

FY 2025-26 Budget Development Training
Q & A
Region South – 12/3/2024

#	TOPIC	QUESTION	ANSWER
1	ARTS ITINERANT TEACHER	Is it possible for Continuation High Schools to have access to an Arts Itinerant Teacher?	Currently, only Elementary schools are allowed to budget the Arts Itinerant Teacher.
2	ASSISTANT PRINCIPAL	There was a slide that mentioned eight administrators for every 100 teachers. Please elaborate on that.	State law stipulates that school districts must maintain districtwide administrator-to-teacher ratios (ATRs) of no more than eight administrators for every 100 teachers (eight percent). To ensure that the District does not exceed this ratio, Assistant Principal off-Norm caps will continue to be in effect in FY2026.
3	ASSISTANT PRINCIPAL	Do elementary schools with more than 600 qualify for an Asst. Principal?	To qualify for a norm Assistant Principal position, an elementary school needs to have 1,000 or more students. However, elementary schools can purchase an off-norm Assistant Principal position if their enrollment meets or exceeds 376 students.
4	BLACK STUDENT ACHIEVEMENT PROGRAM (BSAP)	Will BSAP/HEET still provide a percentage for the Psychologist position?	BSAP HEET will still provide funding for the Psychologist in the upcoming fiscal year.
5	BLACK STUDENT ACHIEVEMENT PROGRAM (BSAP)	We are a BSAP school with RJ, PSW, and PSA positions. Will those allocations continue?	These allocations will continue. There are no reductions for BSAP Group I and II schools.
6	BUDGET DEVELOPMENT APPOINTMENTS	When should we expect to receive budget appointments?	Budget appointments will be emailed before winter break. Hopefully, by December 10.
7	BUDGET DEVELOPMENT APPOINTMENTS	Will BD appointments be sent along with the allocation letters?	Budget appointments will be emailed before winter break. Hopefully, by December 10.
8	BUDGET DEVELOPMENT TRAINING INFORMATION	Where will the recording of this training be posted?	One of the Budget Development training recordings will be posted to the School Fiscal Services website .
9	CALIFORNIA DEPARTMENT OF EDUCATION (CDE)	My school has been looking into purchasing Translation devices. We contacted Ms. Estrada and did get referred to approved vendors, but we did not realize the pre-approval needed to come from CDE. Who do we need to contact at CDE for that?	CDE approval is only required if equipment costs \$5,000 or more because it is considered capitalized equipment.

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10	CAMPUS AIDE	Will we continue to receive District-funded Campus Aide positions?	Yes, District-funded campus aides will continue.
11	CAMPUS AIDE	If we have a Campus Aide and reduce her hours, will she be reassigned unless she agrees to stay without the benefits? Does this also apply to Supervision Aides?	Yes, if you reduce her hours, she will be reassigned unless she accepts the decrease. Yes, this would also apply to Supervision Aides.
12	CARRYOVER	Do you know the date the carryover amount will be captured? It will help us to know so we can account for any funds spent around that date.	Projected spending for most programs will be calculated using the prior year's (FY 2023-2024) spending percentages. Only the projection for Programs 13938 and 10673 will be based on the current year's spending. August to October 2024 spending patterns will be used to project spending for Programs 13938 and 10673.
13	CATEGORICAL PROGRAM ADVISER (CPA)	Did he say that we should not be doing the work of the Testing Coordinator?	CPAs cannot serve as Testing Coordinators. Refer to the Program and Budget Handbook position descriptions for more information.
14	CLASSIFIED BUMPING	Can the school choose which employee is displaced/reassigned if there is more than one employee in that title (for example - 2 office technicians)?	Yes, since there is no on-site or within-site seniority process, the incumbent associated with the position control number that is not funded will be the person reassigned, bumped to a lower classification, or laid off.
15	CLASSIFIED HEALTH BENEFITS	Please clarify. Will a classified employee assigned for 4 hours or more receive health benefits?	Yes, effective January 1, 2024, SEIU Unit F and Unit G employees who are assigned a regular schedule of 4 hours per day and/or 80+ hours per month in any one classification shall be eligible to enroll in medical benefits.
16	CLASSIFIED RESTORATION	Will the district pay for TA health benefits next year?	There are no plans to restore Teacher Assistant positions in the upcoming fiscal year. Schools must cover the health benefits cost for any Unit F and G employees budgeted 4 hours or more in one assignment.
17	CLASSIFIED RESTORATION	Will the district pay for noon supervision benefits as in 2024-25? If not, will there be information on Classified staff losing their benefits in 2025-26 from LAUSD?	There are no plans to restore Supervision Aide positions in the upcoming fiscal year. Schools must cover the health benefits cost for any Unit F and G employees budgeted 4 hours or more in one assignment.
18	CLERICAL X-TIME	Can this clerical X time be used for time worked on unassigned days, or must the time be worked on a before/after basis?	Clerical x-time does include time worked on unassigned days.

