



LAUSD SCHOOL FISCAL SERVICES BRANCH

BUDGET UPDATES FOR SCHOOL STAFF

OCTOBER 2024

GENERAL EDUCATION NORM DAY SETTLE-UP

Norm Day Settle-up is the process of recalculating school resources based on validated Norm Day enrollment. It may cause schools to experience no change, an increase, or a decrease in resources.

Adjustments to Norm positions such as administrators, clerical staff (growth only), counselors, psychiatric social workers, and teachers have been processed.

All growth positions have been established and schools experiencing growth in the number of teacher, counselor, or clerical positions were notified on October 9, 2024.

Closures have also been implemented for teachers and counselors, where there are available vacancies. For schools with unimplemented teacher and counselor reductions, Personnel Specialists will be working with them on next steps. Schools should either displace or refund the extra employee immediately after norm day as the cost after norm day will be the responsibility of the school. Schools will only be able to refund their teacher norm losses with approval from their Regional Superintendents.

The Final Norm Enrollment and Staffing Dashboards available at <https://www.lausd.org/focus> will capture and display the final norm enrollment and staffing levels for FY 2025.

Adjustments to non-position resources in Program 13027 such as clerical subs, instructional materials, day to day subs, and general supplies have also been processed.

To view the adjustments to these resources, schools can run the School Resource Allocation Report in Schools Front End (SFE) using Fiscal Year 2025.

BII DIFFERENTIAL FOR SPECIAL EDUCATION AIDES

- Effective April 1, 2024, a new premium wage type differential is available for Special Education Assistants providing Behavior Intervention Implementation (BII) services.
- Beginning 06/12/2024, schools are required to report the new differential for eligible Special Education Assistants/Trainees.
- This differential will be funded by Special Education funds unless schools violate the guidelines. In those instances, the expenditure will be transferred to the General Fund School Program (13027).
- Please refer to the [Entering BII Differential for Eligible Special Education Assistants/Trainees Job Aid](#) for time reporting instructions.
- Please refer to the Behavior Intervention Implementation (BII) IOC dated September 25, 2024, for additional information.

2ND QUARTER BEST PRACTICES

- Review staff assignments
- Update control sheets
- Review Budget Availability Report
- Reconcile Imprest Fund
- Submit Imprest Fund reconciliations
- Review Final Norm Enrollment and Staffing Dashboards
- Process budget adjustments
- Process PO receivers

QUICK LINKS

[School Fiscal Services](#)

[SFS Training Site](#)

[Norm Enrollment & Staffing Dashboards](#)

UPCOMING TRAININGS

[Purchase Order History Report Training](#)

[Position with Incumbent Report Training](#)

[School Fiscal Services Open Houses](#)

CONTACT US

For questions on school budgets, please contact your Fiscal Specialist. List available on <https://www.lausd.org/Page/18257>.

Other School Fiscal representatives may also be contacted. Details are available on <https://www.lausd.org/Page/18257>.