INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District

Budget Services and Financial Planning Division

TO: School Principals DATE: January 25, 2024

Regional Teams

FROM: Saman Bravo-Karimi $\leq \beta \mathcal{K}$

Senior Executive Director of Finance Policy

SUBJECT: 2024-25 SCHOOL BUDGET DEVELOPMENT PLANNING

The purpose of this communication is to share pertinent dates and information in preparation for the 2024-25 budget development period.

KEY DATES

Dates (2024)	Description
January 12	Enrollment forecast available to schools
	Budget development materials (rate sheets/shopping list,
February 9	staffing ratios, etc.) can be accessed through School Fiscal
	Services Branch's website at https://achieve.lausd.net/sfs
February 9	Allocation letters will be sent to schools
February 12 – 23	School budget planning period
February 13 – April 5	Schools Front End (SFE) available for budget data
	entry/budget implementation
April 5	Last day to enter data in SFE for 2024-25 budget
	development purposes; deadline is 5:00 pm

The school budget planning period from February 12-23 is time for schools to develop their budgets. Regional Directors will meet with school principals during the planning period to review, discuss and approve their budgets. Budget Development appointments with fiscal specialists will begin immediately after the planning period.

Throughout the year, school administrators should be meeting with their applicable advisory committee(s) and School Site Council to discuss student needs, data and progress. In addition, school administrators are to hold an Annual School Goals and Budget Consultation Session to engage their community-at-large in learning about data, needs assessment, and the budget development process. These meetings should occur prior to the Budget Development appointment, and verification of these meetings is to be completed in the Principal Portal. To better facilitate the budgeting process, please complete and bring the following documents to the Budget Development appointment:

- 1. Signed School Budget Signature Forms for each program code
- 2. 2024-25 School Plan for Student Achievement (SPSA) that describes the actions/tasks and costs
- 3. SPSA Budget Summary Page
- 4. Signed Employee Roster Letter

- 5. Manual Budget Adjustment Requests indicating positions funded with grants
- 6. Teacher Assistant Reduction-In-Force HR Form 5009 for teacher assistant positions that will not be funded in 2024-25
- 7. Alternate Staffing Pattern (ASP) request form for schools that currently have ASP in place

Federal and State Education Programs has a variety of tools to assist in the development of the SPSA located at https://achieve.lausd.net/Page/12036. In addition, modules were developed to assist school-site leaders with hosting advisory committee, School Site Council and community-at-large meetings. Available at https://achieve.lausd.net/Page/9651, these modules provide guidance on conducting an Assets and Needs Assessment, examining data, and more. If you have questions and/or would like guidance on strategies to engage families, contact your Region's Family and Community Engagement (FACE) point of contact.

BUDGET DEVELOPMENT TRAINING

The budget development training for FY 2024-25 will be provided centrally to provide training that is consistent, coherent, and efficient. As part of the training, partners from Federal and State Education Programs, Multilingual and Multicultural Programs, Parent and Community Engagement Services, Equitable School Performance Office, Human Resources, Personnel Commission, and School Fiscal Services Branch will be available to support.

The training will be held virtually as follows:

Region South	
Friday, February 2, 2024	
8:30 am -12:00 am Secondary	
1:00 pm – 4:30 pm Elementary	
Region East	
Monday, February 5, 2024	
8:30 am -12:00 am Elementary	
1:00 pm – 4:30 pm Secondary	
Region West	
Tuesday, February 6, 2024	
8:30 am -12:00 am Elementary	
1:00 pm – 4:30 pm Secondary	
Region North	
Thursday, February 8, 2024	
8:30 am -12:00 am Elementary	
1:00 pm – 4:30 pm Secondary	
In Person – All Regions	
Limited Capacity at Beaudry	
Room 2-131	
Friday, February 9, 2024	
8:30 am – 12:00 pm	

REGISTRATION: All participants must register prior to the training through the following link. <u>FY</u> 2024-2025 Budget Development Training (csod.com)

STAFF ATTENDEES: Regional Director, Principal, School Administrative Assistant, Coordinator/Designee, or other person responsible for Categorical Programs. This team will have the responsibility of training the School Site Council and the Advisory Committees.

DROP-IN SESSIONS (OPTIONAL)

The following optional drop-in sessions are available for school teams:

Drop-In Session (All Regions)

Wednesday, February 14, 2024 10:00 am - 11:00 am 1:00 pm - 2:00 pm Zoom Link:

https://lausd.zoom.us/j/88255235143?pwd=dDNRaTk3b1FvUEl5WXl1RU92dkpmZz09

Drop-In Session (All Regions)

Thursday, February 15, 2024 10:00 am - 11:00 am 1:00 pm - 2:00 pm Zoom Link:

https://lausd.zoom.us/j/88255235143?pwd=dDNRaTk3b1FvUEl5WXl1RU92dkpmZz09

If you have any questions, please email <u>budget-info@lausd.net</u> or your fiscal specialist.

Attachment - References for School Budget Development

c: Pedro Salcido
Karla V. Estrada
Kristen K. Murphy
David Hart
Nolberto Delgadillo
Amanda Wherritt
Patricia Chambers
Pia Sadaqatmal

References for School Budget Development

The following items can be accessed from the School Fiscal Services Branch's website at https://achieve.lausd.net/Page/18778.

- 1. 2024-25 School Budget Development Memo
- 2. Stakeholder Engagement Information
- 3. Targeted Student Population (TSP) Plan Guidance and FAQs
- 4. Carryover Memo
- 6. Select K-12 School Resources and Basis of Allocation
- 7. Staffing/Position Simulator
- 8. Staffing Bulletins
- 9. Estimated Rate Sheets (cost of positions)
- 10. Employee Benefit Rates
- 11. Request to Purchase Itinerant Personnel
- 12. Budget Adjustment Request form
- 13. Class Size Table by Type of School
- 14. Dual Language Education Programs FAQs
- 15. Request for Alternate Staffing Pattern
- 16. Special Education Budget Development Memo
- 17. Special Education Budget Development Appeals form
- 18. SPSA Program and Budget Handbook
- 19. Comparative Title I School Data
- 20. Title I School Ranking In Alphabetical Order
- 21. Title I School Ranking By Rank Order
- 22. General Fund School Programs Manual