

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER
1	ALLOCATION NOTICES	Do principals only get the allocation notification, or can I (the SAA) also sign up to receive them?	Allocation letters are sent to one designated school contact only, and this is usually the school principal.
2	ALTERNATIVE SCHEDULE	When might a decision be made? Could we see an IOC before appointments?	We do not have a timeline for this decision. We will communicate any decisions as soon as they have been made.
3	ASSISTANT PRINCIPALS	Will the school be able to purchase an AP and keep the purchased person, or will they be reassigned?	Assistant Principal Off-Norm Caps continue to be in effect in the 2026 FY. Schools wishing to purchase additional AP positions should reference the appropriate Off-Norm AP Caps table. Please contact Maria Voigt, Administrator, Certificated Administrative Services for more information about AP assignments. Office: (213) 241-6365 Email: maria.voigt@lausd.net
4	BLACK STUDENT ACHIEVEMENT PROGRAM (BSAP)	Do we need to mention BSAP students in the School Plan for Student Achievement (SPSA) even if we don't receive funding?	It is not necessary. You can reference your BSAP students in other categories – chronic absenteeism, gifted, Title I, African American.
5	BLACK STUDENT ACHIEVEMENT PROGRAM (BSAP)	Is there a list of schools that will receive BSAP funds?	Here's the link to the BSAP School Directory .
6	BUDGET ADJUSTMENTS	When is the last day for current year budget adjustments?	For Region North, we are accepting Budget Adjustments for this year through Friday, December 13th. A fiscal shutdown will occur between January 6th and February 14th, and current-year budget adjustments will not be processed during that period. Reach out to your Regional Title I Coordinator for more information.
7	BUDGET CUTS	Should we anticipate significant budget cuts?	We are not aware of any budget reductions at this time.
8	BUDGET DEVELOPMENT APPOINTMENTS	When will we know the budget appointment date for our school?	Budget appointment notices were emailed to Region North schools on Friday, December 6, 2024.
9	BUDGET DEVELOPMENT DROP-IN SESSIONS	Will there be drop-in sessions for budget questions?	The drop-in sessions will be held on 1/7 and 1/8/2025. Click here for more information, including the Zoom link .
10	BUDGET DEVELOPMENT TRAINING	Is this being recorded for reference later?	Yes, one of the recordings of the Budget Development training is posted on

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER
			the School Fiscal Services website .
11	CAREER TECHNICAL EDUCATION (CTE) TEACHER	Will the District still fund 65% of a CTE teacher?	Yes, the District will fund 65% of the CTE teachers in FY2026.
12	CARRYOVER	Will we be getting 100% of our carryover?	<p>100% of the ending balances in the programs listed below will carry over.</p> <ul style="list-style-type: none"> ○ 13938 - Donations ○ 13723 - Charter School Categorical Block Grant ○ 13724 - Charter School In-Lieu of EIA ○ 11421 - Prop 28 Arts Program ○ 11266 - Community Schools Resolution ○ 10673 - Equity Multiplier <p>In the General Fund School Program (13027) and Student Equity Needs Index (SENI) (10552), schools will receive the following percentages of their year-end balances:</p> <ul style="list-style-type: none"> ○ Priority Schools - 70% ○ SENI Highest and High Quintile Schools - 60% ○ All Other Schools - 50%
13	CLASS SIZES	Are the class size maximums changing with the new teacher ratios?	Yes, the class size maximums will also be reduced by one student. Here's the link to the 2025-2026 Class Size Table .
14	CLASSIFIED HEALTH BENEFITS	What maximum hours can a supervision aide be purchased for without accruing benefits?	Supervision Aides are eligible for health benefits if they have a regular assignment of 4 hours per day and/or 80+ hours per week in any one classification. Supervision Aides can have the following work schedules (hours/day): 0.75, 1, 2, 3, 3.75, 4, 5, and 6.
15	CLASSIFIED REDUCTION	Does that apply to Supervision Aides? No seniority?	If there are multiple Supervision Aides at a school site and the school cannot fund all of them at the same level for the upcoming school year, the school site administrator can choose which positions they would like to fund and the funding level for each. The incumbents in the unfunded position control numbers would be either reassigned to a new location, bumped to a lower

