

SCOE BIZ

Business Services

Bulletin No. 21-15



5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2600 ■ www.scoe.org

April 26, 2021

To: District and Charter School Business Personnel
From: Sarah Lampenfeld, Director, External Fiscal Services
Subject: Notice of Public Hearing on Proposed Budget and Local Control and Accountability Plan (LCAP)

1. Please complete the following information for your LEA, "Notice of Public Hearings on 2021-22 Proposed Budget and LCAP". The form is due to SCOE no later than 17 days prior to the public hearings (10 days to meet the law and 7 days to provide newspaper notice). Please note: Since the LCAP and Proposed Budget public hearings must be held at the same meeting, SCOE recommends the LCAP public hearing be mentioned in the Proposed Budget public hearing newspaper notice.
2. Return this form (scan and e-mail) to **SCOE Fiscal Analyst, Vickie Holden** (email vholden@scoe.org). SCOE will e-mail you the publication date once it is known. **Please examine the newspaper on that day to assure the district's notice has been published.**
3. **DO NOT ISSUE A PURCHASE ORDER** to SCOE. SCOE will issue payment to the newspaper on your behalf. After the actual charge is known, SCOE will complete a cash transfer in 2021-22 to charge all districts and charters using the following account: General Fund-0-0000-0000-7200-5825-000-0000.
4. You will receive a copy of this transfer at which time you may journal to a more specific account code for your LEA.

2021-22 Proposed Budget and LCAP

_____ School District &/or Charter School

Address: _____

Proposed Budget (Ed Code 42103) & Proposed LCAP: (Ed Code 52062) – see attached Ed code & examples

Available for Public Inspection

(Location) Web page address: _____

Date: From _____ to _____

(Must be at least 5 working days)

Public Hearing

(Location): Meeting held via _____ Zoom _____ Other virtual format: _____

Date: _____

Time: _____ .m.

Contact School District by telephone _____ or Email _____ to obtain information on attending the public hearing remotely or request an alternative format for public inspection.

Date of Board Meeting for Public Adoption of Proposed Budget: put date here

NEWSPAPER _____

Number of Times to be published _____

Authorized signature

Print Name

e-mail address

Date

42103 Budget

The governing board of each school district shall hold a public hearing on the proposed budget in a district facility, or some other place conveniently accessible to the residents of the district. The **public hearing shall be held any day on or before the date specified for this purpose** in subdivision (e) or (i), respectively, of Section 42127, **but not less than three working days following availability of the proposed budget for public inspection.** At the hearing any resident in the district may appear and object to the proposed budget or any item in the budget.

The hearing may be concluded on the proposed budget when there are no requests for further hearing on file, and shall be concluded no later than the date specified for this purpose in subdivision (e) or (i), respectively, of Section 42127. The budget shall not be finally **adopted** by the governing board of the district until after the public hearing has been held.

The proposed budget shall show expenditures, cash balances, and all revenues as required to be tabulated in Sections 42122 and 42123, and also shall include an estimate of those figures, unaudited, for the preceding fiscal year. In addition, any tax statement submitted by the governing board of the school district pursuant to subdivision (a) of Section 42127, any district tax requirement computed pursuant to subdivision (b) of Section 42127 for the school year to which the proposed budget is intended to apply, and any recommendations made by the county superintendent pursuant to subdivision (d) of Section 42127 shall be made available by the district for public inspection in a facility of the district or in some other place conveniently accessible to residents of the district.

Notification of dates and location or locations at which the proposed budget may be inspected by the public and the date, time, and location of the public hearing on the proposed budget shall be published by the county superintendent of schools in a newspaper of general circulation in the district or, if there is no newspaper of general circulation in the district, in any newspaper of general circulation in the county, at least three days prior to the availability of the proposed budget for public inspection. The publication of the dates and locations shall occur no earlier than 45 days prior to the final date for the hearing as specified in subdivision (e) or (i), respectively, of Section 42127, but not less than 10 days prior to the date set for hearing. The cost of the publication shall be a legal and proper charge against the school district for which the publication is made.

52062 Local Control and Accountability Plans

(b) (1) A governing board of a school district shall 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 or annual update to the local control and accountability plan. **◆The agenda for the public hearing shall be posted at least 72 hours before the public hearing and shall include the location where the local control and accountability plan or annual update to the local control and accountability plan will be available for public inspection.** The public hearing shall be held at the same meeting as the public hearing required by paragraph (1) of subdivision (a) of Section 42127.

(2) A governing board of a school district shall **adopt** a local control and accountability plan or annual update to the local control and accountability plan in a public meeting. This meeting shall be held after, but not on the same day as, the public hearing held pursuant to paragraph (1). This meeting shall be the same meeting as that during which the governing board of the school district adopts a budget pursuant to paragraph (2) of subdivision (a) of Section 42127.

(c) A governing board of a school district may adopt revisions to a local control and accountability plan during the period the local control and accountability plan is in effect. A governing board of a school district may only adopt a revision to a local control and accountability plan if it follows the process to adopt a local control and accountability plan pursuant to this section and the revisions are adopted in a public meeting.

◆Publishing the date of the LCAP Public Hearing in the newspaper does not preclude the agenda posting requirement as per Ed Code 52062 (section (b)(1) noted above.

Example #1: Assumes Public Hearing and Adoption meetings in June

<u>Form To SCOE</u>	<u>Publishing Date</u>	<u>Public Inspection Period</u>	<u>Public Hearings Date</u>	<u>Budget and LCAP Adoption Date</u>
Must notify newspaper by	<u>Last day to publish public notice</u>			
May 24	June 1	June 6,7,8,11,12	June 12 @ 7:00 pm.	June 19
<i>At least 7 days prior to the publishing date</i>	<i>Must be published no less than 10 days before the public hearing date</i>	<i>Must be 5 <u>working</u> days and can start no sooner than June 5 (3 days after the public notice).</i>		<i>Must be on or before July 1</i>

Example #2: Assumes Public Hearing in May and Adoption meetings in June

<u>Form To SCOE</u>	<u>Publishing Date</u>	<u>Public Inspection Period</u>	<u>Public Hearings Date</u>	<u>Budget and LCAP Adoption Date</u>
Must notify newspaper by	<u>Last day to publish public notice</u>			
May 10	May 18	May 22,23,24,25,29	May 29 @ 7:00 pm.	June 19
<i>At least 7 days prior to the publishing date</i>	<i>Must be published no less than 10 days before the public hearing date</i>	<i>Must be 5 <u>working</u> days and can start no sooner than May 19 (3 days after the public notice).</i>		<i>Must be on or before July 1</i>