



MILLBRAE ELEMENTARY SCHOOL DISTRICT  
FY 2023-2024  
**BUDGET ADVISORY/PARCEL TAX OVERSIGHT COMMITTEE**  
**(BAC/PTO)**

Meeting  
Wednesday, May 22, 2024: 5:00 – 6:00 p.m.  
District Office Room H-7  
Zoom Link: <https://millbraesd-org.zoom.us/j/88508096122>  
555 Richmond Drive  
Millbrae, CA 94030

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**A G E N D A**

1) Welcome and Introductions	Discussion Only
2) New Business/ <a href="#">Bylaws</a>	Discussion Only
3) <a href="#">Measure A Update</a>	Discussion Only
4) Schedule 2024-2025 Meetings	Discussion Only
Minutes:	

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**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  |

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**Schedule of Upcoming BAC/PTO Meetings**

**School Year 2024-2025 - Dates to be announced**

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 A, 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. The 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:**

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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.



Minutes:

Introductions

Present: Soo Kim, Catherine Quigg, Lisa Hickey, Samir Thadani, Vivian Wang, Claire Beltrami, Karen Chin, Ralph Crame, Angela Smith

Presentation:

- 2024-2025 Re-allocation of Parcel Tax (percentages)
- Budget Overview - All accounts
- Send Budget Presentation out to committee after Public Hearing
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