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER
			classification, or laid off. A decrease in a position’s hours will also prompt reassignment for the incumbents.
16	CLASSIFIED REDUCTION	So, to be clear, classified staff have no seniority at the school level, only at the district level, correct?	That is correct; please see the example above.
17	CLASSIFIED REDUCTION	Suppose we are funding a position, like the IT Support Technician or an additional Building and Grounds Worker, but considering reducing the hours. Does that require a reduction in force notification?	It does not require a Reduction in Force (RIF) form. You can inform the employees in these Classified positions as a courtesy, but the official notification will come from the Personnel Commission. Additionally, modification of the B&G Worker position will require approval from M&O.
18	CLASSIFIED REDUCTION	We have multiple 3-hour Instructional Aide positions. If we need to cut one or more of these positions, can we cut any of them regardless of seniority?	Correct, there is no within-site seniority, so schools can choose which positions to close, and the incumbents in the closed positions will be reassigned, bumped, or laid off.
19	CLASSIFIED REDUCTION	Does the no within-site seniority apply to Supervision Aides, Campus Aides, and TAs?	It does apply to Supervision Aides and Campus Aides. If you close Teacher Assistant positions, you need to submit the Reduction in Force form to remove them from your site.
20	CLASSIFIED REDUCTION	Do I need the Reduction in Force form to close an Instructional Aide position?	HR 5009 Teacher Assistant Reduction in Force Form should only be given to Teacher Assistants whose positions will not be funded in the new fiscal year. The procedure for Classified employees is as follows: the site administrator should notify the affected employees that their hours have been reduced or eliminated at the school site. Then, an official notification with instructions for the affected employees would follow from the Personnel Commission.
21	CLASSIFIED REDUCTION	Do we need to do any paperwork if we close a Supervision Aide or any of those positions?	The procedure for Classified employees’ reductions is as follows: the site administrator should notify the affected employees that their hours have been reduced or eliminated at the school site. Then, an official notification with instructions for the affected employees would follow from the Personnel Commission. The Reduction in Force form is not required for Classified employees.

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER
22	CLASSIFIED REDUCTION	If we currently fund an 8-hour B&G and reduce it to 4 hours next year, does this require a reduction in force notice?	The procedure for Classified employees' reductions is as follows: the site administrator should notify the affected employees that their hours have been reduced or eliminated at the school site. Then, an official notification with instructions for the affected employees would follow from the Personnel Commission. The Reduction in Force form is not required for Classified employees. Additionally, modification of the B&G Worker will require approval from M&O.
23	CLASSIFIED REDUCTION	Do we need to do any paperwork if we close Supervision Aide positions?	The procedure for Classified employees' reductions is as follows: the site administrator should notify the affected employees that their hours have been reduced or eliminated at the school site. Then, an official notification with instructions for the affected employees would follow from the Personnel Commission. The Reduction in Force form is not required for Classified employees.
24	CLASSIFIED RESTORATION	Will the restoration of positions apply to FY2025-2026?	There are no plans to restore positions in the upcoming fiscal year.
25	CLASSIFIED RESTORATION	Will Community Representatives that were assigned to schools as part of the restoration of position be funded by the District?	There are no plans to restore positions in the upcoming fiscal year.
26	CLASSIFIED RESTORATION	If a school received an additional Community Rep. 3-hour position as part of the restoration, will the District continue to fund the position?	There are no plans to restore positions in the upcoming fiscal year.
27	CLASSIFIED RESTORATION	Last year, we reduced the hours for the parent rep, but we were allowed to keep her at 6. What happens to the additional 3 hours that the District added?	There are no plans to restore positions in the upcoming fiscal year, so the school will choose the funding level for the position.
28	CLASSIFIED RESTORATION	Last year, we reduced the Parent Rep's hours from 6 to 3, but as part of the restoration process, we were allowed to keep her at 6 hours, and then we were given a 3-hour position additionally. What happens to the additional 3-hour position that was paid for by the	You can close that position if you can't fund that person for 2025-26. She will be notified and assigned to other locations based on her seniority.

