



MILLBRAE SCHOOL DISTRICT  
 FY18/19-#1  
**BUDGET ADVISORY/PARCEL TAX OVERSIGHT COMMITTEE**  
**(BAC/PTO)**

Meeting  
 Thursday, February 21, 2019- 5:30 – 7:00 p.m.  
 District Office Board Room  
 555 Richmond Drive  
 Millbrae, CA 94030

**AGENDA**

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|--|-----------------|
| 1) Welcome and introductions                       | Discussion Only |
| 2) New business                                    | Discussion Only |
| 3) Review of Governor’s FY 2019-20 Budget Proposal | Discussion Only |
| 4) Measure N Update                                | Discussion Only |
| 5) Review of 1st Interim Financials FY 2018-2019   | Discussion Only |
| 6) Seeking New Members <i>(If Need)</i>            | Discussion Only |

**Ground Rules - Expectations**

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|---|--|
| 1. Start and end on time                              | 5. Stay on task at hand, keep to items on the                                |
| 2. One person talks at a time (no side conversations) | “floor” at time of discussion  |
| 3. Address issues, not people (individuals)           | 6. No implied agreements   |
| 4. Confidentiality of discussions                     | 7. Represent needs of entire District, K-8 (not a specific grade or program) |
|   | 8. Recommendations are advisory  |

**Schedule of Upcoming BAC/PTO Meetings**

**Thursday April 18, 2019-5:30-7:00 p.m., District Administration Office**  
**Thursday June 20, 2019-5:30-7:00 p.m., District Administration Office**

The Budget Advisory/Parcel Tax Oversight Committee is a standing committee with representatives from all stakeholders in the District. Its purpose is to review the District’s Budget and Measure N, share the information with constituent groups, and generate recommendations for Board consideration in the Budget development process. Members will be asked to serve in rotation for a one to two year cycle. Responsibilities will include attendance at meetings and sharing of information with their representative group and to represent the interests of all programs and services for the District as a whole. The Budget is fluid and therefore under constant “revision” as revenues and expenditures are clarified. Budget Advisory/Parcel Tax Oversight Committee is a vehicle to disseminate information to as many parents, students, staff and community members as possible. The Committee is advisory in nature and will not have decision-making responsibilities

**Disability Information:**

Individuals who need special assistance or related modifications or accommodations (including auxiliary aids or services) to participate in these meetings or have a disability needing an alternate format for the agenda, meeting notice, agenda packet, or other writings that may be distributed at the meeting should contact the Assistant to the Chief Business Officer, at (650) 697-5693, ext. 012 at a minimum of three (3) working days before the scheduled meeting.