

Memorandum

To : Mr. Ramon J. Hirsig
Executive Director

Date : March 7, 2008

From : Liz Houser, Deputy Director
Administration Department



Subject : **Board Meeting – March 19, 2008**
Executive Director's Report

With your approval, I request the following item be placed on the Board's March 19, 2008 calendar under P. Other Administrative Matters, P3 – Deputy Director's Report:

P. Other Administrative Matters

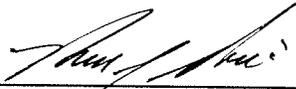
P3. Deputy Director's Report

c. AdministrationLiz Houser

1. Update on Proposed Fiscal Year 2008-2009 Budget

Informational administrative update on BOE's proposed Fiscal Year 2008-09 budget. This item is informational only for the Board and will not require an action of the Board. Speaking points include:

- Staff's preparation for the April budget hearings.

I approve: 
Ramon J. Hirsig, Executive Director