



School Budget Planning

2022-23

Presented By:
School Fiscal Services Branch

BUDGET PLANNING



Budget Calendar



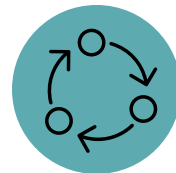
Community Engagement/
Budget Process



What's Continuing?
What's New?



TSP
School Staffing Equity Grant



Budget Process Reminders
Reports

2022-23 Budget Calendar

- **Jan. 13** – E-CAST enrollment
- **Feb. 11** – Allocation letters/summary e-mailed; carryover memo
- **Feb. 15 - Apr. 8** – Schools Front End (SFE) available to schools

Budget development materials and references are posted to School Fiscal Services Branch's website as they become available.

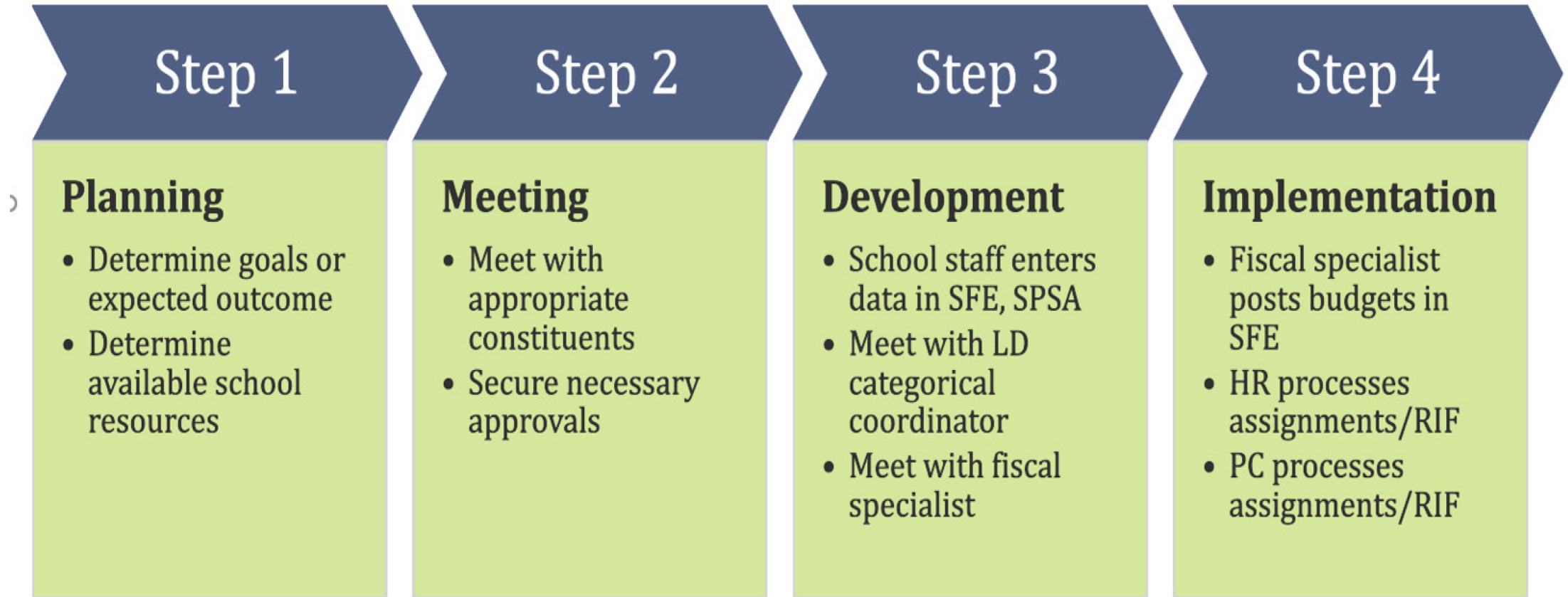
Community Engagement

Who are involved in budget planning?

- School administrators
- Teachers
- Parents
- Students
- Appropriate Committees
- **Community of Schools Administrators**



Budget Process



Highlights of What's Continuing?

