

PARCEL TAX OVERSIGHT COMMITTEE MEETING
Gault Elementary School Library
1320 Seabright Ave.
Santa Cruz, CA
Meeting of November 17, 2014

Minutes

Call to Order

PTOC Chair Sue Faix called the meeting to order at 6:00 p.m. in the library at Gault Elementary School.

Attendance at Meeting:

Amy Spiers – Appointed by Claudia Vestal
Allison Endert – Gault (succeeding Isabelle Tuncer)
Bill Maxfield - Delaveaga
Helayne Ballaban – GSCFT
Isabelle Tuncer – Gault
Jane Forbes – Westlake
Janet Gellman – Appointed by Deb Tracy-Proulx
Janet Swann – Appointed by Ken Wagman
Jerene Lacey – Director, Finance, SCCS
Joyce Smith – Librarians/Harbor High
Martha Dyer – Librarians/Mission Hill Middle School
Russell Miller – Interim Asst. Supt., Business Services
Sue Faix – Counselors

Public Visitors:

Akiko Minami, Monarch School parent
Jim Logsdon, Visitor
Johanna Bowen, Visitor
Jolene Kemos, Librarian, Branciforte Small Schools
Natasha Flechsig, Branciforte Middle School parent
Steve Strasnick, Visitor

Welcome

Chair Sue Faix welcomed those in attendance and thanked them for coming. Copies of the agenda, an updated budget report on the Parcel Tax Revenue and Expenses, Questions from the 10/13/14 PTOC meeting and the Minutes of the 10/13/14 PTOC were distributed to those in attendance.

Committee Membership

Chair Faix asked members and visitors to sign in on the Attendance Sheet and to indicate by whom they were appointed to the Parcel Tax Oversight Committee. Discussion followed. Questions were raised regarding the original make-up of the committee. Some members were appointed by Board members who are no longer active. Other members attended as representatives of schools or stakeholder groups, like librarians, counselors, VAPA and Lifelabs. New Board Members who will be installed in December may wish to make appointments.

Public Comment

Visitors were requested to ask questions at the beginning or end of the meeting, so that Members could address agenda items in a timely manner.

Minutes of the 10/13/14 PTOC Meeting

Chair Faix asked if Members had any comments regarding the Minutes of the 10/13/14 PTOC meeting, which was previously sent via email to members. Jane Forbes requested that the meeting attendance reflect that she had been originally appointed by Trustee Rachel Dewey-Thorsett. Bill Maxfield asked that he be identified as the representative for Delaveaga, appointed by Principal Quevedo. Helayne Ballaban asked that the discussion of carryover funds more clearly state the idea that the language in Parcel Tax (ballot measures) does not state that revenue was intended to supplement, not supplant, General Fund contributions for the programs which benefit. Akiko Minami, a parent from Monarch School, requested that the Minutes include a statement that she was asked to work with District staff to determine the cost of her proposal to fund a Lifelab program at Monarch School.

Upon Motion by Helayne Ballaban, seconded by Chair Faix, the Minutes as corrected were approved.

Review of PTOC Role and Function

Russell Miller, Asst. Superintendent, Business Services, said that Members' function was to act as "watchdogs" over the use of Parcel Tax revenues, to ensure that funds were spent as specified in the ballot language. PTOC Members have an advisory role, and can make their views known to the Board, who can then take action if they so decide.

Janet Swann stated the PTOC role also included preparing an annual report on how Parcel Tax funds had been used, to be distributed to the public, to schools, to the Board and to the press. Janet volunteered to work on the report for 14-15. It is usually prepared at fiscal year-end.

Janet Gellman requested that staff bring back-up from the District's financial reports to Members in place of the summary page which has been presented at past meetings.

Additions to the Agenda

A review of staff's answers to questions raised at the 10/13/14 PTOC meeting was added.

Further discussion of the proposals presented by Branciforte Middle School and Monarch School for funds to support Lifelabs at those schools was added.

Review of Questions from 10/13/14 PTOC Meeting *(Staff answers appear in italics)*

- Why was the OPALS (library circulation system) annual expense paid for by Measures I and P. Should this expense be paid by Curriculum? It was pointed out that the OPALS contract was for 5 years.

The Board approved moving OPALS to the Parcel Tax budget in 2012-13. The libraries could not operate without this system.

- Is it appropriate to pay for AVID registration and S4C membership expenses from Measure I and J revenue?

The Board moved these expenses to the Parcel Tax budget in 2012-13. S4C is a county-wide program, with the aim of getting students focused on and ready for going to college. 7th graders visit UCSC. AVID is focused on students from lower socio-economic status or whose parents did

not attend college. The program helps students become college-ready, through access to tutors, career exploration and college visits, in collaboration with Cabrillo College.

Discussion followed. These activities are valuable, but is it appropriate to pay for them from Parcel Taxes? The ballot language allows for support for other programs as identified.

