



LAUSD SCHOOL FISCAL SERVICES BRANCH BUDGET UPDATES FOR SCHOOL STAFF

SEPTEMBER 2024

MONITORING NORM DAY ENROLLMENT

- Submitting accurate enrollment data at the school level ensures that LAUSD will receive revenue apportionments from the state and can allocate resources (staffing and materials) appropriately to schools, as well as make reliable forecasts for the future.
- Aside from the Norm Dashboard, enrollment data is reported on the Classification reports, available in MiSiS under State Reports. This data is captured at various times during the school year using three types of reports: daily (pre-norm), norm, and monthly.
- Schools must properly review enrollment data for accuracy of student grade level and course assignment, teacher/room assignment, and SDP designation. No Show students should be processed/ removed from the counts, and students' class schedules need to be completed and updated in MiSiS.

GENERAL EDUCATION NORM DAY PROCESS

- The classification report data captured for Norm Day is considered preliminary until it is validated by Central Office staff.
- Students must be enrolled, scheduled, and attended on Norm Day to be included for norming.
- Manual adjustments to the preliminary enrollment may be made for the following reasons:
 - Retroactive withdrawals
 - Students with 13 or more absences
 - Duplicated enrollments
 - Age ineligible students
 - Student enrolled in less than 2 credit bearing courses
 - Unprocessed No Shows
 - Incorrect SDP or General Ed. Designations
 - Incorrect grade level placement
- The norm staffing ratios will be followed for the following classifications:
 - Teachers
 - Counselors
 - Clerical (growth only)
 - Administrators
 - Psychiatric Social Workers
- For norm teacher gains, the positions will be funded effective July 1st.
- All other norm position gains and losses will be funded effective Norm Day, 09/13/24.
- If schools are above norm on Norm Day, it is very important they either displace or refund the extra teacher immediately after Norm Day. The cost after Norm Day will be the responsibility of the school.



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SPECIAL EDUCATION NORM DAY PROCESS AND TIMELINE

- Region Support staff have notified schools of any potential closures.
- All appeals are due by Friday, September 6, 2024. If no appeal was submitted for a proposed closure, then HR will be notified on September 16th and any incumbents in those programs will be displaced.
- The SPED Division will respond to all appeals no later than Tuesday, September 24, 2024. Immediately thereafter, any identified program closures whose appeals were denied will be submitted to HR, and those corresponding incumbents will be displaced.
- Schools will have until Friday, October 4, 2024 to complete HR displacement forms. Failure to displace by the October 4 deadline will result in expenditures being moved to their school site general fund program.

For questions, please contact the Region SEAs.

NORM DAY ADJUSTMENTS FOR TK AIDES

- Schools that have excess TK aide positions after Norm Day will have their allocations adjusted.
- If a school is determined to have excess TK aide positions, vacant positions will be closed first. If there are insufficient vacant aide positions to be closed, aides with the least seniority may be reassigned to a school site with a vacancy.
- Schools will be notified before any reassignments are made. Schools will also have the opportunity to purchase back any excess aide or teacher positions if they choose.
- If a school has an increase in UTK enrollment after norm day, and is in need of an additional aide, please send a classification report to Heng Lim (heng.lim@lausd.net).

FY 2023-24 CARRYOVER PROGRAMS

- The final carryover amounts for the carryover programs identified in [MEM-2464.20](#) dated March 11, 2024, will be available to schools on September 9, 2024.
- For SENI (Program 10552) and the General Fund School Program (Program 13027), the final carryover will be implemented as follows:
 - Priority Schools will receive 70% of their final carryover
 - Highest and High Needs Quintile Schools will receive 60% of their final carryover
 - All other schools will receive 50% of their final carryover
- For programs with advance carryover, please note that the final carryover amounts are adjusted for any advance carryover schools received in January and May 2024.
- Zero basis positions requested during budget development must be funded from the final carryover amounts.
- Please work with your Fiscal Specialist to clear programs with negative carryover amounts.



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UPCOMING TRAINING OPPORTUNITIES

SCHOOL DISCRETIONARY PROGRAMS REPORT

Thursday, September 19, 2024

This training will build capacity in understanding and utilizing the School Discretionary Programs Report.

SCHOOL FISCAL SERVICES OPEN HOUSES

Thursday, September 24, 2024

During this drop-in question and answer session, attendees will receive support with Fiscal and Student Body matters.

IMPREST TRAINING

Tuesday, October 1 — Friday, October 4, 2024

This course will explore the processes required to open and manage an Imprest account. Topics covered include reconciling, preparing reimbursement claims, and resolving common problems.

DEALING WITH NEGATIVES

Thursday, October 10, 2024

This training will discuss some of the reasons for overages and give tips on addressing them.

Visit us at <https://BudgetTraining.lausd.net/> for fiscal training information.