- 80% advanced carryover of select programs
- Summary of School Allocations
- Program 10552, TSP-SENI allocations:
 - “Lump sum” amount – *requires school plan; should be budgeted in the 5 LCAP programs*
- SENI ESSER, 15583 will continue until 06/2023
- ROP teachers (for high schools)
 - District funds 65%
 - School funds 35%
- A full-time nurse position will be allocated to **each campus** for 2022-23.
 - Option schools will receive one position. However, if the Option School is part of a “shared site”, then the nurse position is prorated among the schools at the shared site.
 - In the event of a staffing shortage, some schools may share a nurse.



What's New?



- Additional programs with 80% advanced carryover
 - SENI ESSER, **15583**
 - Parent Family Engagement ELO, **15598**
- SENI-ESSER III - New lump sum allocations will be in program **15649**
- 6-hour Library Aides will be allocated in **13027**
 - Fully flexible with the CoSA's approval
- Norm Asst. Principals/APSCS – Program **10332, TSP-Norm AP & APSCS**
- “Hold Harmless” and “No Displacement” policies for teacher positions are **not in effect**
- Potential funding variance set aside for purchased positions - **3% for all programs**
- Limited-Contract Teachers can only be budgeted in Title I, Program 7S046 and ESSER funds

Carryovers



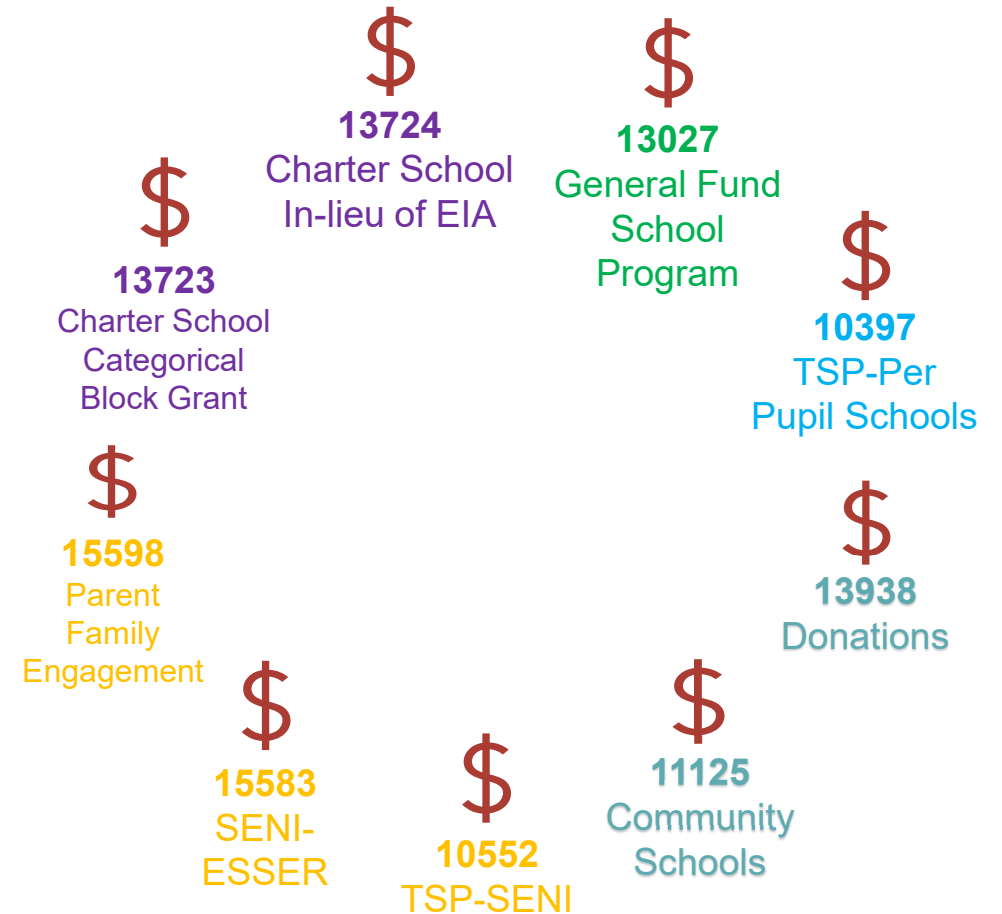
There is no change to the carryover policy.



