PARCEL TAX OVERSIGHT COMMITTEE (PTOC) MEETING MINUTES
Monday, March 4, 2019

I. Call to order and roll call (action)
   PTOC members present:
   Catherine Graham  Dona Martin – Leading Meeting
   Marcus Smith  Chazzerrina Pono
   PTOC member absent: Fabiann Castaneda, Christopher Russell, Jennifer Maddox, Darlene Marshall
   Others present: Carla Collins (Trustee Area 3), Veronica Lara, Manager-Internal Audit, Katie Chang, Stephen McMahon

II. Adoption of agenda (action)
    Martin proposed that ByLaws review and adoption be moved to next meeting.
    Graham moved to adopt Agenda with Dona’s proposal regarding ByLaws. Smith seconded.

III. Welcome and introductions (information)

IV. Public comment (information) –
   No public comments

V. Adoption of minutes from December 3, 2018 meeting (action)
    Martin moved to adopt Minutes without any changes.
    Smith seconds. Minutes adopted.

VI. Update on the 2018-2019 fiscal year parcel tax expense plan (information)
    • Ben Spielberg, Community Engagement Manager, working on mailings districtwide about what’s happening in the district as well as job openings.
    • Retention Bonuses – Second part going out in March. Will be evaluating if these bonuses are working to retain. Will be measuring by how many teachers/staff are leaving midyear.
    • Core Academics budget of $25/student – Some schools are slow to spend. District is working with schools to encourage the use of these funds in the right areas.
    • Adding headcount to Libraries & Career Counseling – Still working with affected employees to implement the additional headcounts. Some resistance because affected employees will see their work locations changed, commute and hours affected. More to come on this topic
    • District is reviewing if these items will be reissued for the next school year’s expense plan. Need to measure effectiveness.
    • Stephen also discussed some of the Housing work that is being looked at. Pono asked if he could bring more of that information to the next PTOC meeting.
VII. Review and adoption of PTOC bylaws which have been created by the bylaws subcommittee (action) 
Tabled for next meeting. A draft copy to be sent to members after the meeting.

VIII. Appointment of committee member to chair (action)  
Tabled to next meeting.

IX. Agenda items for future meetings (May 20) (information)

X. Adjournment (action)  
Adjourned at 6:55pm. (Didn’t note who moved or seconded)