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## BULLETIN


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**SUBJECT:** BUDGET DEVELOPMENT - FY 2017-2018      2016-17 NO. BS - 78

**TO:** K-12 Principals and Office Managers

**DATE:** January 10, 2017

**PREPARED BY:** Gloria Chung, Director,      **DEPARTMENT:** Budget Services  
Fiscal Services

**REVIEWED BY:** Gerardo Castillo, CPA      **APPROVED:**   
Chief Business Officer

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The 2017-18 budget development package will be sent to you electronically by your Fund Specialist on January 10th. **All meetings must be scheduled between January 17, 2017 and February 3, 2017.** In order to meet the deadlines for certificated notices (March 15), we will not be able to extend the time period. Information gathered at the one stop staffing meetings will be used to prepare information for Board action.

To schedule your appointment, please contact Victoria Mena at 643-9402 or email her at [Victoria-Mena@scusd.edu](mailto:Victoria-Mena@scusd.edu) or Erika Zavaleta at 643-9055 or email her at [Erika-Zavaleta@scusd.edu](mailto:Erika-Zavaleta@scusd.edu). We recommend making your appointment as soon as possible if you would like the option to pick your date and time.

The length of the appointments will be scheduled accordingly:

Elementary Schools = One Hour  
Middle Schools/Charter Schools = Two Hours  
High Schools = Two Hours

Please call Gloria Chung at (643) 9405 or your Area Assistant Superintendent if you have any questions or concerns regarding the budget development materials.

cc: Lisa Allen, Deputy Superintendent  
Chad Sweitzer, Area Assistant Superintendent  
Doug Huscher, Area Assistant Superintendent of Equity  
Mary Hardin Young, Area Assistant Superintendent  
Olga Simms, Area Assistant Superintendent  
Tu Moua-Carroz, Area Assistant Superintendent