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19	ELOP FUNDED NON-CAP FIELD TRIP ALLOCATION	Will virtual academies receive ELOP-funded non-cap field trips?	Virtual academies will be allocated funds in Program 16668 – ELOP – Field Trips during Budget Development.
20	EMPLOYEE ROSTER	I'm opening a new magnet 25-26. We will not be hiring until February/March. How can I have a staffing roster for the magnet by budget development in January?	The employee roster created for the new magnet will reflect the norm allocations based on the site's ECAST enrollment projection.
21	ENGLISH LEARNER ALLOCATIONS	Define high, highest amounts, etc, please	There is no set number of students; these resources will be allocated to schools with the highest counts.
22	HEALTH OFFICE CLERK	Can we purchase a full-time health office clerk?	The health office clerk is a classified position that the school can purchase to assist with various health office duties. Under the general direction of the credentialed administrator and the credentialed school nurse, the health office clerk assists in the daily operation of a school health office by administering basic first aid, assisting students who are ill or injured by following State laws and District policies, and performing a variety of clerical duties.
23	HOLD HARMLESS OFF NORM PROGRAM	Will the Hold Harmless-Off Norm program be around next year?	Hold harmless-Off Norm allocations are usually one-time allocations.
24	INSTRUCTIONAL COACH/EL COACH	Are Instructional Coaches and EL Coaches the same positions?	For more information, refer to the Program and Budget Handbook position descriptions. They are similar, but the EL Coach has a different focus.
25	INTERVENTIONIST	You mentioned that only priority schools will receive district-funded interventionists. Will Tier 2 schools receive them?	No, only Tier 3 Priority schools will receive the District-funded Interventionists.
26	INTERVENTIONIST	Do Priority schools include Priority 1 and Priority 2 schools?	Priority Schools are Tier 3 schools only.
27	INTERVENTIONIST	Did Bridging Schools receive an interventionist and an Aide this year?	Yes, Bridging Schools received an Interventionist and an Instructional Aide for the 2024-25FY.

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28	INTERVENTIONIST/LITERACY COACHES AND READING SPECIALISTS GRANT (LCRS)	Is the funding for Interventionists separate from the LCRS?	Yes, these are separate allocations. Schools will receive one of these allocations.
29	IT SUPPORT TECHNICIAN - ALLOCATION	Will there be any allocation provided to the schools for IT support?	Funding will not be provided, but the District will provide tech support during the summer. For more information, please review the IOC .
30	IT SUPPORT TECHNICIAN - BASIS	Are we required to fund the IT Support Techs at A-Basis? How many hours per day does the position cover if purchased? Will there be any District allocations? Can they cover other duties?	Schools will be allowed to purchase 1-5 days for one of the following periods: <ul style="list-style-type: none"> ○ Full year (July 1, 2025 through June 30, 2026) ○ Non-summer period (July 17, 2025 through June 30, 2026) ○ Summer only (July 1, 2025 through July 16, 2025) IT Support Technicians are 8-hour/day employees. Please refer to the IT Support Tech job description for information on which job duties they can cover. Here's the IOC detailing the transition to the Itinerant Model for techs.
31	IT SUPPORT TECHNICIAN – DISTRICT SUPPORT	Will we still receive assistance from ITD if we don't purchase IT support?	Schools will continue to receive tech support from district-funded IT Support Technicians. However, as these resources are stretched, there may be a long wait for services. Here's the IOC detailing the transition to the Itinerant Model for techs.
32	IT SUPPORT TECHNICIAN – DISTRICT SUPPORT	Will ITSAs still be available?	Schools will continue to receive tech support from district-funded IT Support Technicians. However, as these resources are stretched, there may be a long wait for services. Here's the IOC detailing the transition to the Itinerant Model for techs.
33	IT SUPPORT TECHNICIAN - PERSONNEL	If we don't purchase a full-time employee, will a different person be assigned to our site for each day that we purchase?	No, one employee will be assigned to cover the days you purchase. Here's the IOC detailing the transition to the Itinerant Model for techs.

