

**PARCEL TAX OVERSIGHT COMMITTEE MEETING Harbor
High School Library
300 La Fonda Ave.
Santa Cruz, CA
Meeting of June 1, 2015**

Minutes

Call to Order

PTOC Chair Sue Faix called the meeting to order at 6:00 p.m. in the Career Center at Harbor High School. Roll call was taken.

Attendance at Meeting:

Allison Endert - Gault
Craig Miller – Soquel High School
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 Alison Thompson
Jolene Kemos - Branciforte Small Schools
Karan Violante - SCCCE
Lacie Gray, BayView
Martha Dyer, Mission Hill Middle School
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:

Bill Maxfield – Delaveaga
Joyce Smith – Librarians

Staff:

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

Public Visitors:

Sheila Coonerty, Board Trustee

Welcome & Roll Call

Chair Sue Faix welcomed those in attendance and thanked them for coming. Roll was taken. It was requested that Life Lab be added to the Roster. Chair Faix distributed copies of a letter of resignation received from Joyce Smith, Librarians representative.

Agenda

Materials distributed included: the agenda, a roster of PTOC members, draft Minutes of the 4/20/15 PTOC meeting, the District's response packet to the Santa Cruz Grand Jury's findings regarding PTOC, Summary of

Services Paid by Parcel Taxes as of 5/9/15, three worksheets detailing expenditures from each of the parcel taxes, and Bylaws for PTOC approved on 5/20/15.

Minutes

The Minutes of the 4/20/15 PTOC meeting were presented for approval. Discussion followed. Members requested that the Minutes be corrected to reflect 2 changes:

1. Correct spelling of Glen Schaller's name.
2. Remove Karan Violante from the list of attendees, as she was absent.

The minutes for 4/20/15 were approved with the revisions above. (MSP: Schaller/Kremer, 19-0)

District Response to Grand Jury Report

Chair Faix stated that the District's Response was approved by the Board at their meeting of 5/20/15. No action is required of the Committee on this item. Chair Faix asked PTOC members to read the Response, become familiar with the Grand Jury's findings and with what work has been done to bring PTOC into compliance. This can inform the workings of PTOC next year and how PTOC presents itself to the community.

Discussion followed. The 2014-15 Grand Jury has been adjourned. Next year there will be a new Grand Jury. The District has responded so thoroughly, it is doubtful that the 2015-16 Grand Jury will be interested in PTOC.

Review of Expenditures

Mr. Monreal presented the Summary of Services updated as of 5/9/15. Per Members' requests, total FTE for the various positions was detailed by FTE and number of employees by site. STRS and/or PERS contributions were broken out from the total compensation, as requested. Three separate worksheets were provided to show actual expenditures by parcel tax through 4/30/15.

Discussion followed. Benefits were not broken out of the compensation figures. Mr. Monreal stated that approximately 14% (5 items) in statutory deductions, including STRS, apply to certificated compensation. Approximately 22% (6 items) in statutory deductions, including PERS, apply to classified compensation.

Members noted the \$95,000 in carryover shown for Measure J, and the \$3,000 carryover shown for Measure I. Mr. Monreal noted that STRS is expected to increase 1.8% and PERS by 2.4% next year. These factors will continue to increase at the same rates until 2020-21.

Members requested that the projected budget for 2015-16 be brought to PTOC. Mr. Monreal stated that the Budget Advisory Committee would meet to study the 2015-16 budget on 6/3. When it is finalized, it can be sent to all concerned.

Members questioned the line item shown for a Library Assistant at AFE, which had not been there previously. It was clarified that an Instructional Technician position had been reclassified as a Library Assistant when the employee who had held it for many years retired. This position does not actually work in the Branciforte Small Schools library, but manages the AFE resource center, a critical component of the program. Member Joyce Smith, in her letter of resignation from PTOC dated 5/21/15 which was distributed to Members at this meeting, expressed her criticism of parcel tax funds being used to fund this position. It was noted that the position had been reclassified to comply with recent changes law concerning independent study. Mr. Monreal pointed out that the total cost of the position has not changed significantly. Members requested that staff provide information on how this change had been decided and on whether the person in the position was serving more as a library assistant or as a resource person.

Discussion followed regarding equity in the distribution of parcel tax funds among the sites. It was pointed out that differences are in part due to salary differences which result from differences in experience/years worked by individuals in the same positions.

Some members pointed out that carryover could be applied to raising the FTE of the eastside music teacher who serves Branciforte Middle School and Harbor High. It was reported that there has been an ongoing effort aimed at working towards creating equity on both sides of the river. Funds could come from Measure J, as this position would benefit Branciforte Middle School. It would be easier to recruit a full-time benefitted music teacher for the position. Greg Brown, the VAPA representative to PTOC, said that currently there are 6 music classes at

Santa Cruz High School, 6/7 at Soquel High, but only 1 class at Harbor High, serving both jazz band and jazz choir. He said that there is a five year plan to grow the music program at Harbor High and Branciforte Middle Schools. Currently the eastside has approximately .7 FTE designated for a music teacher. Mr. Monreal noted that the number of students signing up for a music class is also a factor. Members requested that staff provide the music & art teachers FTE by site, as well as the projected sign-ups.

