteer at the sites. Academic counselors create schedules, and split their time with approximately 1/3 to each of social, emotional and career matters. Staff were requested to bring back the job description for counselors.

Travel expenditures are for conferences and for mileage between sites.

Members were asked to revisit whether the Library Assistant job title shown for AFE is appropriate. The previous justification for this reclassified position is that she provides curricular assistance to students. Staff were asked to bring back the job description for this position.

Measure P

Members requested clarification on what is meant by early literacy in the Measure P ballot language. There are Pre-K classes at some sites. It was commented that goals stated in the parcel tax language are fulfilled to the extent of funding available.

Members questioned why class size augmentation is only shown at the bottom of the page.

Other Districts' PTOC Bylaws

Asst. Supt. Gaffney asked members to look over the sample PTOC bylaws provided in the agenda packet, with attention to the number of members, the tasks to be performed, and who the members are. At times it has been difficult for this Committee to reach a quorum, due in part to the many members. Members need to commit to attend the meetings scheduled at the beginning of the year. Members could represent more than one site or program.

It was commented that the sample bylaws call for fewer oversight committee members than SCCS' PTOC. Members asked about this history behind this PTOC's composition. It was suggested that the District had initially provided seats for any group that would be impacted by the parcel tax. Trustee Sheila Coonerty commented that initially there were just two parcel taxes. Now we have two more parcel taxes, which are focused on other areas of interest, like Career Technical Education. Asst. Supt. Gaffney stated that we must balance the need for efficiency with being responsive to the community. What is the proper venue for people's voices to be heard?

It was suggested that members volunteer to read the other districts' bylaws. Asst. Supt. Gaffney asked volunteers to focus on membership. Jane Forbes volunteered to read the Orinda bylaws. Michelle Morton will read the Santa Barbara bylaws. There were no volunteers for the Ventura bylaws. Chair Greene suggested that she would research a fourth district's bylaws. All were asked to determine whether the districts were elementary, secondary or both. Chair Greene will research other district's annual reports, and will work on a draft annual report for this PTOC.

Agenda Items for Next Meeting

- Staff responses to questions and requests regarding Measures O, J and P.
- Measure I
- Membership: Bylaws, Current members, length of service, absence records (two or more consecutive)
- Annual Report

Next meeting & Adjournment

The next PTOC meeting will be held on May 22, 2017.

There being no further business, Chair Greene adjourned the meeting at 7:20 pm.

Respectfully submitted,

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

Shannon Greene
Chair
PTOC