



*For Santa Clara County Districts*  
**District Business & Advisory Services**

Bulletin: 23-023

Date: March 22, 2023

To: District Chief Business Officers  
District Fiscal Directors

From: Susan Ady, Director, District Business Services

Re: Publication of Public Hearings for 2023-24 Budget and 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 agenda for the public hearings for the LCAP and the Budget shall be posted at least 72 hours prior to the public hearing, while the publication of the dates and location of the Budget hearing shall occur no earlier than 45 days before the final date for the hearing but no less than 10 days before the date set for hearing as required by EC 42103(d).

The posting shall include the location where the LCAP and the 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 is required to be held at least one day before the final adoption of both the LCAP and the Budget.

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 These newspapers usually need the information at least two weeks in advance as they do not publish their newspapers every day.

Please complete the attached form and return to Annie Romero, at [aromero@sccoe.org](mailto:aromero@sccoe.org) no later than **Friday, April 28, 2023**. A soft copy of the form in Word format is also available at the link below:

<https://www.sccoe.org/depts/bizserv/DBAS/Pages/bulletins.aspx>

If you have any questions, please 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 28, 2023.

Email electronic documents to [aromero@sccoe.org](mailto:aromero@sccoe.org)  
For inquiries, call Annie Romero at (408) 453-6813

**NOTICE OF PUBLIC HEARING FOR 2023-2024  
Local Control and Accountability Plan and Budget**

The governing board of (District Name) will conduct a public hearing on the Local Control and Accountability Plan (LCAP), and Proposed Budget for the Fiscal Year 2023-2024, in accordance with Education Code Sections 42103, 42127, 52061, and 52062 prior to final adoption. Any interested party may inspect the LCAP and budget prior to final adoption and speak at the public hearing,

The public hearing will be held on (Month & day) 2023,  
at (Hour) (AM) or (PM). at:

Location: (Name of location)  
Address: (Street address)  
City, CA (ZIP).

The public is advised to participate virtually at: \_\_\_\_\_(website, optional).

Any interested party may inspect the Local Control and Accountability Plan and Budget prior to the public hearing:

(Date) 2023, during the hours of (date must be no less than 3 working days before the hearing date)  
(Hour) (AM) and  
(Hour) PM, at:

Location: (Name of Location)  
Address: (Street address)  
City, CA (ZIP).

Inspection is also available at: \_\_\_\_\_(website, optional).

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 paid by the SCCOE back to the District:  
(Please provide the full 35 digits)

Electronic Authorized District Signature: (Chief Business Officer)  
Date: (Month, Day, Year)