During budget development, schools will receive an advanced amount equal to **80% of the estimated carryover.**



The **estimated** carryover amounts will be trued-up when the books close in September.



TSP-SENI and the 5 LCAP PROGRAMS

Description	In 2022-23
Unspent balance in program code 10552	Will be placed in the same program code 10552, TSP-SENI
Unspent balances in the 5 LCAP program codes (10983, 10984, 10985, 10987, and 10988)	Will be placed in program code 10552, TSP-SENI
2021-22 positions in the 5 LCAP program codes	Will roll over to the same 5 LCAP program codes with zero dollars (unfunded)
AP/APSCS in 2021-22 but <i>unearned</i> in 2022-23	Position will be placed in program code 13027 with zero dollars; Schools have the option to fund it or close it
AP/APSCS earned in 2022-23	Will be placed in program code 10332 , TSP-Norm AP/APSCS
Library Aide (elementary schools with grades K-5, including span schools and special education centers)	6-hour positions will be allocated in program code 13027 ; fully flexible with the CoSA's approval
Lump sum allocation for 2022-23	Will be placed in program code 10552; must be planned for and budgeted in the 5 LCAP program codes (10983, 10984, 10985, 10987, and 10988)

SENI-ESSER

Description	In 2022-23
Unspent funds in SENI-ESSER, program code 15583	Will be placed in the same program code – 15583-SENI-ESSER
2021-22 positions in program code 15583	Will roll over to the same program code, 15583, with zero dollars (unfunded)
New allocation	Will be placed in a new program code – 15649 , SENI-ESSER III
Requires a plan?	Yes

Targeted Student Population (TSP)

Carryover in 10552

- Carryover funds are **not included in the TSP Plan**
- All funds, including carryover, should be transferred to the 5 TSP program codes during budget development
 - Note that carryover funds must also align to the allowable uses of TSP funds, including prioritization of English learners, foster youth, and low-income students
- At the end of budget development, program 10552 should have a zero balance

Targeted Student Population (TSP Plans)

Needs Assessment and Engagement Training
TSP Plan Template Training

Videos of Trainings Available Here:

<https://bit.ly/3ggw5Bp>



NEW School Staffing Equity Grant

School Staffing Equity Grant

Starting in 2022-23, schools with an enrollment of students who are low-income, English learners, and/or foster youth that is greater than 55 percent will receive funding through the new School Staffing Equity Grant to purchase at least one full-time position from the following short-list developed through Districtwide engagement:

- Class size reduction teachers,
- Psychiatric Social Workers (PSWs),
- Academic and college counseling staff,
- Arts teachers, and
- Paraprofessionals (instructional aides, education aides, teacher assistants).

School Staffing Equity Grant

- At the end of each year, unused grant funds will be centralized and re-allocated in the following year's Grant based on schools' eligibility. **As a result, these funds will not carry over.**
 - However, this is an ongoing source of funding, so schools above the 55% unduplicated enrollment threshold will receive new Grants each year.
- **Schools will not be required to write a separate plan.**

Contact:

Sarah Chevallier, LCAP Administrator
sarah.chevallier@lausd.net

Personnel Commission

By: Donna Barrow, Assistant Director
Classified Employment Services



For classified employees, please note the following:

- Closing a filled position will reassign the incumbent to a vacant position on site if a vacancy is available or, if no available vacancy on site, the incumbent will be reassigned to a different site.
- Positions closed with incumbents who are "housed" or accommodated under the mandated Reasonable Accommodation-Return to Work program may not be vacated immediately due to the sensitive nature of the assignment.
- A decrease in hours to a position during the budget development process will prompt a reassignment for the incumbent based on their collective bargaining agreement.
- An increase/decrease in hours to a position outside of budget development should not be approved unless the employee agrees to the change via an approved Change of Assignment form.

Budget Process Reminders

- If flexibility to close a position is implemented, the same positions/titles cannot be re-purchased with TSP or categorical funds.
- Any flexibility over positions will be implemented for one school year only.
- Schools will bear any additional costs related to purchased positions.

