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6300 Alderson Street  
Weston, Wisconsin 54476

TO: Dr. Kristine A. Gilmore, Superintendent  
FROM: Dr. Thomas R. Owens, Assistant Superintendent, Business/Personnel Services  
RE: Budget Building Approach  
DATE: August 17, 2009

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The budget building approach to compiling the initial 2010-11 fiscal budget needs to be slightly different than in past years. We do expect to be recommending cuts to this, as yet existing, budget, but to facilitate a coherent approach I will initially follow our normal budget building protocol. As a consequence, recommendations for per pupil allocations for the school budgets, department budget allocations, buildings and grounds allocations, etc. will be made in accordance with normal procedures. Should budget cuts be needed, I suggest administration present its recommendations to the board much further into the budget building process.