

# Memo



**To:** Dr. Karla Guseman  
**CC:** Board of Education  
**From:** Dr. Ilandus Hampton  
**Date:** March 16, 2020  
**Re:** Resolution Authorizing Preparation of the 2020-21 Budget

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Each year the Board of Education must appoint the Superintendent or his/her designee to prepare the budget for the next fiscal year. The administration recommends that the Board of Education appoint the Assistant Superintendent to prepare the 2020-2021 budget.

If you have any questions, please contact me at your convenience.

Thank you