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER
		District? What happens to the Parent Rep? Will she now be displaced?	
29	COMMUNITY REPRESENTATIVE	If our Community Rep. is multilingual and uses these skills with families, do we fund them at a different rate?	Title I (7S046 and 7E046) budgets on an average rate. We don't have a separate rate for Community Reps. who speak a second language.
30	DONATIONS	I have a PTA group that pays for an Instructional Aide. They may be unable to issue a check for the position in January since they're still fundraising for next year. Could there be an extension for purchasing positions since the donation check may not arrive on time?	There are two options available to schools in this situation. The Fiscal Specialist may be able to identify funds within the school site's budget to purchase the position until the check arrives, or the check will need to arrive before February 7 to allow time for processing the manual budget adjustment to fund the position.
31	ECAST	How do I appeal for another Teacher?	ECAST 2025's only Staffing Appeals process is available to Principals who believe they have a justification for requesting additional staff.
32	EL INSTRUCTIONAL COACH	Is the EL Instructional Coach also based on a high EL count?	Yes, both positions are based on the highest counts. While there may be a few additional factors, that is the base rationale for allocations.
33	EMPLOYEE ROSTERS	When will we receive our Employee Rosters to see which positions are funded automatically and which ones we need to fund?	We are targeting the week of January 6 to send out those rosters.
34	EQUITY MULTIPLIER	I'm an Equity Multiplier school. Will the carryover for this program will be allocated 100% so that I can budget for next year?	Yes, schools will receive 100% of the projected carryover for the Equity Multiplier allocation during Budget Development. The projection will be based on the current year's spending patterns.
35	EQUITY MULTIPLIER	For Equity Multiplier schools, if we received an allocation this year, will we receive an additional allocation next year? What is the timeline for notifying us about this?	That is correct, it is an annual notification. The State notifies school districts in early March which schools are eligible. Your school could be receiving an additional allocation, which would be used for two years.
36	ESTIMATED RATES SHEETS	When will the Estimated Rate Sheets be posted for the 25-26 school year?	The Estimated Rates Sheet was posted on the School Fiscal Services website on 12/10/2024.
37	HEALTH AND MEDICAL BENEFIT ADJUSTMENTS	What are the dollar amounts for backing out benefits?	Here's the Health and Medical Benefit Adjustments breakdown.

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER
38	INSTRUCTIONAL AIDES	Can you provide a job description for the Instructional Aides?	Here's a link to the Classified Job Descriptions .
39	INTERVENTIONIST/LCRS	If we are a priority school and receive an ELA and Math Interventionist, do we qualify for an additional interventionist with the LCRS Grant?	No, schools will not receive both of these allocations.
40	INTERVENTIONISTS	For the ELA & Math interventionist support, is it a priority school as in Tier 3 or also Tier 2?	No, only Tier 3 Priority schools will receive the District-funded Interventionists.
41	IT SUPPORT TECHNICIAN	What if our school cannot afford an IT tech? Will we continue to receive support as we currently do?	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.
42	IT SUPPORT TECHNICIAN	What funding can we use to purchase IT? Title 1? TSP?	Title I (Program 7S046) and TSP-SENI (10552, 10947, 10948 & 10949) can be used to purchase IT Support Technicians.
43	IT SUPPORT TECHNICIAN	Regarding IT Techs, without purchasing, the district will no longer send techs for issues on campus, even if we submit tickets to ITS?	Schools that don't purchase IT Support Technicians 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.
44	IT SUPPORT TECHNICIAN	What happens to our tech issues if we don't purchase IT Techs?	Schools that don't purchase IT Support Technicians 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.
45	IT SUPPORT TECHNICIAN	Can the IT IOC be posted here?	Here's the IOC detailing the transition to the Itinerant Model for techs.
46	IT SUPPORT TECHNICIAN	Will we still have IT support if we don't purchase an IT Tech position?	Schools that don't purchase IT Support Technicians will continue to receive support from district-funded Techs. 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.

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER
47	IT SUPPORT TECHNICIAN	Pairing for IT Tech?	Here's the IOC detailing the transition to the Itinerant Model for Techs.
48	IT SUPPORT TECHNICIAN	For IT Techs, can we select the person?	When you complete the itinerant request form, you can indicate the name and employee number of the employee you would like to be assigned to your site. Information Technology Services (ITS) will consider this request when they complete their assignments. Please refer to the IOC for more information.
49	IT SUPPORT TECHNICIAN	The IOC says it will take 4-6 weeks and will only be remote support. That is brutal for small schools. Can small schools split a day with another school(s)?	Each school will be allowed to purchase 1-5 days 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) Please refer to the IOC for more information.
50	IT SUPPORT TECHNICIAN	We currently have an IT Tech who works 5 days a week. If we choose to fund him only 2-3 days a week, will we be able to keep him?	When you complete the itinerant request form, you can indicate the name and employee number of the employee you would like to be assigned to your site. Information Technology Services (ITS) will consider this request when they complete their assignments. Please refer to the IOC for more information.
51	IT SUPPORT TECHNICIAN	So, if we already have an ITD Support Technician and we hire for non-summer...will we get the same person?	When you complete the itinerant request form, you can indicate the name and employee number of the employee you would like to be assigned to your site. Information Technology Services (ITS) will consider this request when they complete their assignments. Please refer to the IOC for more information.
52	IT SUPPORT TECHNICIAN	Will the district still provide IT support if schools do not fund IT itinerants?	Schools that don't purchase IT Support Technicians 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.
53	IT SUPPORT TECHNICIAN	What are the chances we will lose our current IT Tech with their move to itinerant? Do the IT Techs know this change is happening and how it may affect them? Who is telling them?	It is difficult to state, at this time, the likelihood of retaining your current IT Support Technician. When you complete the itinerant request form, you can indicate the name and employee number of the employee you would like to be assigned to your site. Information Technology Services (ITS) will consider this

