PARCEL TAX OVERSIGHT COMMITTEE (PTOC) MEETING MINUTES

PTOC members: Darlene Marshall, Christopher Russell, Jennifer Wu, Catherine Graham, Chazz Pono
Others present: Michael Smith, Nicole Erb, Stephen McMahon, Veronica Lara, Carla Collins, Nancy Albárran, Katie Chang

I. Call to order and roll call (action)

II. Adoption of agenda (action)
Russell moves to adopt, Marshall seconds.

III. Welcome and introductions (information)

IV. Public comment (information)
None.

V. Adoption of minutes from May 20, 2019 meeting (action)
Graham moves to adopt, Russell seconds.

VI. Report on the 2018-2019 fiscal year parcel tax expense expenditures (information)
McMahon provides the following update on expenses.

<table>
<thead>
<tr>
<th>Item</th>
<th>Budgeted</th>
<th>Actual</th>
<th>Difference</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attracting staff</td>
<td>$331,580</td>
<td>$125,177</td>
<td>$206,403</td>
<td>Biggest expense was a hiring of a public engagement officer. He was hired mid-year so not a full year of expenses. Money was also used for Graduate Spotlight Flyer and other marketing. We measure effectiveness by seeing whether there’s an uptick in our applicant pool.</td>
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<tr>
<td>Retaining staff</td>
<td>$3,501,948</td>
<td>$3,537,225</td>
<td>($35,277)</td>
<td>All high performing employees not at Lenzen and all non-management employees received bonus of $900 if they worked at least 6 hours daily and $450 if they worked 3-6 hours daily. This was good for morale. Discussion of whether this should go only to new employees or used as an additional incentive for hard-to-fill vacancies. The decision was made based on employee group feedback.</td>
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<tr>
<td>Core academics</td>
<td>$749,375</td>
<td>$645,520</td>
<td>$106,855</td>
<td>$25/student distributed to schools to spend on math, ELA, science, electives. Idea was to decrease pressure on fundraising. Regular</td>
</tr>
</tbody>
</table>
district funds give classrooms the basics but if they want something additional for field trips, etc., they can use these funds.

<table>
<thead>
<tr>
<th></th>
<th>College and career</th>
<th></th>
<th>$395,176</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>$0</td>
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|                        |                    | $395,176| Staff all media centers bell to bell and 30 minutes before/after. This involved changing job descriptions and locations for some employees. Just obtained agreement from employee groups and so money will be spent this year. Unspent money was redistributed across 4 funds to be spent this year.
| Total                  | $4,978,079         | $4,304,922| $673,157 |

VII. Discussion of Measure Y annual report (information)
District will have a performance audit on the parcel tax focused on whether the monies were spent as intended. Oversight committee must draft an annual report that covers areas to improve, areas that District did well. Committee can raise concerns such as whether the spending was in line with the parcel tax language given to voters. For example, should funds to retain staff be used for all employees or to retain new staff to fill positions? Usually, subcommittee is formed to draft the report and then the full committee reviews. Pono, Marshall, and Smith offer to be on the subcommittee. Timeline usually involves adoption in March and then report goes to the Board.

VIII. Review of PTOC bylaws which have been created by the bylaws subcommittee (information)
All agree to review and to make edits to draft in redline prior to Dec. 2 meeting.

IX. Agenda items for future meetings (December 2) (information)
Auditors present on performance audit of PTOC funds (information)
Election of vice-chair, secretary (action)
Approval of bylaws (action)
Formation on subcommittee for drafting of annual report (action)

X. Adjournment (action)
Graham moves to adopt, Marshall seconds.