

PARCEL TAX OVERSIGHT COMMITTEE MEETING

Harbor High School Library

300 La Fonda Ave.

Santa Cruz, CA

Meeting of October 24, 2016

Minutes

Call to Order

PTOC Chair Sue Faix 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

Jane Forbes – LifeLab

Jolene Kemos - Branciforte Small Schools

Karan Violante – SCCCE

Lacie Gray - BayView

Michelle Morton – Appointed by Deedee Perez-Granados

Monique Kremer – Appointed by Sheila Coonerty

Monika Adam – Appointed by Jeremy Shonick

Natasha Flechsig – Branciforte Middle School

Shannon Greene – Harbor High

Sue Faix – Appointed by Patty Threet

Absent:

Glen Schaller – Appointed by Claudia Vestal

Helayne Ballaban – GSCFT

Janet Gellman – Santa Cruz High School

Laura Jones – Delaveaga Elementary

Staff:

Patrick Gaffney, Assistant Superintendent, SCCS

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

Suzanne Trincherro, Finance Supervisor, SCCS

Public Visitors:

Maryanne Campbell, Prospective Appointee of Alisun Thompson

Sheila Coonerty, Board Trustee

Dora Gonzales, GSCFT

Welcome

Chair Sue Faix welcomed those in attendance and thanked them for coming. She introduced Patrick Gaffney, Assistant Superintendent, Business Services, Suzanne Trincherro, Finance Supervisor, Maryanne Campbell, prospective appointee of Trustee Alisun Thompson and Dora Gonzales, non-voting alternate from GSCFT.

Agenda

Materials distributed included: the agenda, draft Minutes of the 5/16/16 and 5/26/16 PTOC meetings, correspondence regarding PTOC rep resignations and appointments, the Bylaws of the Parcel Tax Oversight Committee, a Summary of Services Paid by Measure I, J and P Parcel Tax as of 6/30/16, a worksheet showing FTE and payroll expenses for each Measure, and three worksheets detailing expenditures to 6/30/16 from each of the current parcel taxes and the graphed results of a survey sent to PTOC reps regarding potential meeting dates. Michelle Morton asked if she could add an item regarding meeting topics to the agenda. Chair

Faix said it could be discussed under Agenda Item 8 (Agenda Items for Next Meeting). The agenda was approved. (MSP: Violante/Kremer/10-0 with 1 abstention).

Minutes

The Minutes of the 5/16/16 PTOC meeting were presented for approval. The minutes were approved. (MSP: Lawrence/Morton, 9-0, with 2 abstentions). The Minutes of the 5/26/16 PTOC meeting was presented for approval and approved (MSP: Kremer/Morton/10-0, with 2 abstentions)

Membership Updates/Officer Election

Chair Faix directed Members' attention to an email received from Jodi Mulder, representative of Trustee Alisun Thompson and a letter from Janet Swann, representative of Trustee Deborah Tracy-Proulx, both of whom have resigned from PTOC. She also noted an email from Julia Hodges, Mission Hill principal, endorsing Lacie Gray as representative for Mission Hill. Lacie also represents Bay View Elementary. Per the Bylaws, Lacie can represent both schools but will have only one vote. These resignations and appointment were approved by the Board at their meeting of 10/19/16.

Currently there are vacancies for representatives from SCCS Certificated Counselors, District English Learners Advisory Committee, Soquel High School, Westlake Elementary School and for Trustee Deborah Tracy-Proulx.

Chair Faix noted that it had been difficult to get RSVPs to invitations to PTOC meetings, sometimes calling into question whether enough Members could attend to reach a quorum (one half the seated membership plus one). Discussion followed regarding possible ways to reduce the number of Members, including letting vacancies remain vacant, following through on Bylaws Section 5.8 regarding removal from office if a Member misses two consecutive meetings without giving at least 24 hours notice with an acceptable reason, and reconfiguring Bylaw prescribed PTOC composition with fewer members. Some felt that the initial composition had been agreed upon for a reason, and that should be considered before making changes. Other communities have much smaller oversight committees, with as few as five members, drawing from the community rather than from stakeholder groups. It was noted that at present 9 of the 18 seated members are school staff, calling into question whether it could truly be an "independent" oversight committee. It was pointed out that it is the Board's prerogative to revise the Bylaws if they choose. PTOC could communicate to the Board that PTOC is difficult to manage in its current configuration, and can possibly offer to work with the Board to come up with a workable model in which quorums can be more easily reached.