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER
			request when they complete their assignments. The likelihood will be determined by the amount of time that your school purchases and the demand for IT Tech services across the District.
54	ITINERANT NURSES	Will the District fund the Nurse? FT or PT?	Each school will receive a full-time School Nurse allocation as required by the UTLA contract.
55	LIBRARY AIDES	Will the District pay for Library Aides for 25-26?	For 2025-26, 6-hour Library Aide positions will be allocated to all elementary schools with grades K-5, including special education centers, in program code 13027. Schools have flexibility over the allocated Library Aide position. The allocated position may be repurposed, modified, or closed with the approval of the Regional Director. (Span schools with elementary and secondary enrollment will receive a Library Media Teacher.)
56	LIBRARY AIDES	Are Library Aides fully funded again?	For 2025-26, 6-hour Library Aide positions will be allocated to all elementary schools with grades K-5, including special education centers, in program code 13027. Schools have flexibility over the allocated Library Aide position. The allocated position may be repurposed, modified, or closed with the approval of the Regional Director. (Span schools with elementary and secondary enrollment will receive a Library Media Teacher.)
57	LIBRARY AIDES	Are we going to be allowed to re-allocate that and only have a part-time library aide?	In FY 2025-26, 6-hour Library Aide positions will be allocated to all elementary schools with grades K-5, including special education centers, in program code 13027. Schools will have flexibility over the allocated library aide position. The allocated position may be repurposed, modified, or closed with the approval of the Regional Director. Schools that reduce the library aide position to 3 hours/day can repurpose the difference.
58	LITERACY COACHES AND READING SPECIALISTS GRANT (LCRS)	Will any new schools receive the LCRS grant?	No additional schools will receive this grant.
59	MS COLLEGE AND CAREER COACHES	Are College and Career Coaches for MS still going to be funded by	We are still waiting for a decision on the allocation of this resource.

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER
		the District?	
60	MULTILINGUAL AND MULTICULTURAL EDUCATION (MMED) OFFICE	What is considered a high EL population?	There is no set number of students; Title III resources will be allocated to schools with the highest counts.
61	MULTILINGUAL AND MULTICULTURAL EDUCATION (MMED) OFFICE	Can you give us percentages for high international and high EL?	There is no set percentage of students; these resources will be allocated to schools with the highest counts.
62	MULTILINGUAL AND MULTICULTURAL EDUCATION (MMED) OFFICE	When will our schools determine if they are receiving MMALC and Newcomer Aide?	The Multilingual and Multicultural Education office (MMED) expects to send schools their allocation of coaches by January 6, 2025.
63	MULTILINGUAL AND MULTICULTURAL EDUCATION (MMED) OFFICE	Are refugees and international newcomers considered to be in the same category?	They are not. Students may qualify for 1 or both services. For example, a newcomer may also be a refugee and thus qualify for both services. MMED has 2 specialists and different programs to fit their specific needs.
64	MULTILINGUAL MULTICULTURAL ACADEMIC LANGUAGE COACH (MMALC)	When will we know if our MMALC will be funded?	The Multilingual and Multicultural Education (MMED) office expects to send schools their allocation of coaches by January 6, 2025.
65	MULTILINGUAL MULTICULTURAL ACADEMIC LANGUAGE COACH (MMALC)	If we received the MMALC position this year, will we have that position again next year?	It's not guaranteed, but planning for the position would be a good idea until you receive your official allocation.
66	MULTILINGUAL MULTICULTURAL ACADEMIC LANGUAGE COACH (MMALC)	When will we know if schools will keep their District-funded MMALC?	MMED expects to send schools their allocation of coaches by January 6, 2025.
67	MULTILINGUAL MULTICULTURAL ACADEMIC LANGUAGE COACH (MMALC)	What are the guidelines for receiving the Coach? The qualifying number of EL's?	It's not a specific number; rather, it's for the schools with the highest counts of ELs.
68	OPTIONS NORMING	Do we know if norming will change for Options schools?	There's no change in the staffing ratios for Options schools in FY2026.
69	POSITION SIMULATOR	Will a norm calculator be provided to us?	The ECAST Enrollment, Staffing Projections, and Position Simulator will be posted on the School Fiscal Services website .
70	POTENTIAL FUNDING VARIANCE (PFV)	Do schools set aside PFV or the district?	The District will set aside the Potential Funding Variance (PFV).

