




BULLETIN

SUBJECT: BUDGET DEVELOPMENT - FY 2016-17 2015-16 NO. BS-46

TO: K-12 Principals and Office Managers

DATE: January 4, 2016

PREPARED BY: Michael Smith **DEPARTMENT:** Budget Services
Director, Budget Services

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

The 2016-17 budget development package will be sent to you electronically by your Fund Specialist on January 4th. **All meetings must be scheduled between January 11, 2016 and February 5, 2016.** 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 or Erika Zavaleta at 643-9055 or email her at 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 Michael Smith at (643) 9405 or your Area Assistant Superintendent if you have any questions or concerns regarding the budget development materials.

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