




## District Business & Advisory Services

Judy Lee Kershaw: Director- DBAS: 408-453-6599

Bulletin: 16-020

Date: March 7, 2016

To: District Chief Business Officers and Fiscal Directors

From: Judy Lee Kershaw, Director 

Re: Publication of Public Hearings for 2016-17 Budget & LCAP

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Pursuant to Education Code (EC) 52062(b)(1), school districts are required to hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed in the Local Control and Accountability Plan (LCAP). The public hearing shall be held at the same meeting as the public hearing for the Budget to be adopted as required by EC 42127(a)(1).

The agendas for the public hearings for LCAP & Budget Adoption shall be posted at least 72 hours prior to the public hearing. The posting shall include the location where the LCAP and Budget will be available for public inspection. Attached is a form requesting the information necessary for our office to publish the required notice of public hearing in the newspaper of your choice. The public hearing will need to be held at least one day before the adoption of both the LCAP and Budget.

Please remember to submit your information as early as possible, especially if your district requests the ad be published in a local newspaper with a smaller circulation and staffing. These newspapers usually need the information at least 2 weeks in advance as they do not publish their newspapers every day.

Please complete the attached electronic form and return to Annie Romero, at [annie\\_romero@sccoe.org](mailto:annie_romero@sccoe.org) no later than Friday, April 29, 2016. A soft copy of the form can be found at: <http://www.sccoe.org/depts/bizserv/DBAS/Pages/bulletins.aspx>

If you have any questions, contact Annie Romero at (408) 453-6813.

*Please distribute this information within your District as deemed appropriate.*

**Instructions:** Add the necessary information noted in (red) in the text below and email your completed electronic document to us. Please be sure the information is complete and submit your completed form by April 29, 2016.

Email electronic documents to: [annie\\_romero@sccoe.org](mailto:annie_romero@sccoe.org)  
Inquiries, call Annie Romero at (408) 453-6813

**NOTICE OF PUBLIC HEARING FOR 2016-17  
Local Control and Accountability Plan & Budget**

As required by Education Codes 42103, 42127, and 52062, the governing board of (District Name) School District will hold a public hearing to solicit public comment on the 2016-17 Local Control and Accountability Plan and proposed Budget of the District, prior to final adoption.

The public hearing will be held on (Month & day) 2016,  
at (Hour) (AM) or (PM).

The public hearing will be held at:

Location: (Where?)  
Address: (Street address)  
City, CA (ZIP).

The Local Control and Accountability Plan and Budget can be inspected by the public beginning  
(Date) 2016, during the hours of  
(Hour) (AM) and  
(Hour) PM, at:

Location: (Where?)  
Address: (Street address)  
City, CA (ZIP).

Our district would like this notice published in the following newspaper(s):

- (1)
- (2)
- (3)

Account String to transfer the cost of the public notice to the District: (Please provide the full 35 digits)

Electronic Authorized District Signature: (Chief Business Officer)

Date: (Month, Day, Year)