



Frequently Asked Questions: Budget Development 2021-22

Updated 3/19/2021

Please continue to send questions to pathtorecovery@lausd.net.

Additional Guidance and Frequently Asked Questions

RECOVERY FUNDING

What will the one-time funds cover?

The one-time resources below will be provided to schools for the 2021-22 school year. Schools are not required to purchase any of these items out of their own budgets.

Technology and Safety Equipment (this covers this year and 2021-22)

- Replacement of student computers which are 5-years and older or inoperable
- Student internet access devices for connectivity
- Air filtration and ventilation upgrades
- Personal Protective Equipment (masks, gloves, disinfectant)
- Continuation of digital applications used for online learning
- Camera systems for every classroom to support hybrid instruction (headsets, voice amplifiers and video soundbar equipment)

Staffing and Supports

- Additional custodial staff and services and overtime funding for existing custodial staff. Elementary schools will receive 3 hours of additional custodial time per day; secondary schools will receive 6 hours of additional time per day.
- Additional staff to address mental health needs, such as a Psychiatric Social Worker, or equivalent service, based on need
- Additional staff time to accelerate learning recovery for students with Individualized Education Programs and special education needs. This includes APEIS, Bridge Coordinator, Speech & Language, and Psychologist supports.
- Additional staff time for campus supervision, including ensuring social distancing, greeting students and providing support during transition periods – **NEW**

Is every school getting the same staffing allocations?

Allocations will vary based on various factors such as need and school type.

What mental health supports will I receive? - **NEW**

The District intends to allocate one (1) Psychiatric Social Worker (PSW) per school site for the 21-22 school year. However, in the event of a staffing shortage, an equivalent service may be provided, or PSWs may be shared based on school size and need. Schools should refrain from purchasing PSWs out of their own funds at this time.



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Psychiatric Social Workers will also be allocated at the Community of School and Local District levels.

Will Special Program Substitutes continue to support combination classes or secondary ELA and math classes? – NEW

Special Program Substitutes may be repurposed to support hybrid instruction based on student and programmatic needs.

What are the specifics on the additional custodial support? – NEW

For Elementary, Early Education Centers, Special Ed, Primary Centers (all K-5):

- Schools will receive 1-2 additional Custodians/Janitors (Contract employees), depending on size of school.
- Contract employee working hours 8:30am – 5:00pm
- Contract employees will take direction from the Plant Manager.
- Contract employees will be directed to focus on disinfecting high-touch items in common areas, offices, restrooms and classrooms between cohorts.
- Contract employees will assist with regular cleaning tasks from 3:00pm – 5:00PM. This will generate additional cleaning time and flexibility to the plant manager for extra cleaning and disinfecting.
- 1-3 hours of custodial overtime will be available to conduct nightly electrostatic disinfecting. School based custodial staff will have flexibility to bank unused time to conduct additional cleaning during weekend.

For Middle and High School (continuations are covered by the high school):

- Schools will receive 3 additional Custodians/Janitors (Contract employees)
- Contract employees working hours 8:30am – 5:00pm
- Contract employees will take direction from the Plant Manager.
- Contract employees will be directed to focus on disinfecting high-touch items in common areas, offices, and restrooms.
- Contract employees will assist with regular cleaning tasks from 3:00pm – 5:00PM. This will generate additional cleaning time and flexibility to the plant manager for extra cleaning and disinfecting.
- 6 hours of custodial overtime will be available to conduct nightly electrostatic disinfecting. School based custodial staff will have flexibility to bank unused time to conduct additional cleaning during weekend.

The amount of contract employees and overtime will vary for opportunity schools, adult and other smaller programs.



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Specific overtime hours assigned to each school will be determined by the Maintenance & Operation Program Manager and Area Operations Supervisor. Nightly usage of this time will be determined by the Plant Manager. Saturday intervention is separate.

How do I order Personal Protective Equipment and other safety and cleaning supplies? – NEW

Visit the LRP SHOPPING CART: https://psd.lausd.net/lrp_shopping_cart/ to initiate ordering process for Personal Protective Equipment, traffic cones and other safety supplies.

