



# Budget Advisory Parcel Tax Oversight Joint Committee (BAC/PTO)

## POTENTIAL LOCAL FUNDING MEASURE

To maintain high-quality education in Millbrae schools, the Board of Trustees is considering placing a local school parcel tax measure on the June ballot to provide locally-controlled funding that could not be taken away by the State. Although no final decisions have been made, the measure may cost \$97 per parcel and generate approximately \$700,000 per year, for five years, for our schools. A potential measure could:

- Maintain 21st-century, hands-on science labs, technology, engineering and math instruction
- Attract and retain qualified teachers
- Strengthen reading and writing programs
- Restore art and music programs
- Provide classroom computers and instructional technology

**Millbrae Elementary School District**  
**December 11, 2019**

All meetings of the Committee are open to the public and are noticed and conducted in compliance with the Ralph M. Brown Act. (Government Code § 54950 *et seq.*)

# Welcome and Introductions

## Committee Members

Parent Member-SV/TA

**Karen Chin**

Parent Member-TA

**Christina DuCote**

Parent Member-TA, ME

**Whitney Broussard**

Community Member

**Catherine Quigg**

Parent Member-GH

**Usha Ranji**

Parent Member-GH

**Katherine Statton**

Parent Member-SV/ME

**Jon Yan**

Superintendent

**Vahn Phayprasert**

Chief Business Official

**Dr. Conny Santa Cruz**

Supervisor of Business Services

**Denice LaCroix**

Technology Specialist

**Frank Lagomarsino**

Governing Board Members

**Lynne Ferrario**

**Don Revelo**

## Administrators and Board



# Purpose

## Budget Advisory Committee

The goal of the committee is to inform stakeholders on how the District's budget works, budget assumptions, LCFF and LCAP process, and provide a forum to answer questions.

## Parcel Tax Oversight Committee

To aid the Board in fulfilling its fiduciary duties to review expenditures of Measure N revenue to ensure its use in accordance with the voter approved tax ballot measure





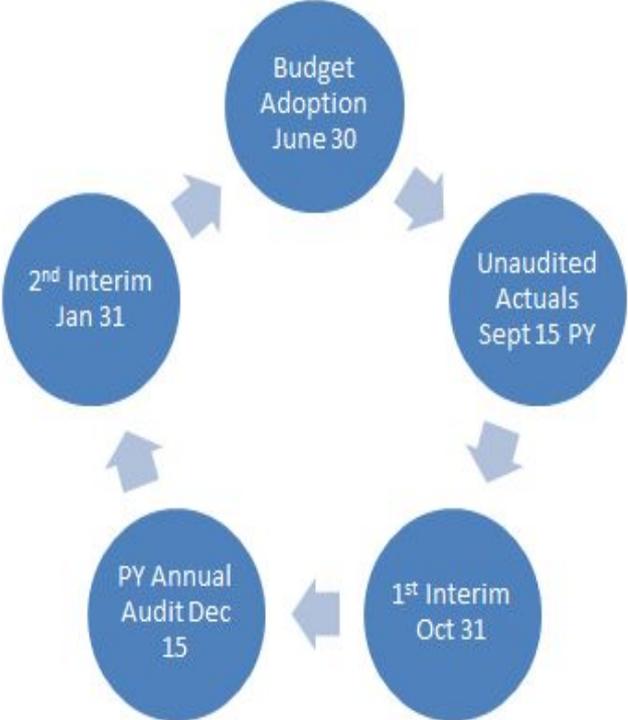
# Overview

Review Budget Cycle  
Measure N - Parcel Tax  
1st Interim Report  
LCAP

Comments | Next Steps | Optimistic Close



# Steps in the budget cycle



# Where are we in the cycle ?

## FY 2018-19:

- 18/19 Unaudited Actuals - Board approved on 9/17/19
- Audit Report - to be submitted to CDE by 12/15/19
- Audit Report - to be board approved in January
  - Including Parcel Tax Audit