Members discussed the best way to convey to the Board the recommendation to use the carryover to bring the music teacher FTE up to 1.0 for the eastside music teacher. Chair Faix pointed out that, after the last PTOC meeting, she had communicated to the Board PTOC's recommendation to spend carryover funds to the fullest extent possible on supplies, music and/or books according to the same percentage formula as specified for those categories. She expressed concern that to make a further recommendation regarding the music position might dilute the previous recommendation. Members suggested that there would be no conflict because the music position could be funded for the 2015-16 year. A motion was made to recommend to the Board that the Measure J carryover be used to help support a full-time music teacher for the eastside at Harbor High and Branciforte Middle School, to promote equity between the schools, to support the music teachers' five year goals and to add that position/FTE to the one already in place to bring it up to 1.0 FTE. (MSP: Swann/Gellman, 15/0, 4 abstentions: Ballaban, Dyer, Violante, Faix)

Bylaws

Chair Faix reported that she had attended the 5/20/15 Board meeting at which the PTOC Bylaws were approved. A motion was made by Trustee Threet to delay action, return the draft Bylaws to PTOC for review, and then to bring the Bylaws back to the Board for approval. The motion did not pass. Staff worked with legal counsel to respond to the Grand Jury concerns. The Board did approve PTOC's recommendation to include a representative for Life Lab/Elementary Science in the membership. PTOC's other recommendations were not approved.

Members expressed some confusion as to whether PTOC should bring recommendations to the Board, and asked Trustee Coonerty, a visitor to the meeting, for her opinion. She counseled Members to try for the middle ground between making a recommendation and providing oversight of allowable expenses. Trustee Coonerty said that the Bylaws were being implemented to provide direction to PTOC, and can be amended if, over time, it's determined that the Bylaws are too restrictive. She said that the Board needs to refine what it asks of PTOC and will train Members on what is appropriate. It is a work in progress, and although past practice can inform PTOC, it needs to be directed by what is needed at the present time.

Members discussed how meetings were announced. Currently, meetings are posted on the PTOC website. Email reminders are sent to Members at their sccs.net addresses, requesting advance notification by Members who cannot attend. It was suggested that a feedback loop would work better. It was suggested that future meetings be calendared using "Google calendar", which will generate email invitations to Members and will provide a means by which they can indicate whether they will attend or not.

Member Natasha Flechsig pointed out that the Bylaws specify that representatives will serve a four year term, but at the middle schools, typically parents have students there no more than three years.

Draft of PTOC Annual Report

Chair Faix distributed copies of the draft annual report and thanked Members for their suggestions. Discussion followed. Members suggested close adherence to the ballot language when referring to the programs supported by parcel taxes. A motion was made to approve the report with revisions as suggested. (MSP: Ballaban/Kremer, 17-0, 2 abstentions: Gellman, Adam). The conclusion of the report was revised to read:

The PTOC appreciates that the Board demonstrates its continued commitment to equity by the distribution of available funds among Santa Cruz City School's diverse sites. The PTOC would ask the Board to consider spending any carry over available in the Parcel Tax budget this year on increasing the position for an Eastside (shared by Branciforte Middle and Harbor High schools) music teacher to a full-time position to the fullest extent possible. We understand there may be some monies that need to be kept in reserve for employee salaries and benefits. Also, if it is determined that there is additional carry over money that can be spent, the PTOC suggests that these one-time monies could be spent in the categories of supplies, materials and/or books using the same percentage formulas that apply to these categories. In the future, PTOC members believe it would be appropriate to prioritize

spending Parcel Tax monies in the year in which they are collected, to minimize carry over funds as much as possible.

Application for Life Lab Rep and Other Positions

Currently several positions are vacant: Life Lab rep, Libraries, Counseling, ELAC. Mr. Monreal advised that the application was attached to the Bylaws included in the PTOC meeting packet. Interested parties can fill out the application and send it to the Business Office, to be taken to the Board for approval. A Spanish translation of the application was requested. Term limits begin now. Mr. Monreal will work with Eric Gross, Director of Academic Equity and Categorical Programs, to find a representative for ELAC. Chair Faix will reach out to the counselors again. Resignations can be submitted as specified in the Bylaws. PTOC will acknowledge the resignation and the Board will approve it.

Agenda Items Postponed

It was agreed to postpone discussion of the remaining item, Election of Vice Chair and/or Parliamentarian, to the next meeting on September 14, 2015 in the Harbor High Library.

Adjournment

There being no other official business to come before this Committee, Chair Faix adjourned this meeting at 7:36 p.m.

Respectfully submitted,

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

Sue Faix, Chair
PTOC