




## BULLETIN

**SUBJECT:** BUDGET DEVELOPMENT - FY 2018-2019 2017/18 NO. BS-29

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

**DATE:** January 12, 2018

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

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

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The 2018-19 budget development package will be sent to you electronically by your Fund Specialist on January 12th. **All meetings must be scheduled between January 22, 2018 and February 13, 2018.** 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

Superintendent Aguilar has directed us to continue with the One Stop Staffing process given the timing of upcoming statutory deadlines. This process will undergo significant changes in the future based on the information shared at the last and upcoming meeting with principals.

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

cc: Lisa Allen, Deputy Superintendent  
Iris Taylor, Chief Academic Officer  
Chad Sweitzer, Instructional Assistant Superintendent  
Mary Hardin Young, Instructional Assistant Superintendent  
Olga Simms, Instructional Assistant Superintendent  
Tu Moua-Carroz, Instructional Assistant Superintendent