## FY 2019-20

- Adopted Budget - board approved on 6/25/19
- 1st Interim - will be presented to board on 12/12/19



# Measure N Summary

	Actuals	1st Interim Budget
Parcel Tax Summary	2018-19	2019-20
Parcels	7393	7393
Less: Exemptions	(553)	(741)
Remaining Parcels	6840	6652
Amount Per Parcel	\$97.00	\$97.00
Parcel Tax Revenue	\$663,480.00	\$645,244.00
Less: Admin Fee (\$1.42/Parcel)	-\$9,714.00	-\$9,446.00
<b>Total Parcel Tax Revenue Available</b>	<b>\$653,766.00</b>	<b>\$635,798.00</b>
Expenses:		
Maintain 21st century, hands on science labs, technology, engineering and math instruction	\$99,721.00	\$103,901.00
Restore art and music programs	\$151,232.00	\$101,195.00
Attract and retain qualified teachers	\$216,601.00	\$237,437.00
Strengthen reading and writing programs	\$186,212.00	\$193,265.00
<b>Total Expenses</b>	<b>\$653,766.00</b>	<b>\$635,798.00</b>





# 1st Interim 2019-20



# Interim Reports

## Ed Code 42300

Requires school districts to report its financial data twice a year. The report is referred to as the “Interim Report.”

- The 1st Interim shall reflect changes to the board approved budget from
  - July 1, 2019 through October 31, 2019
  
- The 2nd Interim shall reflect changes to the board approved budget from
  - July 1, 2019 through January 31, 2020



## 2019-20 1st Interim Revenue

Revenues:		Unrestricted	Restricted	Total Combined
LCFF Sources	8010-8099	\$20,294,213.00	\$1,202,681.00	\$21,496,894.00
Federal Revenue	8100-8299	\$0.00	\$774,990.00	\$774,990.00
Other State Revenue	8300-8599	\$544,855.00	\$1,523,272.00	\$2,068,127.00
Other Local Revenue	8600-8799	\$697,724.00	\$1,550,459.00	\$2,248,183.00
Transfers In	8900-8929	\$86,298.00	\$0.00	\$86,298.00
Contributions		-\$3,901,485.00	\$3,901,485.00	\$0.00
<b>Total Revenues</b>		<b>\$17,721,605.00</b>	<b>\$8,952,887.00</b>	<b>\$26,674,492.00</b>

LCFF Sources	80.59%
Federal Revenue	2.91%
State Revenue	7.75%
Local Revenue	8.43%
Transfers In	0.32%

Parcel Tax	\$635,798.00	2.38%
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# 2019-20 Revenue Detail

	Federal Revenue
Title I	\$190,965.00
Title II	\$38,500.00
Title III	\$100,244.00
Spec Ed	\$445,281.00
<b>Total</b>	<b>\$774,990.00</b>

	State Revenue
Mandated Cost	\$74,042.00
Spec Ed PK	\$108,120.00
Lottery	\$361,998.00
Testing	\$695.00
ASES	\$124,619.00
Lottery	\$127,764.00
Mental Health	\$134,102.00
STRS on behalf*	\$1,136,787.00
<b>Total</b>	<b>\$2,068,127.00</b>

	Local Revenue
Interest & Other Local	\$140,700.00
Leases/Rentals	\$477,780.00
Retiree HW	\$79,244.00
Parcel Tax	\$635,798.00
MEF	\$618,783.00
Academic Center	\$10,200.00
Donations/grants	\$285,678.00
<b>Total</b>	<b>\$2,248,183.00</b>



