

## PARCEL TAX OVERSIGHT COMMITTEE MEETING

Harbor High School Library

300 La Fonda Ave.

Santa Cruz, CA

Meeting of January 23, 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  
Greg Brown - VAPA  
Helayne Ballaban – GSCFT  
Jolene Kemos - Branciforte Small Schools  
Karan Violante – SCCCE  
Lacie Gray – Bay View Elementary & Mission Hill Middle Schools  
Laura Jones – Delaveaga Elementary  
Maryanne Campbell – Appointed by Alisun Thompson  
Matthew Schultz – Appointed by Deborah Tracy-Proulx  
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 Greenee – Harbor High  
Sue Faix – Appointed by Patty Threet

#### Absent:

Glen Schaller – Appointed by Claudia Vestal  
Jane Forbes – LifeLab  
Janet Gellman – Santa Cruz High School

#### Staff:

Patrick Gaffney, Assistant Superintendent, SCCS  
Catherine Meyer-Johnson, Admin. Asst., Business Services, SCCS  
Cheryl Robbins, Finance Director, SCCS

#### Public Visitors:

None.

#### Welcome

Chair Shannon Greene welcomed those in attendance.

#### Agenda

Materials distributed included: the agenda, draft Minutes of the 10/24/16 PTOC meeting, the Bylaws of the Parcel Tax Oversight Committee, revised on 12/14/16 to include Measure O, a proposal from Michelle Morton regarding meeting procedures, ballot language for Measure O, and a Summary of Services for each of Measures I, J, O and P Parcel Taxes to date.

#### Minutes

The Minutes of the 10/24/16 PTOC meeting were presented for approval. The minutes were approved. (MSP: Faix/Morton, 12-0, with 6 abstentions: Lawrence, Jones, Flechsig, Schultz, Ballaban, Endert).

## **Membership Updates**

The question was raised whether more representatives to PTOC would be appointed to represent those programs served by Measure O. Asst. Supt. Gaffney responded that the District's Board had authorized the current PTOC members to approved Measure O expenses. Concerns about the size of the PTOC membership were shared with the Board by Trustee Coonerty after the 10/24/16 PTOC meeting.

Barbara Lawrence volunteered to act as timekeeper for the meeting.

Chair Greene invited members to introduce themselves for the benefit of new members Maryanne Campbell (representing Trustee Thompson) and Matt Schultz (representing Trustee Tracy-Proulx).

## **PTOC Bylaws**

The PTOC Bylaws were revised to include Measure O, and were approved by the Board on 12/14/16.

## **Michelle Morton Proposal**

Michelle Morton has proposed that PTOC members receive training on one of the four parcel taxes in effect at each of the four meetings scheduled per year. She also suggested that a one paragraph summary be written of the discussion at each PTOC meeting, with these summaries to be combined in the annual PTOC report to the Board. Discussion followed and the proposal was revised to include training for Measure O, and designating the District-appointed secretary to have responsibility for writing the summary paragraph after each meeting. Language was deleted regarding communicating each summary directly to the Board. The revised proposal was approved unanimously (15-0).

Measures J and P will be discussed at the 3/27/17 PTOC meeting. Measure P, and, if needed, Measure O will be discussed at the 5/22 PTOC meeting. The PTOC annual report will be finalized on 5/22.

## **Measure O**

Members took a moment to read the ballot language for Measure O. Expenses were reviewed. They then reviewed the Projected Budget summary for Measure O. Discussion followed.

This is the first year the District has taken back ROP classes from the COE. SCCS is dispersing 1-time funds to ROP classes. More funding will be realized as District assumes more of a management role for ROP classes. Parcel tax revenues only fund a part of the ROP program.

It was noted that Small Schools is not included consistently on the budget. In some places AFE and Costanoa are noted, while in others, Small Schools is listed. It was requested that staff list the appropriate percentage of Measure O expenses to be dispersed to Small Schools programs. Is the athletic trainer to be shared by Costanoa and AFE?

Members want to see the check register as well as the budget. They want to know how these expenses were paid for previously. Asst. Supt. Gaffney stated that ultimately, PTOC is asked to approve whether parcel tax funds were spend on the appropriate categories. Discretion is included to allow flexibility based on school needs.

Members summarized their questions as follows:

- Technology – is the budget a one-time item or is it ongoing?
- Theater – differentiate and itemize expenses by site.
- Are music and theater supplies one-time or ongoing?
- Itemize music stipends for after school teachers.
- Provide check register.
- Are expenses new or has General Fund paid for them in the past?
- Did ASES program exist before parcel taxes?
- Who is paid for from the co-curricular budget?
- Provide the number of students supported by these expenses.
- ROP – How were schools designated to receive funds?

A motion was proposed to accept the budget expenditures as appropriate to the Measure O ballot language. (Ballaban/Kremer), but was withdrawn.

**Agenda Items for Next Meeting**

- Staff responses to questions above.
- Measure J and P (include check register).

**Next meeting & Adjournment**

The next PTOC meeting will be held on March 27, 2017.

There being no further business, Chair Greene adjourned the meeting at 7:28 pm.

Respectfully submitted,

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

Shannon Greene  
Chair  
PTOC