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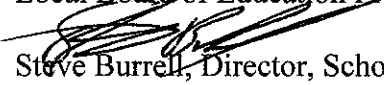
HANNA SKANDERA
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

MEMORANDUM

DATE: January 23, 2012

TO: School Superintendents, Business Managers,
Local Board of Education Presidents, RECs, and Charter Schools

FROM: 
Steve Burrell, Director, School Budget & Finance Analysis Bureau

RE: **2012 Public Education Department\New Mexico Association of School
Business Officials SPRING BUDGET WORKSHOP**

The PED and the NMASBO are pleased to sponsor this year's Spring Budget Workshop. The workshop will be held at the Hotel Albuquerque, Wednesday, March 28th through Friday, March 30th, 2012. You may contact NMASBO at 505-923-3283 for your login and password information to register for the Spring Budget Workshop online at www.nmasbo.org.

We will provide presentations on various topics, including public school support legislation. Individual breakout sessions tentatively include topics such as Instructional Materials, Capital Outlay, Transportation, and State Audit Requirements. Of utmost importance, there will be an overview presentation on the 2012-2013 Operating Budget preparation process as it relates to the Operating Budget Management System (OBMS). The School Budget & Finance Analysis Bureau will make every effort to provide the Operating Budget workbook files needed prior to the Spring Budget Workshop.

You are encouraged to make your own lodging accommodations. The Hotel Albuquerque reserved a block of rooms for attendees at a special rate of \$92.00 for a single or a double (not including tax). If you intend to stay at the Hotel Albuquerque, the toll free number is 1-800-237-2133. The Best Western Rio Grande Inn, located at 1015 Rio Grande Blvd., NW, also reserved rooms at a special rate of \$78.00 for a single or a double (not including tax). The number to call is 505-843-9500. In order to ensure the special rate, we recommend you mention you are a participant of the PED/NMASBO Spring Budget Workshop.

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Early registration is on Wednesday, March 28, 2012, from 10:00 a.m. to 5:00 p.m. You may pick up your workshop packets at this time. The registration table will also be open on Thursday, March 29, 2012, from 7:00 a.m. to 9:30 a.m. We strongly encourage you to register on Wednesday in order to start the General Session promptly at 10:00 a.m. Thursday morning. We request that each school district/charter school designate one individual to pick up their packets.

If you have any questions, please do not hesitate to contact Beverly Aguilar with the School Budget & Finance Analysis Bureau (beverly.aguilar@state.nm.us or 505-827-3889), or Joey Montano, Executive Director, New Mexico Association of School Business Officials (joey@nmasbo.org or 505-923-3283). We look forward to seeing you at the conference.

SB/ba

cc: Hanna Skandera, Secretary of Education, Public Education Department
Paul Aguilar, Deputy Secretary, Finance and Operations
Christine Stavem, Chief of Staff
PED Executive Team
Public Education Commission
Tami Coleman, NMASBO President
New Mexico School Boards Association
New Mexico Research and Study Council
New Mexico Coalition of School Administrators
Cooperative Educational Services
PED Executive Budget Analysts
Christen Hadley, Convention Services Manager, Hotel Albuquerque