



STATE OF NEW MEXICO
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HANNA SKANDERA
SECRETARY OF EDUCATION

SUSANA MARTINEZ
Governor

MEMORANDUM

DATE: January 18, 2017

TO: School Superintendents, Business Managers,
Local Board of Education Presidents, REC's, and Charter Schools

FROM: David Craig, Director, School Budget & Finance Analysis Bureau *DC*

RE: **2017 Public Education Department (PED)/New Mexico Association of School
Business Officials (NMASBO) 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, Tuesday, April 11, 2017 through Thursday, April 13, 2017. You may contact NMASBO at 505-923-3283 for your login and password information or register for the Spring Budget Workshop online at www.nmasbo.org.

We will provide presentations on various topics, including public school related legislation. Individual breakout sessions tentatively include topics relating to Instructional Materials, Capital Outlay, Transportation, and State Audit Requirements. Of utmost importance, there will be an overview presentation on the 2017-2018 operating budget preparation process as it relates to the Operating Budget Management System (OBMS). The School Budget and Finance Analysis Bureau will make every effort to provide the operating budget workbook files needed for this training prior to the Spring Budget Workshop.

You are encouraged to make your own lodging accommodations. The Hotel Albuquerque has reserved a block of rooms for attendees at a special rate of \$100.00 (not including tax) for either single or double occupancy. If you intend to stay at the Hotel Albuquerque, you must be registered for the conference and have your invoice number prior to making your hotel reservations, the toll free number is 1-800-237-2133. Best Western Plus, located at 1015 Rio Grande Blvd., NW, has reserved rooms at a special rate of \$91.00 (not including tax) for single or double occupancy. The number to call is 505-843-9500.

In addition, the Crowne Plaza Hotel, located at 1901 University Blvd., NE, has also reserved rooms at a special rate of \$89.00 for single and \$99.00 for double occupancy (not including tax). The number to call is 1-866-384-4934.

In order to ensure the special rate, mention you are a participant of the PED/NMASBO Spring Budget Workshop and have your NMASBO invoice number available. You will receive your invoice number after you successfully register online on NMASBO's website.

Registration opens on Tuesday, April 11, 2017, from 8:00 a.m. to 5:00 p.m. You may also register on Wednesday, April 12, 2017, from 7:00 a.m. to 8:30 a.m. We strongly encourage you to register on Tuesday so that we can start the General Session promptly at 8:30 a.m. on Wednesday morning.

If you have any questions, please contact Pamela Bowker with the School Budget & Finance Analysis Bureau pamela.bowker@state.nm.us or 505-827-4708, 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.

DC/pb

cc: Hanna Skandera, Secretary of Education, PED
Paul Aguilar, Deputy Secretary, Finance and Operations, PED
Christopher Ruskowski, Deputy Secretary, Policy & Program, PED
PED Management Team
Public Education Commission
Randy Evans, NMASBO President
New Mexico School Boards Association
New Mexico Coalition of Educational Leaders
Cooperative Educational Services
PED Executive Budget Analysts
Beth Schelling, Convention Services Manager, Hotel Albuquerque