




# BULLETIN

**SUBJECT:** BUDGET DEVELOPMENT - FY 2019-20 2018-19 NO. BS-17

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

**DATE:** January 10, 2019

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

**REVIEWED BY:** John Quinto, Ed.D. **APPROVED:**   
Chief Business Officer

The 2019-20 budget development package will be sent to you electronically by your Fund Specialist on January 10th. **This year, your one-stop appointment has been scheduled in advance to take into consideration stakeholder engagement and the complexity of programs. All meetings must be completed by February 5<sup>th</sup>, in order to meet the deadlines for certificated notices (March 15). Therefore, 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.

The length of the appointments will be scheduled accordingly:

Elementary Schools = One Hour  
Middle Schools/Charter Schools = One Hour  
High Schools = One-to-Two Hours  
S.I.G. Schools = One Hour

Appointments can be found on the "One-Stop Calendar".

We will continue with the One Stop staffing process and will focus you on integrating the CA Dashboard, Performance and Targeted Action Index (PTAI) along with the SPSA and budget planning to advance our Equity, Access and Social Justice Guiding Principle.

Please call your Fund Specialist or your Instructional Assistant Superintendent if you have any questions or concerns regarding the budget development materials.

cc: Lisa Allen, Deputy Superintendent  
Cancy McArn, Chief Human Resource Officer  
Iris Taylor, Chief Academic Officer  
Vincent Harris, Chief Continuous Improvement and Accountability Officer  
Chad Sweitzer, Instructional Assistant Superintendent  
Christine Baeta, Instructional Assistant Superintendent  
Mary Hardin Young, Instructional Assistant Superintendent  
Olga Simms, Instructional Assistant Superintendent  
Tu Moua-Carroz, Instructional Assistant Superintendent  
Cindy Nguyen, Director, Employee Relations