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34	IT SUPPORT TECHNICIAN - PERSONNEL	So, if my school already has an IT staff member, we can keep our IT (the person, not the position) and purchase the full year, correct?	Schools can use the Itinerant purchase form that will be created for the IT Support Technician position to request their current staff. Here's the IOC detailing the transition to the Itinerant Model for techs.
35	IT SUPPORT TECHNICIAN - PERSONNEL	Is there an itinerant form, like the PSA form, to request a specific itinerant ITST?	Yes, an itinerant purchase form will be created for IT Support Technicians. Here's the IOC detailing the transition to the Itinerant Model for techs.
36	IT SUPPORT TECHNICIAN – SPECIAL ED. SCHOOLS	Can Special Ed. schools purchase that position for one day? Which programs can we use?	Yes, Special Ed. schools can purchase that position. They can use TSP-SENI and Title I dollars to fund the IT Support Technician position. Here's the IOC detailing the transition to the Itinerant Model for techs.
37	IXL DIGITAL MATH TOOLS	Is the IXL Digital Math Tools the same as the IXL Analytics for Math?	Yes, IXL is an award-winning platform that makes personalized, adaptive learning a reality for all students. With standards- and textbook-aligned curriculum, Real-Time Diagnostic, Actionable Analytics, and more, IXL is a resource to help students accelerate progress and excel.
38	LIBRARY AIDES	What about Library Aides? Will they be funded by the district or do we have to purchase them? Is this a change for SY 25-26?	Yes, 6-hour library aide positions will be allocated for elementary schools with grades K through 5, including span schools and special education centers. This resource is fully flexible with the Regional Director's approval.
39	LITERACY COACHES AND READING SPECIALISTS GRANT (LCRS)	Will we still get the LCRS funding?	Yes, LCRS funding will be allocated in FY 2026.
40	LITERACY COACHES AND READING SPECIALISTS GRANT (LCRS)	As non-priority schools next SY, how can we confirm whether our LCRS grant will continue next SY and what the allocation will be?	Yes, LCRS funding will be allocated in FY 2026. We will include the details as soon as they are available.
41	MIDDLE SCHOOL (MS) COLLEGE AND CAREER COUNSELOR	Will the Middle School College and Career Counselor be funded next year? Will we know before Budget Development?	This decision is still pending. We will communicate the decision as soon as possible.
42	PROGRAM 10424 CARRYOVER	Is there any update on the funds in Program 10424 that were received for 2024-2025 SY? We have not been able to use them. Will it carry over?	Unfortunately, those funds are not flexible and will not be allowed to carry over.

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43	PROGRAM 13938 CARRYOVER	I thought 13938 carryover is 100%; thus, spending habits would be a non-factor.	Ending balances in Program 13938 (SDEP Donations) will fully carry over. School spending habits apply to the projected carryover allocation during Budget Development. The projected carryover for Program 13938 will be based on the 2024-2025 spending averages.
44	PROP. 28	Will the template for Program 11421 be sent to the Principal? Is this a new requirement?	The plan requirement for Program 11421 is not new for FY 2025-26. Schools are required to submit a plan for the 2024-2025 FY. The template for the 2025-2026 plan will be sent to principals.
45	PSYCHIATRIC SOCIAL WORKER (PSW)	Will schools with less than 600 enrollment get the PSW?	In 2025-26, schools with an enrollment of 600 students or more will receive a full-time Psychiatric Social Worker (PSW), and schools with an enrollment of 1,200 or more will receive an additional PSW allocation (2 FTEs total), as required by the UTLA contract. Schools with enrollment less than 600 students will not receive a PSW allocation from the District.
46	PSYCHIATRIC SOCIAL WORKER (PSW)	We qualified for a PSW on Norm Day. Will that PSW carry over into the new fiscal year or will we have to wait until Norm Day to earn that position?	During Budget Development, allocations will be based on E-CAST enrollment. Allocations may be adjusted based on Norm Day enrollment. Schools may experience no change, an increase, or a decrease in resources.
47	PSYCHIATRIC SOCIAL WORKER (PSW)	Will Priority Schools with less than 600 students enrolled receive a PSW?	In 2025-26, schools with an enrollment of 600 students or more will receive a full-time Psychiatric Social Worker (PSW), and schools with an enrollment of 1,200 or more will receive an additional PSW allocation (2 FTEs total), as required by the UTLA contract. Schools with enrollment less than 600 students will not receive a PSW allocation from the District.
48	PUPIL SERVICES AND ATTENDANCE (PSA) COUNSELOR	Will schools under 35% get a PSA allocation from the District?	Schools identified as having chronic absentee rates of 35% or higher will receive a half-time Pupil Services and Attendance Counselor (PSA) allocation (.50 FTE) as required by the UTLA contract. Schools not meeting this target will not receive a PSA allocation from the District.

