

PARCEL TAX OVERSIGHT COMMITTEE MEETING
Harbor High School Library
300 La Fonda Ave.
Santa Cruz, CA
Meeting of April 20, 2015

Minutes

Call to Order

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

Attendance at Meeting:

Allison Endert – Gault
Bill Maxfield – Delaveaga
Craig Miller – Soquel High School
Glen Schaller – Appointed by Claudia Vestal
Greg Brown - VAPA
Helayne Ballaban – GSCFT
Jane Forbes – Westlake
Janet Swann – Appointed by Deb Tracy-Proulx
Jodi Mulder – Appointed by Alison Thompson
Jolene Kemos - Branciforte Small Schools
Joyce Smith – Librarians
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
Shannon Greene – Harbor High
Sue Faix – Appointed by Patty Threet

Absent:

Janet Gellman – Santa Cruz High School
Karan Violante – SCCCE
Natasha Flechsig – Branciforte Middle School

Staff:

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

Public Visitors:

Barbara Poyntor, for SCCCE in Karan Violante's absence

Welcome

Chair Sue Faix welcomed those in attendance and thanked them for coming. Materials distributed included: the agenda, a roster of PTOC members, ballot language for Measures I, J and P, draft Minutes of the 3/2/15 PTOC meeting, job description for the Counseling Secretary, draft Bylaws for PTOC, a memo from Fagen Friedman and Fulfroost regarding the Brown Act, a Summary of Services Paid by Parcel Taxes updated as of 4/12/15, and three worksheets detailing expenditures from each of the parcel taxes.

Agenda

Chair Faix stated that the priority item on the agenda was the draft PTOC Bylaws. The annual PTOC report to the Board would be discussed under Item 7, "Committee Updates." The Santa Cruz Grand Jury report released on 4/16/15 will be discussed at the next PTOC meeting.

Approval of Minutes

The Minutes of the 3/2/15 were presented for approval. Discussion followed. Members requested that the Minutes be corrected to reflect 2 changes:

1. The section regarding Library Hours be revised to reflect the discussion of what expenditures were appropriate to be paid from parcel tax funds, and to show "classified library assistants" rather than "classified librarians".
2. The Review of Expenditure section should reflect the proposal that carryover be spent in proportion to the current percentages, and to reflect the motion made and vote taken to recommend to the Board that carryover funds be spent according to the formula: \$20,000 to elementary and middle school libraries, \$15,000 to elementary and middle school Visual and Performing Arts (VAPA), and \$15,000 to elementary and middle school counseling (MSP: Schaller/Swann, 19-0).

It was questioned why the 3/2/15 recommendations of PTOC regarding addition of a representative for Lifelab and regarding the spending of carryover funds were not communicated to the Board since the last meeting. Chair Faix said she felt that the recommendation to the Board to add a representative to PTOC for Lifelab/Elementary Science should be made as an adjustment to the proposed PTOC Bylaws. A member expressed disappointment that the spending of carryover funds was delayed. Chair Faix apologized for the delay and suggested the idea of a form for bringing forward to the Board action items from PTOC.

The Minutes for 3/2/15 were approved with the revisions above in 1. and 2. (MSP, Schaller/Swann, 18-0).

Counseling Secretary Job Description

The official job description for the Counseling Secretary was provided in response to a request at the 3/2/15 PTOC meeting. This job falls under the job title "Secretary III". A member stated that the Grand Jury report asserted that this position should not be paid from parcel tax funds. As the Grand Jury report will be discussed at the next PTOC meeting, discussion of the Counseling Secretary position was deferred till then.

Review of Expenditures

Mr. Monreal distributed an revised Summary of Services dated 4/20/15 to Members. The OPALS expense was spread across the three parcel taxes per PTOC's recommendation. Members reviewed the Expenditures detail worksheets.

Discussion followed. Mr. Monreal stated that the District will look to using the carryover funds to offset the impact of anticipated increases in PERS (+2.4%) and STRS (+1.85%) next year. A member requested that the PERS and STRS costs be broken out on the worksheets. The increases are not as high as expected because the Governor is spreading the increase out over the next 7-8 years. Chair Faix asked if members wished to rescind their previous recommendation to spend down the carryover. A member asked if PERS and STRS should be paid from the General Fund. Mr. Monreal said the goal is to spend revenues on the services, and these costs are part of the costs of the positions. A member requested that the FTE figures shown on the Summary of Services be translated to a description of the positions that make up the FTE. The question was raised whether elimination of the Counseling Secretary position would release those funds for other uses. The District considers the Counseling Secretary positions to be an appropriate expenditure, as these staff members support the counselors. The data entry they do is part of the job for all staff in Counseling.

