

**VENURA UNIFIED SCHOOL DISTRICT
Parcel Tax Oversight Committee
June 4, 2019
Minutes**

Call to Order

The regular meeting of the Parcel Tax Oversight Committee (PTOC) of the Ventura Unified School District was held in the Einstein Room at 255 W. Stanley Avenue, in Ventura, California, on June 4, 2019. Betsy George, called the meeting to order at 5:35 p.m.

Roll Call/Introductions

Committee Members Present: Dannielle Brook, Charles Caulkins, Elke Fedde, Steve Offerman and Don Wood

Absent: Lisa Hildebrand, Michael Richards

Staff Members Present: Anna Campbell, Rosi Cortéz, Betsy George and Kurt Sowa

Absent: Jerry Dannenberg

Adoption of Agenda

Don Wood motioned to approve the agenda, and Charles Caulkins seconded the motion. Agenda approved as presented. Absent: Lisa Hildebrand, Michael Richards

Public Comments – none

Approval of Minutes – Charles Caulkins motioned to approve the minutes for the June 4, 2019 meeting, Elke Fedde seconded the motion. Minutes approved as presented. Absent: Lisa Hildebrand, Michael Richards; Abstain: Dannielle Brook

Election of Parcel Tax Oversight Committee Officers

Elke Fedde motioned Don Wood nomination for the Chair position, and Charles Caulkins seconded the motion. Motion carried for Don Wood to serve as the PTOC Chair. Steve Offerman motioned Elke Fedde nomination for the Vice Chair position, and Don Wood seconded the motion. Motion carried for Elke Fedde to serve as the PTOC Vice Chair. Absent: Lisa Hildebrand, Michael Richards

Implementation of Bylaw 5.3 Requiring New Committee Members Draw Lots to Select a Minimum Majority for Initial Two-Year or Three-Year Terms & Acceptance of the Results of the Drawing for a Minimum Majority for Initial Two-Year or Three-Year Terms

The parcel tax expires in June 2021. The Board needs to decide if they are in favor of a renewal sometime in the 2020 election. The annual Parcel Tax Report would need to be submitted to the Board in December 2021 or January 2022.

In order to stagger terms so that a majority of committee members do not term out at the same time, lots were drawn for one (1) initial two-year term and two (2) initial three-year terms of service for three new members of committee. Steve Offerman drew a two-year term. Dannielle Brook drew a three-year term. A three-year term was left over for Michael Richards who is not in attendance. Steve Offerman motioned terms be accepted as drawn—Steve Offerman to serve two-year term, and Dannielle Brook and Michael Richards to serve three-year terms. Charles Caulkins seconded the motion. Motion carried for term as drawn. Absent: Lisa Hildebrand, Michael Richards

Review of PTOC Bylaws

A copy of the bylaws was provided to all committee members. The purpose of the committee is to provide oversight and accountability for the expenditures that the District collects from the parcel tax measure. The PTOC is responsible for reviewing expenditures and annually reporting to the Board findings on whether the expenditures were made consistent with the ballot measure presented to the voters. Service terms were discussed. The maximum term is two consecutive terms. Those with three-year terms can serve a maximum of six years and two-year terms serve a maximum of four years if member accepts reappointment. Number and timing of meetings during the year was discussed—more meetings held during the fall. Betsy George thanked members for volunteering their time.

Parcel Tax Budget Overview - 2018/19 Budget vs Estimated Actual Expenditures and 2019/20 Preliminary Budget

A three-year budget plan handout was provided to the committee for discussion. The first section discussed was beginning fund balances. The committee requested a four-year plan so they could see a full picture of every year the parcel tax is in effect. “Additional staffing Cost for Reduced Class Size” and district staff agreed that it would be more appropriate to change the word “reduced” to “maintaining” class size. Art & music expenditures for staffing: the FTEs for teachers are for the elementary level. There are full music programs at the middle and high schools. The FTEs in the elementary level are for Teachers on Special Assignments (TOSAs) that rove between the 17 elementary schools. Two and ½ music and one art teacher rove between the 17 elementary schools. The high school program (Ventura Youth Symphony) and elementary choir (Notables) teacher receive a stipend for their special assignments. The Harmony Project afterschool, weekend and summertime program is also funded. Approximately 125 students from EP Foster, Sheridan Way and Will Rogers are in the program. Art & Music Equipment - the City of Ventura provides the Art in the Classroom program to TK-1 students. The 5th grade music van line item was combined with another line item in the past. This music van expenditure is a van that visits the elementary schools and provides instruments for students to play in hope that it encourages students to continue or enter the high school music programs. The District has three all district choirs—The Notables (elementary), Crescendo (middle school) and Company (high school show choir). The Harmony Project is the program that targets a specific group—the higher needs areas, whereas most other funds are spread across the entire district. The MS/HS new instruments allocation was made after the schools shared the \$60,000 (instruments & repair) on a yearly basis. A meeting was held with the music teachers to determine their needs. Discussion reverted back to class-size reduction. . Steve Offerman asked if the District has ever considered hourly staff versus tenured staff to replace teachers when they leave. Betsy George explained that the newer teachers are the first to be displaced because they earn less since they are not tenured. Technology expenditures for interactive whiteboards is for replacement and repairs. Kurt Sowa explained that the life of a Chromebook is generally five years. The expenditure line for carts includes the Chromebook. The 2019/20 will be the fourth year of replacement of Chromebooks.

Selection and Approval of 2019/20 PTOC Meeting Dates

The committee decided to schedule meeting dates as needed. Elke Fedde motioned the next meeting be held Wednesday, October 16, 2019, 5:30 – 7:00 pm, Charles Caulkins seconded the motion. The next meeting day was approved. Absent: Lisa Hildebrand, Michael Richards

Adjournment

The meeting was adjourned at 6:30 p.m.