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49	PUPIL SERVICES AND ATTENDANCE (PSA) COUNSELORS	Will we be able to buy B-Basis PSAs again, or will C-Basis be the only option again?	Schools can only purchase C-Basis PSAs in the upcoming school year.
50	PUPIL SERVICES AND ATTENDANCE (PSA) COUNSELORS	Will there be a half-time PSA allocation this year?	Yes, schools identified as having chronic absentee rates of 35% or higher will receive a half-time Pupil Services and Attendance Counselor (PSA) allocation (.50 FTE) as required by the UTLA contract.
51	REDUCTION IN CLASS SIZES	Does class size reduction also include affiliated charter schools?	Yes, the reduction in class sizes does apply to Affiliated Charter Schools.
52	TITLE III NEWCOMER INSTRUCTIONAL AIDES	What are the requirements/qualifications to receive a Newcomer Aide?	No set number of students is needed; the schools with the highest counts will be allocated an Instructional Aide position.
53	TSP ADVISER	So, do TSP Advisers require differentials? Can they opt out of differential to be able to do tutoring, etc.?	Coordinator differentials are required for Out of Classroom positions including the TSP Adviser.
54	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - CERTIFICATION	What about teachers in Kindergarten who don't have the certification for TK? How will that work with those numbers?	Response pending.
55	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - CLASS SIZES	Must the TK class be at 20? Can it be held at 18 or 19?	The average class size for UTK Classrooms with TK students should not exceed 20 pupils. Schools can hold TK classes below this count of students; however, for norming purposes, UTK classrooms will be maximized to 20:1 by adding students from K-3 as needed.
56	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - CLASS SIZES	How does that leave room for growth enrollment (adding K into UTK)?	The average class size for UTK Classrooms should not exceed 20 pupils. Schools can hold TK classes below this count of students; however, for norming purposes, UTK classrooms will be maximized to 20:1 by adding students from K-3 as needed.
57	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - CLASS SIZES	Do we have to fill our UTK to 20? We get more enrollment later because the Long Beach school district starts later. The week after school starts, we get an influx of enrollment. So, we like to leave a few spots.	The average class size for UTK Classrooms should not exceed 20 pupils. Schools can hold TK classes below this count of students; however, for norming purposes, UTK classrooms will be maximized to 20:1 by adding students from K-3 as needed.

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58	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - CLASS SIZES	Do we have to take the Kindergarten students and fill out our UTK, or can we leave the class at 18?	The average class size for UTK Classrooms should not exceed 20 pupils. Schools can hold TK classes below this count of students; however, for norming purposes, UTK classrooms will be maximized to 20:1 by adding students from K-3 as needed.
59	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - CLASS SIZES	There was a 24 ratio for classes, including TK students. Is the ratio now 20:1 for that class in the upcoming school year?	Yes, average class size for UTK Classrooms should not exceed 20 pupils.
60	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - COMBO CLASSES	If we have a UTK/K split, am I correct in understanding that the Kindergarteners that are a part of that split are not considered in the norming numbers for the K-3? That could potentially result in displacing K-3 teachers.	UTK classrooms will be maximized to 20:1 by adding students from K-3 as needed. The K-3 students added to the UTK classroom will not be included in the K-3 count for norming purposes. That could potentially result in displacing K-3 teachers.
61	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - COMBO CLASSES	Do all the TK students have to be clustered together?	Yes, UTK classrooms will be maximized to 20:1 by adding students from K-3 as needed.
62	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - COMBO CLASSES	I have two full UTKs but had to create a UTK/K combo. Will they be included in the norming for K-3?	UTK classrooms will be maximized to 20:1 by adding students from K-3 as needed. The K-3 students added to the UTK classroom will not be included in the K-3 count for norming purposes.
63	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - COMBO CLASSES	The combination class with Kinder kids will not count toward the K-3 norm, in MiSiS we have to create a Kinder class for that teacher and a TK class for that teacher, that Kinder will not count towards the norm of that school?	UTK classrooms will be maximized to 20:1 by adding students from K-3 as needed. The K-3 students added to the UTK classroom will not be included in the K-3 count for norming purposes. That could potentially result in displacing K-3 teachers.
64	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - COMBO CLASSES	If we have 18 TK students on norm day, do we still keep the teacher and the aide?	Yes, however, two kindergarteners will be used to maximize class size to 20 for norming purposes. If the school can maintain the average class size requirements, they can keep the class at 18.

