

**PARCEL TAX OVERSIGHT COMMITTEE MEETING Harbor
High School Library
300 La Fonda Ave.
Santa Cruz, CA
Meeting of Dec. 14, 2015
Minutes**

Call to Order

PTOC Chair Sue Faix called the meeting to order at 6:03 p.m. in the Career Center at Harbor High School. Roll call was taken.

Attendance at Meeting:

Allison Endert – Gault
Glen Schaller – Appointed by Claudia Vestal
Greg Brown - VAPA
Helayne Ballaban – GSCFT
Janet Gellman – Santa Cruz High School
Janet Swann – Appointed by Deb Tracy-Proulx
Jolene Kemos - Branciforte Small Schools
Karan Violante - SCCCE
Michelle Morton – Appointed by Deedee Perez-Granados
Natasha Flechsig – Branciforte Middle School
Shannon Greene – Harbor High
Sue Faix – Appointed by Patty Threet

Absent:

Bill Maxfield - Delaveaga
Jane Forbes – LifeLab
Jodi Mulder – Appointed by Alisun Thompson
Lacie Gray - Bay View
Monika Adam – Appointed by Jeremy Shonick
Monique Kremer – Appointed by Sheila Coonerty

Staff:

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

Public Visitors:

Deedee Perez-Granados, Board Trustee
Sheila Coonerty, Board Trustee

Welcome

Chair Sue Faix welcomed those in attendance and thanked them for coming.

Agenda

Materials distributed included: the agenda, a roster of PTOC members, draft Minutes of the 9/14/15 PTOC meeting, a Summary of Services Paid by Parcel Taxes as of 10/31/15, three worksheets detailing expenditures from each of the parcel taxes, information on the Standardized Account Code Structure, a key to acronyms used in District documents, and instructions on how to place a filter on gmail accounts.

Minutes

The Minutes of the 9/14/15 PTOC meeting were presented for approval. Discussion followed. The minutes were approved. (MSP: Schaller/Greene, 13-0)

Review of Parcel Tax Election

Asst. Supt. Jim Monreal expressed his thanks to the Santa Cruz community for their support of Measures O and P, which were approved in the 11/17/15 election by margins of 72% (Measure O) and 77% (Measure P). These measures will help support valuable District programs. P was set to expire at the end of 2016-17, but was renewed early in order to align it with Measure O. Both measures are effective 7/1/16 and will run for eight years.

Review of Budget and Expenditures

Mr. Monreal presented the Summary of Services updated as of 10/31/15. The 1st Interim Report was approved by the Board of Trustees at their meeting of 12/9/15, and is now in review by the County Office of Education. Tax revenue is validated in September following the year the parcel tax commences. The potential carryover shown for Measures J and P will be affected by the results of bargaining unit negotiations. The District's financial audit for fiscal year 2014-15 will be presented to the Board in January. After the audit is sent to the State, a copy will be sent to PTOC members.

Discussion followed. Members asked how the art teachers' schedules compare between the elementary schools. Some schools share art teachers. One art teacher is dedicated to Gault. Art teachers' schedules at schools depend on how many classes are offered at each school. All the elementary schools receive equal amounts of funding. All the 4th and 5th grade classes get music and art instruction. 3rd graders get music every other week. This is consistent throughout the District. Members requested that the schedules for elementary art teachers be provided to PTOC. Middle school arts are funded by the General Fund.

Members questioned whether LifeLab classes were offered equally to the schools. Asst. Supt. Meeker said that 20 hours of LifeLab are provided at each school per week, until 5th grade. Members requested that this information be verified and brought back to PTOC. It was suggested that bigger schools should be accommodated accordingly.

Jolene Kemos, Branciforte Small Schools librarian, said that the .438 FTE library assistant at Branciforte Small Schools serves all four of the small schools, but that AFE has a .50 FTE library assistant. Asst. Supt. Meeker explained that there had been an instructional tech working out of class at AFE who checked out books. When that person retired, the position was reclassified as a library assistant. Trustee Sheila Coonerty suggested that this may have been done to comply with State requirements for high school independent studies, and offered to research those requirements.

It was requested that the \$44,652 shown as carryover be discussed at the next PTOC meeting. The calculation for OPALS was questioned. Asst. Supt. Monreal responded that usually such expenses are split 65% to high schools, 35% to elementary schools. Members asked if the license was based on the number of students.

Members asked what the \$60,773 shown in "Holding" was for. Asst. Supt. Monreal responded that usually that refers to funds held in anticipation of an expense. It was requested that staff research and send an explanation to PTOC members before the next meeting.

Members asked about the stipends shown for Outdoor Science camp. These stipends are for the teacher chaperones. Asst. Supt. Meeker explained that no individual scholarships are awarded for outdoor science camp, but if donations do not cover the entire cost, unit budget will supplement. Unit budget also pays for transportation.

