

## PARCEL TAX OVERSIGHT COMMITTEE MEETING

Harbor High School Library

300 La Fonda Ave.

Santa Cruz, CA

Meeting of December 19, 2017

### Minutes

#### Call to Order

Assistant Superintendent Patrick Gaffney called the meeting to order at 6:05 p.m. in the Harbor High School Library. Roll call was taken.

#### Attendance at Meeting:

Carol McKee, Elementary Parent Representative  
Isabelle Tuncer, Secondary Parent Representative  
Linnaea Holgers, Business Community Representative  
Olga de Santa Anna, Senior Organization Representative  
Rob Darrow, Representative at Large

#### Absent:

None.

#### Staff:

Patrick Gaffney, Assistant Superintendent, SCCS  
Catherine Meyer-Johnson, Admin. Asst., Business Services, SCCS

#### Public Visitors:

None.

#### Welcome

Assistant Superintendent Pat Gaffney welcomed Members and invited them to introduce themselves.

#### Public Comment

Asst. Supt. Gaffney explained to Members that time would be set aside at the beginning of each PTOC meeting for visitors' public comments. The public can address any concerns, but PTOC cannot take action unless the item is on the agenda. There were no public visitors at this meeting.

#### Agenda

Materials distributed included: the agenda and binders for each Member, including the Member Roster, the PTOC Bylaws approved at the 9/13/17 Board meeting, the ballot language for Measures I, J, O and P, information on the Brown Act, District email instructions, 2017-18 Projected Budget Summaries for Measures I, J, O and P, a Financial Activity report for Measure I, and the 2016-17 Annual PTOC Report.

#### Ballot Measures

Asst. Supt. Gaffney gave an overview of the ballot measures, paying particular attention to the services and programs to be supported, as specified in each Measure's ballot language. Members' function is to review expenditures in connection with the ballot measures.

#### Bylaws

PTOC's Revised Bylaws were approved by the Board of Trustees on 9/13/17. Asst. Supt. Gaffney called Members' attention to Section 2.3, "Duties". Members will receive and review expenditures reports for the parcel tax measures to ensure that revenue was expended in accordance with the purposes specified in the ballot measures. Members will receive annual training regarding the Brown Act. They will prepare an annual report on whether expenditures were made in accordance with the ballot measures, and on the activities of PTOC for the preceding year. This report will be presented to the Board of Trustees in open session. It was commented that in

some past years, the report took the form of a letter to the Santa Cruz Sentinel. Members asked how to evaluate expenses when the parcel tax ballot language is vague. Mr. Gaffney explained that the language used in the ballot measures was crafted to be flexible in order to respond to program needs as they arose. The question was raised as to how was it decided what percentage of parcel tax funds were allocated to counseling and what percentage to libraries. A related question was about how funding is determined for each school. Staff will research and report back to PTOC.

- *At the 10/10/05 Board Meeting, Superintendent Alan Pagano presented a recommendation to allocate certain percentages of Measures A and B (now known as I and J) to Library Services, Counseling Services and Visual and Performing Arts. The percentages were arrived at after meeting with representatives from each of these areas. They were:*

<i>Measure A (Grades 9-12)</i>	<i>46% to Library Services</i>
	<i>54% to Counseling Services</i>
<i>Measure B (Grades K-8)</i>	<i>50% to Library Services</i>
	<i>15% to Counseling Services</i>
	<i>35% to Visual and Performing Arts</i>

- *Since 2005, the amount allocated to schools for librarians and counselors depends on who the staff member is who fills that position at the school. A teacher or counselor with years of experience would earn more than a teacher who is new to the District. The dollars follow the person in the position.*

### **Brown Act**

Mr. Gaffney reviewed a summary of Brown Act protocols created by the law firm, Fagen, Friedman and Fulfrost LLP. All PTOC business is conducted in public, not behind closed doors. Agendas are published in advance of the meetings. Public comments for topics not on the agenda are taken at the beginning of the meeting. "Serial meetings" can occur if members communicate via email, or if they discuss committee business at social events. PTOC business should only be discussed at the PTOC meetings.

### **Parcel Tax Budget Summary**

Mr. Gaffney presented the 2017-18 Budget Summary for each of the four parcel taxes (I, J, O and P). Measure O funds Career Technical Education (CTE). The CTE teachers will become District staff next year. The budget for Measure O will change to be include those staff members. Members comments were as follows:

- Please remove reference to Class Size Reduction from Measures I and O.  
*Done.*
- Measure J – why are band books only shown for Mission Hill Middle School, and not for Branciforte Middle School?  
*On a previous year's budget summary, this line reflected a purchase for Mission Hill Middle School. However, this budget line could be used for books for Branciforte Middle School as well. The reference to Mission Hill will be removed.*
- Measure O – why is there a cost to the parcel tax when funding comes from a grant? (CTE?) Does the cost of CTE come entirely from the parcel tax?
- Is Life Lab funded from other sources besides the parcel tax?  
*The parcel tax provides equal funding to all the elementary schools for Life Lab. At Delaveaga, Gault and Westlake, donations contribute to Life Lab as well.*
- Which programs are supplemented through other funds?  
*Please identify the specific programs in which you are interested.*
- Are librarians full funded from parcel tax?  
*Yes, certificated librarians are all funded by the parcel tax.*

### **Review of Expenditures – Measure I**

Mr. Gaffney reviewed the financial activity report for 2017-18 Measure I expenses to date.

### **Review Annual Report**

The 2016-17 Parcel Tax Oversight Committee's annual report was included in the agenda packet. Asst. Supt. Gaffney suggested that Members review it at their leisure.

### **Binder**

The binders given to all PTOC members are intended to be a resource and a place to add materials as they are received throughout the year.

### **Comments and Questions**

Members asked how many meetings PTOC will have per year, whether a 4<sup>th</sup> meeting will be scheduled. PTOC will have up to 4 meetings per year. Upcoming meetings are scheduled for 3/6 and 5/22. The Annual Report will go to the Board in May or June, or it could go in July/August. The Board Meeting of 6/13/18 would work.

A question was asked if the Annual Report is on anticipated expenditures or actual expenditures. The Annual report is based on both the budget and the actual expenditures made.

A Member asked what happened to the last PTOC. The Board modified the Bylaws and reformed the PTOC.

Members asked how long this PTOC will last. Each parcel tax runs for eight years. Measures I and J will expire in 2021. Measures O and P expire in 2024. A Member commented that a graphic of the history of District parcel taxes would be helpful.

### **Next Meeting's Agenda**

At the next meeting, PTOC will elect a Chair and a Vice Chair.

### **Adjournment**

Upon motion by Olga de Santa Anna, seconded by Carol McKee and approved unanimously, the meeting was adjourned at 7:15 pm.

Respectfully submitted,

Patrick Gaffney  
Asst. Superintendent, Business Services  
Santa Cruz City Schools

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