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER
71	POTENTIAL FUNDING VARIANCE (PFV)	Our allocation letters will already reflect the 5% PFV?	The allocation letters may not reflect the 5% PFV. It will, however, be reflected in Schools Front End (SFE) or on the School Budget Signature Forms.
72	PROP 28	Is there a template for the plan? The IOC only has the link for plan submission.	If you have questions, call the Arts Education Branch office at (213) 241-8222. Ask for Jantré or Jessica.
73	PROP. 28	Is there a plan template for Program 11421? We did not have to write a plan for it last year.	The plan requirement for Program 11421 is not new for FY 2025-26. Schools are required to submit a plan for the 2024-205 FY. The template for the 2025-2026 plan will be sent to principals.
74	PROP. 28	Where can we find the Prop. 28 plan template?	The template for the 2025-2026 plan will be sent to principals. If you have questions, call the Arts Education Branch office at (213)241-8222. Ask for Jantré Christian or Jessica Williams.
75	PROP. 28	Do we still do a plan for Prop. 28 if we are required to use 80% of our allocation in that program to purchase an Arts Itinerant teacher?	Yes, a plan is still required.
76	PSYCHIATRIC SOCIAL WORKER (PSW)	Will Option Schools 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.
77	PSYCHIATRIC SOCIAL WORKER (PSW)	If our school currently has less than 600, but we closed the school year in June with 600 or more students, will we get a PSW for 2025-2026?	In 2025-26, schools with ECAST enrollment of 600 students or more will receive a full-time Psychiatric Social Worker (PSW), and schools with enrollment of 1,200 or more will receive an additional PSW allocation (2 FTEs total), as required by the UTLA contract. Schools with ECAST enrollment of less than 600 students will not receive a PSW allocation from the District.
78	PSYCHIATRIC SOCIAL WORKER (PSW)	What about small schools with under 600 students? Will a 1–3-day PSW be allocated?	Schools with ECAST enrollment less than 600 students will not receive a PSW allocation from the District.

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER
79	PSYCHIATRIC SOCIAL WORKER (PSW)	Will there be any increase or expected assignment for Options school sites?	At this time, we don't anticipate any change to the PSW allocation for Options schools.
80	PSYCHIATRIC SOCIAL WORKER (PSW)	We have two LAUSD schools on the same campus with 1,100 total students. Can we get one PSW to service both LAUSD schools?	<ul style="list-style-type: none"> • The PSW allocation will be based on each school's enrollment rather than the combined enrollment of schools on the same campus.
81	PUPIL SERVICES AND ATTENDANCE COUNSELOR (PSA)	What date was/ is used for the chronic absentee data for PSA allocation?	The PSA allocation is based on the cumulative absenteeism rate from August to November
82	SCHOOL FISCAL SERVICES WEBSITE	Is everything going to be listed on the fiscal website?	<p>A number of resources will be posted to the School Fiscal Services website, including:</p> <ul style="list-style-type: none"> • 2025-26 School Budget Development Memo • Special Education Budget Development Memo • Carryover Memo • General Fund School Programs Manual • Employee Benefit Rates • Estimated Rate Sheets • SPSA Program and Budget Handbook • Targeted Student Population (TSP) Digital Notebook • Comparative Title I School Data <p>Title I Ranking and Allocation Summary</p>
83	SCHOOL PLAN FOR STUDENT ACHIEVEMENT (SPSA)	When is the SPSA due?	Schools will need to contact their Regional Title I Coordinators for more information, as timelines may vary.
84	SCHOOL PLAN FOR STUDENT ACHIEVEMENT (SPSA)	How do we add our coordinator to the SPSA plan to help us to write it?	When you log on to the school plan, under school identification, you can add up to 20 school staff members to help you write the plan.
85	SCHOOL SITE COUNCIL (SSC) MEETINGS	In the past, we have had to give a presentation to parents after the allocation letters have been released but before the SPSA's approval. Are we still required to have that meeting within that timeframe?	Yes, this is still required.

