



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

### **Application for Appointment**

The Millbrae Elementary School District seeks nominees to serve on the Budget Advisory Committee/Parcel Tax Oversight Committee (**BAC/PTO**) (*approved by the Board on January 24, 2017*). To be considered for appointment to this Committee, please complete the Application for Appointment and return it to the address listed below no later than **January 31, 2024 by 4:00 pm**. The District will review applications ensuring that Categories 1-6 listed below are represented and will provide the Board of Trustees with committee member recommendations to be approved at the January 16, 2024 Board Meeting.

The committee will serve in an advisory capacity only to Superintendent Lisa Hickey. Ralph Crame, Chief Business Official, will serve as the committee's ex-officio chair & Soo Jung Jim, Director of Business Services, will serve as the committee's ex-officio vice-chair. The District is currently in need of applicants in **Category's 5-6** outlined below.

BAC/PTO members (**Category 1-4**) must meet one of the following criteria for the following member categories:

1. Governing Board members, provided that less than a majority of the Board serves on the committee (cf. 9140 - Board Representatives)
2. District and school site administrators of MESD
3. Representatives of bargaining units (MEA/CSEA) of MESD
4. Certificated/Classified/Confidential staff of MESD

BAC/PTO members (**Category 5-6**) must meet one of the following criteria for the following member categories:

5. Parents/Guardians - must live within District boundaries
6. Representatives of the business community and/or other community members - must live within District boundaries (Representatives that own businesses within the boundaries of the District do not have to live within the City of Millbrae and representatives of the business community cannot have a financial relationship with the District).

Members will serve one to two years, with the term expiring one to two years from the calendar year in which the member began. Upon completion of a term, members can request renewal of membership within 60 calendar days of expiration.

***It is expected that the committee will meet 2-3 times, in person each fiscal year. The success of the BAC/PTO is dependent on attendance. The BAC/PTO chair or the Board of Trustees retain the right to remove members for lack of attendance, or other disruptive behaviors that run counter to the spirit or the stated goals, bylaws, and purpose of the BAC/PTO Committee, and/or Board Policy.***

Potential committee members should submit this application to Angela Smith, Executive Assistant to the CBO/Risk Manager at the District Office:

555 Richmond Drive  
Millbrae, CA 94030  
Or

by email to [asmith@millbraesd.org](mailto:asmith@millbraesd.org).

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



## Application for Appointment

Name			
Address			
Email Address			
Day Phone		Evening Phone	

Do you have any school-age children attending a MESD School?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, which school?		
Are you a business owner within the district boundaries?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, name of business?		

Why do you want to serve on the District's Budget Advisory/Measure A Parcel Tax Oversight Committee?

Please list any relevant school committees or business/community activities in which you have been involved in the past two (2) years and please describe your role:

Please describe any special qualifications or abilities you may have that would help you to fulfill your responsibilities as a member of the BAC/PTO:

For Office Use Only: Please check the category the nominee would represent.

	#1 Governing Board Member		#2 District/School Site Admin		#3 MEA/CSEA		#4 Cert/Class
	#5 Parent/Guardian		#6 Community/Business Member				