# 2019-20 1st Interim Expenditures

<b>Expenditures</b>		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total Combined</b>
Certificated Salaries	1000-1999	\$9,571,411.00	\$2,682,282.00	\$12,253,693.00
Classified Salaries	2000-2999	\$2,178,350.00	\$1,407,134.00	\$3,585,484.00
Employee Benefits	3000-3999	\$4,251,270.00	\$2,499,352.00	\$6,750,622.00
Books & Supplies	4000-4999	\$402,615.00	\$340,228.00	\$742,843.00
Services and Other Operating Expenses	5000-5999	\$1,234,721.00	\$1,340,393.00	\$2,575,114.00
Capital Outlay	6000-6999	\$0.00	\$6,554.00	\$6,554.00
Other Outgo - Transfer of Direct charges	7100-7400	\$41,523.00	\$742,926.00	\$784,449.00
Other Outgo-Indirect Charges	7300-7399	-\$49,959.00	\$15,959.00	-\$34,000.00
Transfers Out	7600-7629	\$20,000.00	\$0.00	\$20,000.00
<b>Total Expenditures</b>		<b>\$17,649,931.00</b>	<b>\$9,034,828.00</b>	<b>\$26,684,759.00</b>

Salaries & Benefits	84.65%
Books & Supplies	2.78%
Services	9.65%
Capital Outlay	0.02%
Transfer of Direct Charges	2.94%
Indirect Charges	-0.13%
Transfers Out	0.07%





MYP Assumptions	FY 2019-20	FY 2020-21	FY 2021-22
Statutory COLA	3.26%	3.00%	2.80%
Enrollment	2348	2315	2317
ADA	2265.83	2233.98	2235.91
Unduplicated %	38.66%	37.90%	37.02%
STRS Employer Rate	17.10%	18.40%	18.10%
PERS Employer Rate	19.721%	22.70%	24.60%
Lottery Per ADA Unrestricted Restricted	\$153.00 \$ 54.00	\$153.00 \$ 54.00	\$153.00 \$ 54.00
Mandated Cost Block Grant	\$32.18	\$33.15	\$34.08
ASES Program	\$8.87	\$8.87	\$8.87
One Time Special Education Early Intervention PK	\$9010.00	N/A	N/A





Multi Year Projection	19/20	20/21	21/22
LCFF Revenue	\$21,496,894.00	\$21,749,034.00	\$22,009,572.00
Federal Revenue	\$774,990.00	\$672,154.00	\$672,154.00
State Revenue	\$2,068,127.00	\$1,995,963.00	\$1,967,950.00
Local Revenue	\$2,248,183.00	\$1,954,794.00	\$1,956,483.00
Transfers In	\$86,298.00	\$80,995.00	\$75,391.00
<b>Total Revenue</b>	<b>\$26,674,492.00</b>	<b>\$26,452,940.00</b>	<b>\$26,681,550.00</b>
Certificated Salaries	\$12,253,693.00	\$12,543,001.00	\$12,767,124.00
Classified Salaries	\$3,585,484.00	\$3,797,103.00	\$3,848,569.00
Employee Benefits	\$6,750,622.00	\$7,351,953.00	\$7,640,042.00
Books and Supplies	\$742,843.00	\$530,391.00	\$535,759.00
Services	\$2,575,114.00	\$2,075,807.00	\$1,893,506.00
Capital Outlay	\$6,554.00	\$0.00	\$0.00
Other Outgo	\$784,449.00	\$660,802.00	\$668,142.00
Indirect Costs	-\$34,000.00	-\$34,000.00	-\$34,000.00
Transfers Out	\$20,000.00	\$20,000.00	\$20,000.00
<b>Total Expenditures</b>	<b>\$26,684,759.00</b>	<b>\$26,945,057.00</b>	<b>\$27,339,142.00</b>
<b>Net Incr/(Decr)</b>	<b>-\$10,267.00</b>	<b>-\$492,117.00</b>	<b>-\$657,592.00</b>
Beginning Balance	\$4,629,660.41	\$4,619,393.41	\$4,127,276.41
Ending Balance	\$4,619,393.41	\$4,127,276.41	\$3,469,684.41





