



Monterey County Office of Education

Dr. Nancy Kotowski
County Superintendent of Schools

Finance and Business Services

Bulletin No. 16-012

To: Assistant Superintendents and Chief Business Officials

From: Karen Hennessy, Director, District Advisory Services 

Date: Thursday, March 02, 2016

Re: **Publication of Budget Adoption Hearing and
LCAP Public Hearings, 2016-2017**

Attached is the form requesting the information necessary for our office to publish in the newspaper of your choice the required notice of your District's Budget Adoption Hearing and your Local Control Accountability Plan (LCAP).

EC 52062 governs the timing of the LCAP public hearing and adoption by the district governing board and aligns it with adoption of the district's budget. The law requires that the governing board hold at least one public hearing "to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the local control and accountability plan." The law also states that this public hearing must be held at the same meeting as the public hearing for the budget adoption and before—not on the same day as—the public meeting at which the governing board adopts the LCAP (or its annual update).

Your proposed budget must be made available to the public (EC 42103 and 42127 (I)) at least **three working days (72 hours)** prior to your public hearing, and the newspaper notice must be published at least **10 days prior to the hearing**. The agenda of the LCAP public hearing (EC 52062) must be posted at least **three working days (72 hours)** before the LCAP public hearing and must include the location where the LCAP will be available for public inspections.

Please remember to submit your information as **early as possible**, especially if your district requests that the ad be published in a small newspaper. Small newspapers normally need ad copy from us at least 2 weeks in advance, and they do not publish their newspapers every day. Please complete and return the attached via email to khennessy@monterey.k12.ca.us no later than Friday, April 1, 2016.

Should you have any questions, please contact me at 831-755-0376.

2016-17 NEWSPAPER PUBLISHING INFORMATION

To: Monterey County Office of Education (MCOE)
District Advisory Services

From: _____

**DISTRICT/
ROC/P**

The MCOE will use the following information to *publish the district's proposed 2016-17 Budget & LCAP public inspection dates and proposed 2016-17 Budget & LCAP hearing date. Your proposed budget must be made available to the public at least three working days (72 hours) prior to your public hearing, and the newspaper notice must be published at least 10 days prior to the hearing. The agenda of the LCAP public hearing must be posted at least three working days (72 hours) before the LCAP public hearing and must include the location where the LCAP will be available for public inspections. Adoption Date must be held after public hearing BUT not on same date.*

OUR DISTRICT WOULD LIKE THIS NOTICE PUBLISHED IN THE FOLLOWING NEWSPAPERS					
PLEASE ENSURE ALL NEWSPAPER INFORMATION BELOW IS CURRENT AND ACCURATE					
	Name & Address of Newspaper	Contact	Email Address	Phone	Fax
1					
2					
3					

Budget & LCAP Public Hearing		Location
Date	Time	
Budget & LCAP Public Inspection		Location
From	To	

BUDGET AND LCAP ADOPTION DATE:	
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Information provided by: Name: _____
Title: _____
Email: _____

Signature: _____ **Date:** _____

Return NO LATER THAN FRIDAY, APRIL 1, 2016 to:
Monterey County Office of Education
Attn: Karen Hennessy
901 Blanco Circle, CA 93901
khennessy@monterey.k12.ca.us