Officer Election

Chair Faix stated that Shannon Greene had expressed interest in becoming the 2016-17 Chairperson. It was pointed out that Sue Faix has done a great job as Chair and could perhaps be persuaded to continue. Chair Faix said that she was happy to serve in whatever capacity. It was suggested that if not the Chair, perhaps Sue Faix would consider being the Vice Chair. A nomination for Shannon Greene was made and seconded (Lawrence/Kremer). A nomination for Sue Faix was made and seconded (Violante/Adam). A written vote was taken and tabulated, resulting in Shannon Greene being named the Chair for 2016-17 (10/4), and Sue Faix being named the Vice Chair.

PTOC Training Topic: Bylaws and Brown Act

Members were provided a copy of the Bylaws in their agenda packet and a summary of Brown Act rules and procedures published by the League of California Cities (2010). Members requested a shorter version of the Brown Act information.

Chair Faix stated that the Bylaws were created by the Board with staff input, motivated by the Grand Jury report. After working under the Bylaws for two years, we have a better idea of how to operate. The Bylaws were left open for future revision. Trustee Sheila Coonerty said that the Board is open to recommendations, and that they are aware that the size of PTOC is a concern. It was commented that when Members had reviewed the proposed Bylaws and made recommendations, the Board chose not to accept those recommendations.

Members requested copies of the ballot language for each of the current parcel tax measures. Asst. Supt. Gaffney said that the language in the Bylaws is straightforward – that the charge of PTOC is to review the expenditures of parcel tax revenues to ensure that it has been expended in accordance with the stated purposes of each parcel tax measure. There may be other venues in which to address concerns.

Some members felt that it was important for stakeholders to have representation on PTOC, to ensure that their programs receive the support intended. It was commented that after the Grand Jury, the size of PTOC was increased, per the language in the Bylaws, to include stakeholders from the groups benefited by the parcel taxes.

After further discussion, new Chair Shannon Greene proposed the following recommendation for the Board: "The committee would appreciate the Board's attention to the membership of PTOC, so that the community and stakeholders' voices are well represented and that the committee is of an appropriate size to facilitate meetings and replacement of members." A motion was passed to table the matter until the next meeting (MSP: Lawrence/Greene, 13-0.)

Expense Reports

Asst. Supt Gaffney reviewed the reports included in the agenda packet. He said that the figures are essentially the same as those reviewed at the time of the annual PTOC report, with small variances. It was pointed out that on the Measure I spreadsheet, there is no line for a Librarian Assistant at Branciforte Small Schools. Staff will check on this and get back to Members. It was commented that there is no carryover shown, which is a good thing, as revenue should be spent on the programs to be benefited. Members like the format of the reports, and would like to know how the parcel taxes fit into the bigger budget picture. Asst. Supt. Gaffney said that staff will add Measure O to the reports and to the bylaws. It was requested that the years each parcel tax is effective be added to the reports.

Agenda Items for Next Meeting

A Member suggested that more time be spent on the review of expenditures and that it be scheduled earlier in the meeting, like at 6:30. Discussion of Bylaws or other concerns could follow.

Michelle Morton distributed copies of a proposal for how to organize time and topics for discussion at PTOC meetings and how to summarize meeting outcomes for regular sharing with the Board. This topic will be discussed at the next PTOC meeting.

Next meeting & Adjournment

Members reviewed the graphs showing Members' responses to the recent survey regarding potential meeting dates. It was decided to go with the following meeting dates for 2016-17:

January 23, 2017

March 27, 2017

May 22, 2017

There being no other official business to come before this Committee, Chair Faix adjourned this meeting at 7:37 pm.

Respectfully submitted,

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

Sue Faix
Chair
PTOC