PTOC Bylaws

Members asked why the Bylaws were being proposed. The Bylaws were a recommendation of the Grand Jury. They were brought to the 4/15/15 Board meeting as a first reading. The Board wanted PTOC to review them. PTOC's recommendations will be communicated to the Board. Mr. Monreal said that efforts were made to research how Bylaws were done elsewhere, and to incorporate the present PTOC's organization and procedures. Bylaws may be created for other committees as well. The Board will ultimately decide on the final version.

A member stated that the word “independent” used in the Preamble was chosen deliberately. The parent community brought forth the proposal to have a parcel tax to prevent the closure of schools, and wanted PTOC to provide the same oversight functions as was provided by bond oversight committees. Members expressed differing opinions on whether advising should be a function as well as oversight.

Members reviewed the draft Bylaws and requested several changes, including:

- Section 2.2: Insertion of “and Public” before “established”. Insertion of “and the School Board” before “concerning”. Addition of bullet below “Measure P” bullet, to read: “and will apply to all future measures.”
- Section 2.3, add a new “B.” to read: “Regular reports will be made to the Board.” Make former “B” item “C”.
- Section 3.0: First sentence: delete “have sole discretion to select and”. Remove “to” before “determine”. Second sentence: change “twenty-three” to “not more than twenty-four.” Add letter “J”, “1 representative from Lifelab/Elementary Science”. Sentence under list of representatives: add “but will have one vote” at end of sentence.
- Section 3.2, A.: delete “and for no more than two consecutive terms”.
- Section 3.2, C.: change “a second” to “another”.
- Section 4.2: delete “except for the limit on the terms of Committee members set forth in Section 3.2 above.”
- Section 4.3, B.: Add “and Committee members” after “staff”.
- Section 5.0, B.: Add “at least” before “quarterly”.
- Section 6.0, A.: Insert “Regular reports and recommendations shall be made to the Board.” after the first sentence.
- Section 6.0, B.: Change the proportion for approval from “two thirds” to “majority”.
- After Section 6.0, B, insert “C. The Committee’s annual report must be duly approved as to substance by an affirmative vote of not less than two thirds of the members present at a Committee meeting, a quorum being present, and be faithfully articulated to the public only by the Committee Chair or an approved designee (ref: Section 4.3.F, above).” Change sections below to “D.” and “E.”

It was requested that research be done on whether a 2/3 majority was required for PTOC votes on reports and/or recommendations.

Members discussed ideas for presenting recommendations to the Board, including having a written statement to the Board at the end of each meeting, speaking for 3 minutes during Public Comment periods at the beginning of Board meetings. An item may be added to the Board’s agenda by submitting it to the Superintendent and the Agenda Committee for consideration. The next Board meeting is on 5/6. Sue Fax may not be available. Jodi Mulder and Jane Forbes volunteered to attend if Sue cannot be there.

Members requested that the By-laws be revised as requested and distributed to PTOC members before submission to the Board for review.

Brown Act & District Email Addresses

It was proposed that PTOC members who were not District employees be assigned a District email address for the purpose of receiving communications regarding PTOC. Members can choose to forward PTOC emails to their private addresses. District emails are suggested because PTOC is a Brown Act Committee and email accounts used for PTOC communications may be subject to public record demands. Members approved this proposal (MSP, Greene/Miller, 18-0).

Committee Updates

Parcel Tax Report Committee

Janet Swann announced that she had decided to step down from this sub-committee. Jane Forbes, Sue Faix and Glen Schaller volunteered to work on the annual report.

Next Steps/Next Meeting:

It was proposed that the next meeting be held on Monday, June 1, 2015 in the Harbor High Career Center. Topics to be discussed will include election of a Vice Chairperson and/or Parliamentarian, draft of PTOC's annual report, the Grand Jury Report and the PTOC Bylaws.

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