COVID-19 safety signs can be ordered here: <https://www.lausdrepro.net/>

How do I replace student computers and tablets older than 5 years old? - NEW

All computer and tablet replacements rely on accurate [Remedy data](#). Please ensure device status is up-to-date as soon as possible. IT Asset Management will validate device needs based on student enrollment with an additional 5% buffer starting in April 2021.

If devices “checked-out” plus “devices in inventory” is less than student enrollment, then there is a device deficit and devices will be provided.

If devices “checked-out” plus “devices in inventory” plus 5% buffer is more than student enrollment, then there is a device surplus. No additional devices will be provided unless device buffer falls below 5%.

How do I replace or repair broken devices 5 years old or newer? - NEW

Submit a [service request](#) to IT to have devices repaired.

TITLE I FUNDS

Do I have to revise my current School Plan for Student Achievement (SPSA) to include the new Title I allocation?

Whether or not your school has submitted a 2021-22 SPSA to the LD for approval and participated in the budget development process, you may select to reconvene the SSC, revise the SPSA to reflect the additional Title I funds that have been allocated, resubmit the SPSA to the LD for approval, and revisit the budget development process no later than April 19 or you may contact James Mundy (jmundy@lausd.net) **prior to** April 19 to let him know that you would like to submit the SPSA without the additional Title I funds



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and wait until mid-July or thereafter to meet with the SSC to further plan on the use of the additional funds. In this case, the school would be able to submit a modification to their SPSA.

STUDENT EQUITY NEEDS INDEX/TARGETED STUDENT POPULATION (SENI/TSP) FUNDS

Do I have to revise my current TSP plan to include the new allocation in 10552?

Whether or not your school has submitted a 2021-22 TSP to the LD/Community of School Administrator for approval and participated in the budget development process, you will revise the TSP plan based on previous stakeholder engagement to reflect the additional SENI/TSP funds that have been allocated, resubmit the TSP to your LD/Community of School Administrator for approval, and complete the budget development process no later than Monday, April 19 **or** you may contact your Community of School Administrator and Karen G. Long, Director Strategy and Innovation at karen.long@lausd.net to request additional time.

By when must the TSP plan be completed?

The TSP plan should be completed by the end of the new budget development deadline set for Monday, April 19. If you need additional time to complete the plan, please notify your Community of School Administrator and Karen G. Long, Director Strategy and Innovation at karen.long@lausd.net.

Does the new SENI allocation have to be spent in the same way as the initial allocation?

Yes, SENI / TSP funds, like the other Supplemental and Concentration funds, are also required to be spent on increased/ improved services and programs to close equity gaps for students who are English learners, low-income, and/or in foster care.

Will the TSP plan in the SPSA system reflect the new allocation?

Yes, the TSP plan in the SPSA system will reflect the original + new = total allocation for 2021-2022.

Do I need to include my 2020-2021 carryover in the TSP plan?

No, you will only include the lump sum total allocation in 10552 for the 2021-2022 school year in your TSP plan.



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How will I submit the revised TSP plan and budget information in SFE, Schools Front End?

The Fiscal Specialist assigned to your school will schedule a Budget Development appointment for you. You will submit your TSP plan online in the SPSA system. Your Community of Schools Administrator will review and approve your TSP plan.

BUDGET DEVELOPMENT

How do I schedule another budget meeting if I want to make changes to my 2021-22 budget?

Please contact your Local District Administrator to reschedule your meeting. The last day for budget development is April 19th. The next opportunity to revise your budget is when the system reopens in mid-July 2021.

If I have already budgeted for items covered by the recovery plan, can I adjust my budget?

Yes. If you have budgeted for items covered by the recovery plan, you may adjust your budget by April 19th or in July when the system reopens.

CONTACT INFORMATION

Budget development	School Fiscal Specialist
TSP plan content	Karen Long at karen.long@lausd.net
SPSA	Local District Title I Coordinator
TSP plan approval	Community of Schools Administrator
Recovery funds	pathrecovery@lausd.net

As details regarding additional funding and resources for your schools are determined, we will send you an update and include that information on the Principals' Portal (link [here](#)) and the 2021-22 School Budget Development Resources page (link [here](#)).