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65	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - COMBO CLASSES	If I have class that is a TK/K combo with less than 10 kindergarten students, do I still get an aide in that class?	Yes, UTK classrooms should continue to maintain an average adult-to-pupil ratio of at least one adult to every 10 pupils; therefore, each class will be allocated an Instructional Aide position.
66	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - CURRICULUM	If we merge TK and K classes, will the curriculum change for TK?	Response pending.
67	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - ECAST	Will we see the UTK-Kinder split identified in our E-Cast?	No, schools will only see the total number of teachers allocated for each grade group.
68	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - INSTRUCTIONAL AIDE (IA)	Will the TE IA be reassigned, too?	Yes, UTK classrooms should continue to maintain an average adult-to-pupil ratio of at least one adult to every 10 pupils, so each class will be normed for one teacher and one instructional aide position.
69	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - INSTRUCTIONAL AIDE (IA)	Will TK DL get their own IA?	Yes, UTK classrooms should continue to maintain an average adult-to-pupil ratio of at least one adult to every 10 pupils, so each class will be normed for one teacher and one instructional aide position.
70	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - INSTRUCTIONAL AIDE (IA)	We have district-funded IA positions in our TE classes. Will the TK classes get the IAs?	Yes, UTK classrooms should continue to maintain an average adult-to-pupil ratio of at least one adult to every 10 pupils, so each class will be normed for one teacher and one instructional aide position.
71	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - INSTRUCTIONAL AIDE (IA)	Now that there is no longer a TE, will the instructional aides attached to it be in the TK classes?	Yes, UTK classrooms should continue to maintain an average adult-to-pupil ratio of at least one adult to every 10 pupils, so each class will be normed for one teacher and one instructional aide position.
72	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - INSTRUCTIONAL AIDE (IA)	We are having a hard time filling the TK aide position. If this happens next year and we need another aide, will they place someone?	Instructional Aides are Classified positions, Personnel Commission may place someone after Norm Day.
73	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - TE	So, there will be no more TE?	Correct, For FY26, UTK only includes TK, those students who turn four by September 1, 2025, if their program placement is not Pre-K.

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74	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - TE	This year I have a TE and a TK class; I should still get two UTK classes?	Yes, if your school's ECAST allocation matches your current numbers, your schools should still have two UTK classes.
75	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - TE	This year, we have a TK class and an ETK class. Will we only have a TK class next year?	For FY26, UTK only includes TK students: TK students are those students who turn 4 by September 1, 2025, whose program placement is not Pre-K
76	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - UTK/CC	Is my understanding correct? UTKCC norm is 20; 8 SWDs and 12 GE....And if we need to create a TK/K combo, the norm is also 20. No longer 24 because the TE designation and stipulations no longer affect programming.	Correct, UTK/CC classrooms will be normed at a 20:1 ratio.
77	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - UTK/CC	Are the norms for the UTK/CC the same?	TE is no longer applicable, but UTK/CC will be normed at 20:1.
78	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - UTK/CC	I have a UTK CC class with a regular ed teacher and a special ed. teacher, will that still happen next year?	Yes, UTK CC classrooms will continue to be staffed with a general education teacher, an additional adult, an early childhood special education teacher, and a special education aide.
79	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - UTK/CC	I have UTK/CC so we will still have a UTK/CC next year?	Yes, UTK CC classrooms will continue to be staffed with a general education teacher, an additional adult, an early childhood special education teacher, and a special education aide.