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER				
86	SENI OFFICE HOURS	Can we please get the Office Hours flyer?	Here's the link to the ESPO TSP Plan Office Hours flyer .				
87	SENI RANKINGS	Is there a link for the SENI rankings?	School SENI rankings are published on the LCAP website: https://www.lausd.org/Page/17238				
88	SENI RANKINGS	How do I know if a SENI ranking is effective? Where do I find that information? I don't understand the LCAP website.	<p>Please contact the Equitable Schools Performance Office (ESPO) Instruction School Plans Team with questions.</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; vertical-align: top;"> <p>GEORGINA GRAVINO Coordinator gxx4631@lausd.net</p> </td> <td style="text-align: center; vertical-align: top;"> <p>ELYSE PYUN Coordinator ehp9385@lausd.net</p> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <p>HELEN YU Administrator of Instruction Elementary helen.yu@lausd.net</p> </td> <td style="text-align: center; vertical-align: top;"> <p>ALEJANDRA SÁNCHEZ Administrator of Instruction Secondary alejandra.sánchez@lausd.net</p> </td> </tr> </table>	<p>GEORGINA GRAVINO Coordinator gxx4631@lausd.net</p>	<p>ELYSE PYUN Coordinator ehp9385@lausd.net</p>	<p>HELEN YU Administrator of Instruction Elementary helen.yu@lausd.net</p>	<p>ALEJANDRA SÁNCHEZ Administrator of Instruction Secondary alejandra.sánchez@lausd.net</p>
<p>GEORGINA GRAVINO Coordinator gxx4631@lausd.net</p>	<p>ELYSE PYUN Coordinator ehp9385@lausd.net</p>						
<p>HELEN YU Administrator of Instruction Elementary helen.yu@lausd.net</p>	<p>ALEJANDRA SÁNCHEZ Administrator of Instruction Secondary alejandra.sánchez@lausd.net</p>						
89	SENI RUBRIC	Where can I find the rubric?	It's in the TSP Plan BD Training: https://drive.google.com/file/d/1snUzQIXK3lc4u-PPpC1dXzhh3xU5-pP/view?usp=sharing and in the TSP Plan Digital Notebook 2025-2026 TSP Plan Digital Notebook.pdf				
90	SOFTWARE LICENSES	For software, do we have to list it as SIM for the initial purchase and then use Software License Main for additional purchases?	Yes, follow the same guidelines and policies for 7E046 and 7S046.				
91	STAFF CONFERENCE ATTENDANCE	Conference-related expenditures/items aren't currently accessible in School Front End or the Estimated Rate sheets for Title I.	You can use Commitment Item 520002 for expenses related to Staff Conference Attendance (Conf. Reg, hotel, airfare).				
92	STAFFING BULLETINS	Are the new norm tables going to be out on December 10?	Yes, the Staffing Bulletins were posted on the School Fiscal Services website on 12/10/2024.				
93	STAFFING BULLETINS	Will the staffing bulletins be updated to reflect the new ratios?	Yes, the Staffing Bulletins were posted on the School Fiscal Services website on 12/10/2024.				

