



## MILLBRAE SCHOOL DISTRICT

Budget Advisory Committee (BAC) Meeting FY16-17 #2

Thursday, February 16, 2017

5:30 – 7:00 p.m.

District Office Board Room

555 Richmond Drive

Millbrae, CA 94030

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### AGENDA

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| 1) Welcome and introductions   | Discussion Only |
| 2) Review and approval of minutes - Meeting Date 02-02-2017 <a href="#">HERE</a>                   | Approval        |
| 3) Discuss and Review for Board approval Budget Assumptions FY17-18<br><a href="#">ASSUMPTIONS</a> | Discussion Only |
| 4) Discuss and Review Revenues <a href="#">SACS REPORT</a>   | Discussion Only |
| 5) Review-Revenue/Expenditures Dashboard: <a href="#">DRAFT</a>                                    | Discussion Only |
| 6) General Public Comment  | Discussion Only |
| 6) Seeking New Members   | Discussion Only |

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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”                        |
| 2. One person talks at a time (no side conversations) | 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  |

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### Schedule of Upcoming BAC Meetings ( 5:30-7:00 p.m., District Administration Office)

**Thursday March 16, 2017**

**Thursday April 13, 2017**

**Thursday May 11, 2017**

**Thursday June 08, 2017 (If needed)**

The Budget Advisory Committee is a standing committee with representatives from all stakeholders in the District. Its purpose is to review the District’s Budget, 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 Program/Budget Advisory 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.