- Why were no expenses listed for Registrar (under Counseling)?
Per Cabinet, Registrar expenses were moved to CORE in 2013-14.
- Why were library assistants FTE reduced from 6.438 in 2013-14 to 5.125 in 2014-15?
There was an error on the previous Parcel Tax Summary report. FTE was 6.0 in both 2013-14 and in 2014-15. It was requested that these FTE figures be checked by staff and reported back at the next PTOC meeting.
- Why is P not covering any of the library assistant cost in 2014-15? Please check how and when the library assistants were cut, and confirm the FTE and cost of an assistant.
The number of library assistants did not change; it was 6.0 FTE in 2013-14 and it is 6.0 FTE in 2014-15. The cost was assigned to Measures I and J because the Measure P budget was already fully allocated, and could not pay for any additional costs. The average cost of a library assistant at 1 hr/day for 194.5 days is \$3,266 salary + \$700 benefits = \$3,966.

Discussion:

How does Branciforte Small Schools fit in? The library assistant is half time, with 17 hrs/week.

It costs just under \$4,000 per year to add one hour/week. If the library assistant works over 20 hours, then health benefits add another \$20,000/year on average.

- More information was requested regarding Music supplies – what was purchased (in 2013-14)?
*Delaveaga – 20 clarinets, 22 trumpets, 3 trombones, reeds, mouthpieces, wands, 1 snare kit, 34 flutes, accessories, music instruction books, 15 saxophones, 1 bass, 1 mobile speaker
Westlake: 15 recorders & 2 recorder holders, 1 projector screen
Bay View: 1 projector screen
District wide: 2 projectors & accessories, instrument repairs*

Discussion:

Gault's music program started out serving 30 students. Now they have over 100 students in the program. The program did not exist before the Parcel Taxes were passed.

Nothing has been purchased so far this year, but money is set aside for it. If it is not spent, it will carry over. Next year, the allocation may be different. Funds for music are split between east side and west side schools. More went to east side schools, which did not have as much to start with. Decisions are made by the music teachers.

- How were parcel tax funds spent, by school and for what purpose?
Staff will email this information to PTOC.

- Determine the cost of a Lifelab coordinator one day/week for 6th graders at B40MS. (\$33/hr (\$6,000 ?)

Most Lifelab coordinators are 4 hrs day, 1 day week, \$3,685 /yr with benefits (based on range 30/step 3)

Discussion:

Lifelab coordinators are classified staff, even though some hold teaching certificates.

Natasha Flechsig distributed information and photos regarding a proposal for a Lifelab Coordinator at Branciforte Middle School. The Elementary Parcel Tax supports Lifelab programs. Branciforte Middle School has a 6th grade, which is entitled to Parcel Tax revenue. A 4,000 sq. ft. area has been developed, with help from community donors. The garden is used by a variety of teachers in different subjects. The request is for a Lifelab Coordinator, to work 12 hours/week, approximately 37 weeks/year.

- Confirm the costs and revenues for Monarch, and determine why the previous request to access parcel tax funds for a Life Lab at Monarch was denied.

For a Lifelab Instructional Tech, working 10 hrs/ wk, 40 hrs/ month, at step 1 = \$17.66/hr + statutory benefits (PERS) = \$7,721 for a year (PERS)

Akiko Minami, Monarch parent and Lifelab volunteer asked for clarification on why Monarch was not considered a “comprehensive” school? Members explained that after two elementary schools were closed, it was decided to put Parcel Tax revenues into the schools that were most impacted by the closure. Enrollment is 100 at Monarch, compared to 700 at Delaveaga. Akiko stated that, at the District’s request, the Monarch student lottery had been changed to include more English learners. Now 40% of their students qualify for free and reduced lunches, and/or are English learners. The garden is amazing resource for getting fresh foods to kids. A lot of Monarch parents pay parcel taxes, and some of the revenue should come to Monarch. The Lifelab program is now run by volunteers, and some have left. She requested a Lifelab instructional tech, at 10 hrs/wk. for this year, if possible.

Discussion:

The most PTOC can do is to make a recommendation to the Board to give priority to these programs in light of the whole budget. Lifelab is part of the educations programs spoken to in the ballot language. What can be cut to find funds for these requests? Grants cannot be used to fund salaries. It was suggested that Monarch and Branciforte Middle school take their requests to the Board, who are responsible for allocating funds.

It was suggested that these requests be considered when it’s time to renew the Parcel Taxes, and that Akiko and Natasha work with the parcel tax renewal committee.

The Measure P surplus that showed on the 10/4/14 Summary Sheet for 2014-15 is no longer on the 10/31/14 Summary, because those funds have been added into the Parcel Tax contribution to K-3 Class Size reduction (23/1). The Board will make assumptions about class size. If there are severe problems with the budget, K-3 could go to 27/1. However, the certificated contract calls for 23/1. The District used to receive a class size reduction grant from the State. Now the State gives the District one pot of money through the Local Control Funding Formula, and the District must decide how to spend it. This year the District received a small supplement, but there is no long term solution.

Next Steps:

There will be a Budget Advisory Committee meeting on 11/18. The District will ask for input from the public. Common Core requires focus on 4 core areas. Russell Miller will email information to all members.

Bring back Library Assistants for discussion at the next meeting. Members requested that dollars be reconciled to names.

The next PTOC meeting will be held on Monday, January 26, 2015 at 6:00 pm at Gault School. Chair Faix asked members with topics for the next agenda to contact her.

Adjournment

There being no other official business to come before this Committee, Chair Faix adjourned this meeting at 7:40 p.m.

Respectfully submitted,

Russell Miller, Assistant Superintendent, Business
Santa Cruz City Schools

Sue Faix, Chair
PTOC