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER																			
94	STAFFING BULLETINS	Can you include the ratios for Priority and Non-Priority schools? How about PHBAO?	Yes, the updated Staffing Bulletins posted on the School Fiscal Services website include PHBAO and non-PHBAO ratios and the ratios for Priority and Non-Priority schools which are now the same.																			
95	SUPPLANTING	Can I change the funding line if I funded my TSP position from the 10947 but now want to fund it from the 13027?	You can change the funding line for school-funded positions as long as the new program allows you to fund the position.																			
96	TEACHER/PARENT ACTIVITY DIFFERENTIAL	The teacher/parent activity differential, what are the expectations or where can I find a description?	The Program and Budget Handbook provides a description of the teacher/parent activity differential but it's really guided by the school principal. There isn't a set number of hours, it just needs to be used for providing support to families around the instructional program.																			
97	TEACHER RATE	Is the new standard teacher rate \$101?	The average hourly rate for teacher x-time is \$102.53 in FY26. Here's the link to the School Fiscal Services Commonly Used Item Costs .																			
98	TITLE I RANKING	Any idea when the Title 1 ranking will be released?	For BD, we will use a projected low-income count to determine your preliminary ranking. Per pupil amounts have not been finalized.																			
99	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	So, a K/TK split will be normed at 20, correct?	UTK classrooms will be maximized to 20:1 by adding students from K-3 as needed.																			
100	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	There is no differentiation between TE/TK this year? Are all TK classes capped at 20, then? Just like TE classes?	Correct. For FY26, UTK only includes TK students who turn four by September 1, 2025, if their program placement is not Pre-K. These UTK classrooms will be maximized to 20:1 by adding students from K-3 as needed.																			
101	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	So, the norm - "reduced by an additional student" - takes it to how many students in UTK-3? Is it 22 now?	Here are the 2025-26 Class Size Averages for UTK & K-3. <table border="1" style="margin-top: 10px; width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="background-color: #D9E1F2;">Grade Level</th> <th colspan="2" style="background-color: #D9E1F2;">Regular Schools</th> <th colspan="2" style="background-color: #D9E1F2;">Magnet Schools</th> </tr> <tr> <th style="background-color: #D9E1F2;">PHBAO</th> <th style="background-color: #D9E1F2;">Non-PHBAO</th> <th style="background-color: #D9E1F2;">PHBAO</th> <th style="background-color: #D9E1F2;">Non-PHBAO</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">TK(UTK)</td> <td style="text-align: center;">20</td> <td style="text-align: center;">20</td> <td style="text-align: center;">20</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">K-3</td> <td style="text-align: center;">22</td> <td style="text-align: center;">22</td> <td style="text-align: center;">22</td> <td style="text-align: center;">22</td> </tr> </tbody> </table>	Grade Level	Regular Schools		Magnet Schools		PHBAO	Non-PHBAO	PHBAO	Non-PHBAO	TK(UTK)	20	20	20	20	K-3	22	22	22	22
Grade Level	Regular Schools		Magnet Schools																			
	PHBAO	Non-PHBAO	PHBAO	Non-PHBAO																		
TK(UTK)	20	20	20	20																		
K-3	22	22	22	22																		

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER																											
102	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	Does that mean the TK/K split will get a District-funded Instructional Aide?	Yes, UTK classrooms should 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.																											
103	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	If there's a TK/K split, does that mean the class size is no more than 20?	Yes, UTK classrooms will be maximized to 20:1 by adding students from K-3 as needed.																											
104	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	Clarifying: Schools will only enroll students who are TK eligible by birthdate? We will not enroll TE-eligible students?	For FY26, UTK only includes TK students who turn four by September 1, 2025, if their program placement is not Pre-K. These UTK classrooms will be maximized to 20:1 by adding students from K-3 as needed.																											
105	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	To clarify, if a class is a combination of TK and K, will the K students NOT count toward our norm numbers?	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.																											
106	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	Hmm...TK/K has a different curriculum...will the teacher get a differential?	In schools with student enrollment of greater than 175 in grades UTK-5, general education teachers assigned to teach in a multi-grade classroom after norm day to comply with contractual class size maximums shall be eligible to receive the following: <ul style="list-style-type: none"> a stipend of \$600 per semester in which the multigrade assignment is in effect 																											
107	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	Also, if there are 10 TK students, will that generate an Aide?	Yes, UTK classrooms should 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.																											
108	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	In the Q&A doc, can you include an example of how many positions a school would be allocated in TK-3 based on ECAST? In the past, we have had to include the UTK positions in our number of teaching positions.	E-CAST ENROLLMENT – SCHOOL A <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="6">Students by Grade</th> <th colspan="3">Grade Group Norm</th> </tr> <tr> <th>TK</th> <th>K</th> <th>1</th> <th>2</th> <th>3</th> <th>Total</th> <th>TK/K</th> <th>K-3</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>76</td> <td>78</td> <td>66</td> <td>81</td> <td>326</td> <td>40</td> <td>286</td> <td>326</td> </tr> </tbody> </table>	Students by Grade						Grade Group Norm			TK	K	1	2	3	Total	TK/K	K-3	Total	25	76	78	66	81	326	40	286	326
Students by Grade						Grade Group Norm																								
TK	K	1	2	3	Total	TK/K	K-3	Total																						
25	76	78	66	81	326	40	286	326																						

