

## MEETING MINUTES

Woodside Elementary School District  
Citizen's Parcel Tax Oversight Committee

May 21, 2019  
6:30 p.m.

### Attendees:

PTC Members: Emmalyn Shaw  
Daniel Hachigian  
Sandie Pugh

Absent Members: Kelly Sallin  
Marc Tarpenning

WESD Staff: Monique Bautista, Director of Business Services  
Steve Frank, Middle School Principal

### 1. Establish Quorum/Call to order

1.1. A quorum was established and the meeting was called to order at 6:35pm by Monique Bautista.

### 2. Approval of Agenda

2.1. The meeting agenda was reviewed and accepted by the committee members.

### 3. Public forum/public comment

3.1. There were no public comments.

### 4. Review of parcel tax measure language

4.1. Members reviewed the parcel tax ballot language to confirm the purpose of the parcel tax funds.

### 5. Committee review of auditor's parcel tax report for 2017-18

5.1. The committee reviewed the parcel tax audit report submitted by Chavan & Associates, LLP dated April 22, 2019. The committee agreed with the auditor's findings, Woodside School District spent the 2017-18 parcel tax money appropriately per the parcel tax ballot language.

**6. Annual report including committee's review and comments regarding parcel tax expenditures.**

- 6.1. The committee needs to present their finding the Woodside School Board in a public meeting. Sandie Pugh agreed to present to the Board at the Sept 17, 2019 Board meeting.
- 6.2. Sandie Pugh and Emmalyn Shaw expressed concern regarding the transparency of parcel tax fund spending and general information. It was decided that the parcel tax page on the Woodside School District website should contain the following items:
- Parcel Tax Meeting agenda and minutes
  - Rate history and explanation on how rate increases are determined
  - By-laws
  - Ballot language
  - Audit report

**7. Parcel Tax rate for 2019-20**

- 7.1. Monique Bautista updated the committee on the proposed parcel tax rate for 2019-20. The rate proposed is \$311.24, a 4% increase from the 2018-19 rate. The proposed rate increase is on the June 4, 2019 school board meeting agenda for approval.

**8. Parcel Tax Committee Members for 2019-20**

- 8.1. Monique Bautista asked which committee members would be able to be a Parcel Tax Committee member for the 2019-20 school year. Sandie Pugh, Emmalyn Shaw and Daniel Hachigian agreed to be members in 2019-20.

**9. Adjournment**

The meeting was adjourned at 6:55 pm.