



MILLBRAE SCHOOL DISTRICT

FY18/19-#2

BUDGET ADVISORY/PARCEL TAX OVERSIGHT COMMITTEE (BAC/PTO)

Thursday, April 25, 2019- 5:30 – 7:00 p.m.

District Office Board Room

555 Richmond Drive

Millbrae, CA 94030

A G E N D A

1) Welcome and introductions	Discussion Only
2) New business	Discussion Only
3) In the news	Discussion Only
4) May Revise	Discussion Only
5) Review of 2nd Interim Financials FY 2018-2019	Discussion Only
6) Measure N Update 2nd Interim FY 2018-2019	Discussion Only
7) Importance of Reserves	Discussion Only
8) School District's Certification	Discussion Only
9) MEF Update	Discussion Only
10) Next Steps	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 "floor" at time of discussion |
| 2. One person talks at a time (no side conversations) | 6. No implied agreements |
| 3. Address issues, not people (individuals) | 7. Represent needs of entire District, K-8 (not a specific grade or program) |
| 4. Confidentiality of discussions | 8. Recommendations are advisory |

Schedule of Upcoming BAC/PTO Meetings

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.