Example: register-carrying teachers – *10 days of sub. time, differentials, and salary pay scale increases.*

- Purchased positions that are vacant must be budgeted at the Districtwide average cost.
- During budget development, schools should **not** modify a position's salary level for the purpose of capturing salary savings or to swap employees assigned.
- Budget items with flexibility in program code 13027:

Building and Grounds Worker-Need approval from M&O

School Facilities Attendant

Office Technicians above the legal requirement (MCD)

Temporary Personnel Funds

Registration Adviser Time

Instructional Materials

Teacher Activity Differential

General Supplies

Classified Substitute Time

Library Aides

Budget Process Reminders – Meeting With Your Fiscal Specialist



Submit the following if applicable:

1. Signed Budget Adjustment Request forms
2. Requests for Personnel Action (RPAs) form
3. PC approval for new positions, if applicable
4. Teacher Assistant Reduction in Force form (HR5009) for unfunded teacher assistants
5. Signed employee roster memo

Budget Development Reports

1. From <https://achieve.lausd.net> click “Find a School”, then School Directory.
2. Type the name of the school and click “Search”.
3. From the matches found, click on the school name you are searching for.
4. Click on “Budget Development Reports.”
5. Select the budget report version and click on “Go”.

The screenshot displays the 'School Profile' and 'Performance Indicators' sections of the achieve.lausd.net website. The 'School Profile' section includes a header 'School Profile', a note 'The school calendar is: SINGLE-TRACK', and a 'Demographics' link with a right arrow. Below this is a link 'Click here and select your school to view Pedestrian Routes to School' with a right arrow. Two orange buttons are visible: '+ School Plan for Student Achievement' and '+ Targeted Student Population (TSP) Plan'. The 'Performance Indicators' section has a header 'Performance Indicators' and a list of links: '+ SARC', 'CAASPP - CDE' (with a right arrow), 'Data Summary Sheet' (with a right arrow), 'School Experience Survey Reports' (with a right arrow), and '+ Accountability'. Below these sections is the 'School Budget Reports' section, which contains a list of budget reports: '+ School Spending Report', '- Budget Development Reports', 'Initial Budget', 'School-approved Budget', and 'Board-approved Budget'. A green 'Go' button is positioned to the right of the 'School-approved Budget' and 'Board-approved Budget' options. At the bottom, there is a field for 'Fiscal Year and Month'.

New Budget Availability Report

✓ Accessible from the School Directory

✓ Better format



Balboa Elementary Gifted/Highly Gifted/High Ability Magnet



About Our School

Principal: CHUN, CHRISTINE S
Grades: 1- 5
Location Code: 2269
Cost Center Code: 1226901
Local District: [Northwest](#)
Community of Schools: [KENNEDY/NAHS/VAAS](#)
Board District: 3
Board Member: [Scott M Schmerelson](#)
[Detailed Information](#)

Address: [17020 LABRADOR ST, NORTHBRIDGE, CA 91325](#)
Telephone: 818-349-4801
Fax: 818-993-3470
[All Legal Notices](#)
Website: [balboamagnet-lausd-ca.schoolloop.com](#)

[link disclaimer](#)

School Profile

The school calendar is: SINGLE-TRACK

Demographics

[Click here and select your school to view Pedestrian Routes to School](#)

Athletic Reports

+ School Plan for Student Achievement

+ Targeted Student Population (TSP) Plan

Performance Indicators

+ SARC

CAASPP - CDE

Data Summary Sheet

School Experience Survey Reports

+ Accountability

School Budget Reports

- Budget Availability Report

Budget Availability Report

+ School Spending Report

+ School Allocation Summary

+ Budget Development Reports

+ Budget Summaries by Fiscal Year and Month

For your REFERENCE



The following resources are available at <https://achieve.lausd.net/Page/18003>.

- General Fund School Programs Manual
- Carryover Memo
- Estimated Rate Sheets (cost of positions)
- Manual Budget Adjustment Request (BAR) form
- Position/Staffing Simulator
- Request for Itinerant Support Services forms
- Request For Personnel Action (RPA) form
- SPSA Program and Budget Handbook
- Budget-At-A-Glance (for categorical programs)