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER
			<ul style="list-style-type: none"> 20 TK students will form the first UTK class. 5 TK students and 15 K students will form the second UTK class. The UTK classes will be allocated 2 teachers and 2 instructional aides. The 61 remaining K students and the students in G1, G2, and G3 will form the K-3 norm group (286 total). Based on 22:1, the school will be normed for 13 teachers. For additional scenarios, please refer to the elementary staffing bulletin.
109	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	Can you clarify what you shared about when we have kindergarten students in a TK class and how that impacts our norms?	TK classrooms will be maximized to 20. For example, if your TK enrollment is less than twenty, let's say it's only 15; your TK class will be maximized to 20 by pulling 5 students from kindergarten. Then, if your total number of K-3 students is 200, you will need to subtract 5 students from that total to determine your K-3 teacher allocation.
110	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	If I have a class of 10 TK students and 10 K students, will the K students count in my K-3?	No, the 10 Kindergarteners would not count in your K-3 count because they have been incorporated into the TK norm numbers.
111	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	TK students did count in the K-3 norm ratios. Is that changing?	TK students counted in the K-3 norms before UTK. Before UTK, TK-3 was normed at 24:1. Two years ago, the state passed a law requiring us to enroll kids younger than 5, and UTK came into effect. UTK must be 20:1, so the UTK students were separated from the K-3 norm category.
112	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	The Division of Early Ed mentioned that if we had kindergarten and TK in one class, we should not have ETK-aged students in that class, correct?	In FY26, there will be no TE or ETK students. Any student who turns four by September 1, 2025, can enroll in TK.
113	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	Is the PALS program a separate entity with different class sizes or a part of the TK?	It is a separate program with different class sizes.
114	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK)	In a TK/K split, will we still be allocated an Instructional Aide? Even if there is one TK in that split?	Yes, UTK classrooms should maintain an average adult-to-pupil ratio of at least one adult to every 10 pupils; therefore, each class will be allocated an

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER
			Instructional Aide position.
115	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - UTK/CC	Does that include Spec Ed Teacher?	UTK/CC classrooms will continue to be staffed with a general education teacher, an instructional aide, an early childhood special education teacher, and a special education aide.
116	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - UTK/CC	How will the UTK/CC work?	UTK CC classrooms will continue to be staffed with a general education teacher, an instructional aide, an early childhood special education teacher, and a special education aide. They will be normed at a 20:1 ratio.
117	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - UTK/CC	My projected enrollment is 40 UTK students, and I have a UTK/CC class. How should I proceed? Should I assign 20 UTK students to one class, reserve 12 spots for the UTK/CC, and then combine the remaining UTK students with my Kindergarteners to create a class of 20?	No, the first class should include 20 General Ed. students, and the second class will be your UTK/CC class. It will consist of 12 students without IEPs and 8 students without IEPs.
118	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - UTK/CC	In my UTK/CC class this year, there were 3 students with IEPs and 18 without. I was told that I needed to increase the number of students with IEPs to 8, but then I was in jeopardy of losing the entire class because I didn't have enough students with IEPs. Is that going to happen again, or if I fill that class with all of the students with IEPs and as many students without IEPs as possible to get up to twenty, will that be okay?	The minimum number of students with IEP is 4 in a UTK/CC classroom. If you have less than 4, Special Ed. may recommend that the class be converted to a regular classroom, and the students will be given the option to enroll in a PALS class or in a school nearby.
119	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - UTK/CC	If I have 2 UTK CCs, am I automatically given 2 general ed. teachers, so I don't count them K-3 norm?	If your UTK/CC is only TK students, then your K-3 should reflect all of your K-3 students.
120	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - UTK/CC	For UTK/CC, do I have to cap it at 20 or can I keep it at 16 so I have some space for more kids with IEPs coming in during the year?	They will assume that your UTK/CC is at 20 for norming purposes. You can leave room for additional enrollment as long as your K-3 classrooms don't exceed the 22:1 ratio and no one class exceeds the class size maximums outlined in the UTLA agreement.
121	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) -	If we hit our 3rd or 4th IA after Norm Day, will we still get that IA at	Yes, the 10:1 ratio is state-mandated.

FY 2025-26 Budget Development Training
Q & A
Region North – 12/6/2024

#	TOPIC	QUESTION	ANSWER
	UTK/CC	that point?	
122	UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) - UTK/CC	Currently, UTK classes with Special needs students have two teachers. Will that be the same for 2025-26?	Yes, UTK CC classrooms will continue to be staffed with a general education teacher, an instructional aide, an early childhood special education teacher, and a special education aide.
123	UTLA CONSULTATION	How many days before it goes to School Site Council (SSC) for approval does the budget have to go to UTLA?	Please consult Staff Relations .