Members discussed whether or not some science funds should go to 6th grade students, as they are considered "elementary" by the State. At the time the parcel taxes were first approved, K-6 was the elementary configuration. It was stated that there is a need for middle school LifeLab. Science is supported by unit core budget. Asst. Supt. Monreal stated that parcel tax revenues are allocated according to the ballot language. To be consistent, there is .5 FTE for LifeLab at each site. It benefits the K-5 students. At Bay View, grades 1-5 have LifeLab every other week, and Kindergarten has LifeLab during the winter. Mission Hill does not have LifeLab, but does science classes in other ways. Natasha Flechsig manages the LifeLab at Branciforte Middle School. Programs differ between the schools.

Trustee Coonerty asked why Small School does not receive funding for LifeLab or for art and music. Asst. Supt. Meeker suggested that other funding sources may have been in place eight years ago when the parcel tax was passed. If funding was allocated per capita, some students have fewer opportunities for enrichment. The Board has the prerogative to fund more or less by number of students. Overcrowded schools may be more challenged to provide LifeLab than other schools. Members requested that LifeLab schedules and Library Assistant positions be broken out by school.

Asst. Supt. Monreal said that there are needs in every program. Measure O opens possibilities. A Facilities Master Plan is being developed by the District's architects, who will next hold community meetings to get input from the public. The Plan will help determine needs if the District decides to go out for a bond.

Training Item: Account Codes

Members reviewed the account codes materials included in the agenda packet. PTOC can review unrestricted accounts. Restricted accounts include those for Special Ed and Title I, for example. Asst. Supt. Monreal suggested that PTOC members review the 1st Interim power point from the 12/9/15 Board Meeting, which is posted on the District website. The District's total budget is about \$70 million, of which \$65 million is unrestricted. The SACS codes were created by the State to align the accounting across all districts. A SACS manual explains how to code each type of expense. Members asked where codes would be found in the PTOC budget. Codes are shown in the far right column on the Expenditure detail reports. It is difficult to show accounts for payroll entries, as some are funded from multiple sources. At the Interim Report, a check and balance is done for each account stream to verify that the expenses are coded appropriately. 85% of the District's funds are spend on salaries and benefits. A financial audit is performed annual by an outside auditor. Budget development for 2016-17 has begun with a budget survey which was sent to parents and staff last month.

Members expressed appreciation for the information presented by Asst. Supt. Monreal, and requested that a training be scheduled before the March PTOC meeting.

Applications for Vacancies

Currently the following PTOC seats are vacant: Certificated Counselors, ELAC, Library Media Teachers, Mission Hill Middle School, Soquel High School and Westlake Elementary School. No applications have been received. Quorum for PTOC is 10 members, at present.

Members inquired whether seats would be added to PTOC for ROP and Athletics. Asst. Supt. Monreal responded that this was for the Board to decide. Some members felt that it was appropriate to add these seats based on Measure O. Other members said that the purpose of PTOC was to review expenditures, not to advocate for spending. In some districts, members of the community serve on committees. Members discussed whether it was appropriate for PTOC to recommend adding seats for ROP and Athletics. Trustee Coonerty stated that there was a need for a training on the purpose of PTOC and the role of members, and that the training should take place when members are available. Until that training occurs, individual PTOC members can go to Board members with their recommendations.

A motion was made to add representatives from after school sports and from ROP as soon as possible so that they could participate in trainings. The motion died. Members discussed whether other groups like STEM and music should have representatives, and asked that this topic be put on the agenda for the March PTOC meeting. It was suggested that a new member packet/cheat sheet/flash cards be provided for each new member as they join PTOC. Chair Faix requested that members assist with locating representatives for the vacant PTOC positions. It was requested that staff assist with finding representatives for the vacant positions. It was pointed out that some Members could represent more than one group to keep PTOC from becoming too large.

Email Distribution

Members shared that they find it difficult to use their SCCS email accounts. It was suggested that staff blind copy to members' personal email accounts. Asst. Supt. Monreal responded that if a personal email account was used for the sending of agendas, etc., it could be subject to a public records request. Trustee Coonerty shared that she forwards the SCCS email to her personal account.

Textbook Clerks

The following motion was proposed: "Although the Parcel Tax Oversight Committee is not formally charged with making spending recommendations, the need for a dedicated, benefitted textbook clerk at all four high schools

has become abundantly clear to us. We urge the Board to reinstate these positions in order to maintain the integrity of the library.” The Motion was approved. (MSP: Ballaban/Morton, 13-0). Trustee Coonerty said that this issue had previously been brought to the Board. 40% of the District’s classified staff are not benefitted.

Election of Vice Chair/Parliamentarian

Chair Faix asked for a recommendation for Vice Chair or Parliamentarian. Shannon Greene was nominated, and said she would consider being Vice Chair.

Next meeting & Adjournment

The next PTOC meeting will be held on 3/14/16 in the Harbor High Library from 6:00 – 7:30 pm. There being no other official business to come before this Committee, Chair Faix adjourned this meeting at 7:30 p.m.

Respectfully submitted,

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

Sue Faix
Chair
PTOC