



NOVATO UNIFIED SCHOOL DISTRICT

1015 Seventh Street • Novato • CA • 94945 • nusd.org

PARCEL TAX OVERSIGHT COMMITTEE

MINUTES

March 6, 2024

5:00 – 6:00 pm

Conference Room #107

<u>TIME</u>	<u>TOPIC</u>	<u>PRESENTER</u>
5:00 pm	Welcome Joshua called the meeting to order at 5:12 PM.	Joshua Braff
5:10 pm	Public Comment None.	
5:15 pm	Approve Minutes from Prior Meeting Katey McAuley motioned to approve the February minutes. Alan Harris seconded the motion. All were in favor, none opposed.	PTOC
5:20 pm	Review Documents <ul style="list-style-type: none">Parcel Tax 22-23 Financials Review<ul style="list-style-type: none">Katey McAuley asked if the audit was finalized<ul style="list-style-type: none">Josh confirmed it was returned and will be presented at the 3/19 board meeting. There were no Parcel Tax findingsThe financials review presented were all part of last meeting's agenda: a snapshot of actuals, a summary from county office, and a larger packet with a detailed breakdown of Parcel Tax budget2022-2023 PTOC Annual Report<ul style="list-style-type: none">Approval of DRAFT Report<ul style="list-style-type: none">Will be presented at the March 19 board meetingAnn Marie discussed some of the changes made between drafts including site representation, getting additional quotes, and a few minor spelling correctionsJosh asked the group if what was presented captures what we were going forThe group agreed the back page looked better with no blank space, bigger spotlight on libraries was well received	Joshua Braff

- Diane asked if the number of paid parcels comparison is relevant? Group agreed that yes, it is to see growth. Josh added that he and Ann Marie have a meeting set with the company we pay to audit the parcels in Novato, making sure we get every single one that we can
- Alan mentioned for future to look into how Parcel Tax is funded, per parcel, size of parcel, etc.
- A few things to adjust in final draft:
 - Pg 1: add “and league dues” under athletics
 - Pg 3: add total # of parcels in Novato vs. paid parcels, will create a slight layout adjustment
 - Pg 4: change “NUSD PTOC” to “NUSD Parcel Tax”
- Alan Harris made a motion to approve the Annual Report
- Tina McMillan, Barbara Roddie, and Mary Louise Brannigan seconded
- All were in favor, none opposed
- Selection of Annual Report Presenter
 - Tina McMillan offered to present on March 19
- Set 24-25 School Year Meeting Dates
 - Proposed dates: October 16 and December 11
 - Group approved those dates (both are Wednesdays and the meeting will be from 5-6 PM)
 - Ann Marie will look into Parcel Tax rules regarding service terms

5:55pm	Review Future Meeting Dates	Joshua Braff
	<ul style="list-style-type: none"> • Board Meeting – March 19, 2024 	
	Present 2022-2023 Annual Report	

6:00 pm	Adjournment Meeting adjourned at 5:44 PM
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MEMBERS IN ATTENDANCE

Katey McAuley
 Barbara Roddie
 Mary Louise Brannigan
 Alan Harris
 Barbara Granicher
 Tina McMillan
 Diane Gasson, Board Trustee, non-voting
 Joshua Braff, Staff
 Ann Marie Paparelli, Staff

ABSENT

Tenesa Vuillemenot