

Memorandum

To : Mr. Ramon J. Hirsig
Executive Director

Date : June 5, 2008

From : Liz Houser, Deputy Director
Administration Department

Subject : **Board Meeting – June 2008**

We request the following items be placed on the Board’s June 24-26, 2008 calendar under P. Other Administrative Matters, P3. – Deputy Director’s Report:

P. Other Administrative Matters

P3. Deputy Director’s Report

c. AdministrationMs. Liz Houser

- 1. Proposed Fiscal Year 2008-2009 Budget Update
- 2. BOE Headquarters Building Update

LH:aw

I approve: _____
Ramon J. Hirsig, Executive Director