<b>Multi Year Projection - Unrestricted/Restricted</b>	<b>FY 19/20</b>	<b>FY 20/21</b>	<b>FY 21/22</b>
Ending Balance	\$4,619,393.41	\$4,127,276.41	\$3,469,684.41
Components of EFB			
Revolving Cash	\$2,500.00	\$2,500.00	\$2,500.00
Restricted Programs	\$182,250.02	\$146,466.02	\$146,466.02
Commitments	\$74,495.00	\$95,490.00	\$110,881.00
Deficit Spending 20/21	\$456,333.00	\$0.00	\$0.00
Deficit Spending 21/22	\$657,592.00	\$657,592.00	\$0.00
Pending Litigation	\$100,000.00	\$100,000.00	\$100,000.00
Insurance Deductible	\$20,000.00	\$20,000.00	\$20,000.00
Addl reserve Increase	\$259,160.00	\$392,839.00	\$539,177.00
3% Required Reserve	\$800,543.00	\$808,352.00	\$820,174.00
Undesignated EFB	\$2,066,520.39	\$1,904,037.39	\$1,730,486.39
Percentage - Available Reserves	11.72%	11.52%	11.30%



Government Finance Officers Assoc recommends reserves, at a minimum, equal to 2 months of average general fund operating expenditures, or about 17%. District would need approx \$1.5 million for the recommended reserve of 17%.

## Certification:

For each Interim Report, the District must use Multi Year Projections to certify one of the following:

- **Positive Certification**: The District **WILL MEET** their financial obligations for the current and two (2) subsequent fiscal years, OR
- **Qualified Certification**: The District **MAY NOT MEET** their financial obligations for the current or two (2) subsequent fiscal years, OR
- **Negative Certification**: The District **WILL BE UNABLE TO MEET** their financial obligations for the remainder of the current year or subsequent fiscal years based upon current projections (not meeting reserves in current year or negative fund balances in any year)



**LCAP Goal #1**  
Teaching & Learning

**LCAP Goal #2**  
Reaching ALL Learners

**LCAP Goal #3**  
Community Engagement

General Fund

Assist. Supt of Educational Services  
Gen. Ed.  
6.75 FTE Site Admins  
1.0 FTE Elem. PE (Prep)

Director of Student Services  
SAI, RSP, SLP, PSYCH  
SpeD Paras, OT, Behaviorist, Secretaries  
MH Therapist/Coach  
6.61 FTE Food Services

Superintendent/CBO  
2.0 FTE Tech | 5.0 FTE Business Office  
1.0 FTE-HR  
10.6 FTE Custodians  
.5 FTE Driver  
1.0 FTE Grounds | 3.0 FTE M/O  
1.0 FTE Food Sup. \*\*

Categorical (Supplemental, [Title I](#), [Title III](#)) \*\*Fund 13

.6 FTE Assessment/Curriculum Coordinator  
.4 FTE Assessment/Curriculum Coordinator

.2 FTE (Reading) | .2 FTE (Math) @ TA  
1.0 FTE EL Teacher @ TA  
2.3 FTE Reading Teachers @ Elem.  
.7 FTE Reading Teachers @ Elem.  
2.0 FTE Counselor @ TA & Elem.  
1.0 FTE School Nurse  
.25 FTE Site Admin.

.5 FTE Driver \*\*

Local (MEF, [Parcel Tax](#))

1.0 FTE NGSS Coach  
1.8 FTE Tech Teachers/Coach  
1.0 FTE Music Teacher @ Elem.  
1.0 FTE Instructional Reading and Writing Programs  
(1.8 FTE Elem. PE (Prep) )  
Attract & Retain Qualified Teachers

.8 FTE Counselor @ Elem.  
Legarza @ Leap Music @ Elem.  
STEAM/VAPA  
(2.2 Electives @ TA)



# Next Steps

- **2019-20 1st Interim will be presented to board for approval**
  - December 12, 2019 board meeting
- **BAC/PTO Committee meeting minutes**
  - December 12, 2019 board meeting
- **Next Meeting is scheduled for March 18, 2020 @ District Office**  
5:30 pm - 6:30 pm





Questions or  
Comments

Optimistic Close

