

# General Fund School Program Manual

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Fiscal Year 2013 – 2014

**Budget Services & Financial Planning Division**

**7/30/2013**

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**General Fund School Program Manual  
Fiscal Year 2013 - 2014**

## Introduction

The District has traditionally allocated resources to schools in the form of positions using staffing ratios and other dollars in various program codes. To improve the District's budgeting process for schools, most General Fund programs will be allocated to one (1) program code, 13027, General Fund School Program. Schools will use their allocations to develop budgets that meet the needs of local school instructional and operational programs within the constraints of State and Federal laws, court orders and consent decrees, collective bargaining agreements, Personnel Commission Rules, and the Human Resources Division.

## Allocating Resources to Schools

Schools currently receive the following types of resources and services:

1. Funding to support the basic operational and instructional program at the school site. These funds support core positions such as administrators, teachers, and clerical staff.
2. Resources specific to individual school site needs, such as campus aides, donations, and library fines.
3. Centrally-budgeted resources and services, such as school police and gardeners.
4. Categorical allocations distributed by student characteristics, such as low-income or English Learner status. These resources are meant to supplement, not supplant, the school's core program. The [Program and Budget Handbook](#) produced by the Federal and State Education Programs Branch provides further detail on effectively using categorical resources to enhance the core program.

Schools will receive an allocation aligned to the cost of the programs identified for inclusion in the General Fund School Program. Staffing will continue to be based on the District's norm tables. Please see Attachment B, List of Budget Item Rates, for non-position resources rates.

These programs are:

- Administrators
- Assistant Principal, Secondary Counseling Services (APSCS)
- Clerical Substitutes
- Clerical Support
- Counselors
- Custodial Supplies
- Custodians
- Day to Day Substitutes, Teachers
- Financial Managers
- Instructional Materials Account

- Longevity and Salary Differentials (Certificated and Classified)
- Nurses
- Psychologists
- Registration Adviser Time
- School Discretionary Per Pupil
- Teacher Activity Differentials
- Teachers
- Temporary Personnel Account (TPA)

Please see Attachment A entitled, “**List of Existing Program Codes Collapsed into Program 13027.**”

## Norm Day Settle-Up

Each school’s projected expenditures will be updated to reflect staffing ratios and resources based on Norm Day enrollment counts. For schools gaining resources, Budget Services will open positions and allocate additional resources. For schools losing resources, Budget Services will close positions and reduce resources.

Resources for nurses will not be updated for Norm Day enrollment counts.

## Guidelines for Budgeting the Unrestricted Revenue Allocation

As stated earlier, schools have the flexibility to implement budgets that meet the unique instructional and operational priorities of their school site within certain requirements. Schools are encouraged to consider all of their available resources, including categorical funds, as they build their budgets.

The flexibility for resources is subject to State and Federal laws, collective bargaining unit agreements, Personnel Commission Rules, Human Resources Division Rules, court orders and consent decree.

## General Guidelines

1. ***If schools implement flexibility over positions, these positions cannot be re-purchased from Specially Funded programs. This is to ensure that Specially Funded resources supplement, not supplant, the District’s core program.***
2. ***If a school purchases positions in excess of the District’s staffing levels, the school is responsible to fund sufficient dollars to cover all benefited absences and substitute days. For teachers, the school should budget a minimum of 10 days of substitute time for those additional positions.***
3. ***Each fiscal year during Budget Development, the District will reset school staffing patterns to match the District’s recommended levels of staffing. Therefore, flexibility must be implemented on an annual basis.***
4. ***Schools will budget filled positions at employees’ actual salaries. Schools will budget vacant positions at the District’s average cost. To identify average salary rates for entry into the School Budget Signature Form, schools must refer to the 2013-2014 Estimated Rates by Budget Item list. This list is available online in Schools Front End and the School Fiscal Services website (<http://sfs.lausd.net/>).***

During Budget Development, if a school knows that an employee is retiring, the retiree’s budgeted position level should not be changed.

5. *Some schools may receive augmentations to their school's budget for various resources. If a school receives an augmentation for a particular resource, the school may not exercise flexibility over the same resource allocated as part of the General Fund. Augmented resources must supplement, not supplant, General Fund resources. For example, if a school receives an additional Assistant Principal as an augmented resource, then the school cannot exercise flexibility over Assistant Principals allocated as part of the General Fund.*

The flexibilities that apply to line-item resources are described below.

## Certificated Employee Guidelines

1. **Teachers, Register Carrying.** The following guidelines apply:
  - a. The United Teachers Los Angeles and Los Angeles Unified School District Agreement, Article XVIII -Class Size should be adhered to. If the District's financial condition is such that Article XVIII – Class Size cannot be met, the class sizes should not exceed 2013-2014 class size maximums approved by the Board of Education. (See the School Fiscal Services website for 2013-2014 teacher staffing ratios.)
  - b. The unrestricted revenue allocation for elementary schools will include revenue for K-3 Class Size Reduction (CSR) based on K-3 enrollment. Schools will be held accountable for penalties incurred if they do not meet K-3 Class Size requirements by April 15.
  - c. Schools may convert a vacant secondary teacher position into auxiliary periods. The school must submit a completed "Request for Auxiliary Teacher" form to the school's Instructional Director and Personnel Specialist for approval after Norm Day implementation is completed.
2. **Principal:** The California Education Code defines a school as having a principal.
3. **AP, Secondary Counseling Services (0531):** At least one certificated employee at secondary schools must have a counseling or Pupil Personnel Services (PPS) credential. If an employee other than an APSCS has a counseling or Pupil Personnel Services credential, schools may submit a request for an Alternate Staffing Pattern (ASP) to Administrative Assignments in the Human Resources Division. In this case, schools may instead request to fund an Assistant Principal, Secondary (Generic) (0659) or a Temporary Adviser, Instructional Specialist (0508) in lieu of an APSCS. The employee with the counseling and/or PPS credential will need to be identified. If approved, Budget Services will change the job title accordingly. If an ASP is granted during Budget Development, but the employee identified during this process is no longer at the school effective July 1, 2013, the school will need to identify another employee who meets the credential criteria. If they are unable to do so, the position will need to be converted back to Assistant Principal, Secondary Counseling Services (0531). See the attached form for the Alternate Staffing Pattern.
4. **Assistant Principal, Secondary (Generic) (0659):** Schools may budget for this classification but are not required to purchase this position.
5. **Temporary Adviser, Instructional Specialist (0508):** Schools may budget for a Temporary Adviser, Instructional Specialist as long as the school complies with item number 3 above.
  - The primary duties of a Temporary Adviser, Instructional Specialist are:
    1. Assists schools in implementing core and supplemental instructional programs.
    2. Supports school leadership teams in developing long and short-range plans for academic achievement.
    3. Organizes and facilitates meetings and professional development for school personnel.
    4. Serves as a team resource to schools, parents, and students.
  - All administrative position purchases must have the approval of the Educational Service Center Superintendent or designee.

- 6. Substitutes, Teacher Day to Day:** Schools will be funded 10 days per norm-generated register-carrying teacher for day-to-day teacher substitute time. A minimum of 10 days of substitute time per register-carrying teacher should be budgeted. However, teacher attendance rates may vary at individual schools.
- a. If teacher attendance is high, schools will have more resources available to support other school-site needs. On the other hand, schools with low teacher attendance will need to budget using the District's standard. The District will review absence data throughout the year and share with Administrators of Operations at ESCs accordingly.
  - b. For register-carrying teachers that are budgeted through Specially-Funded Programs (i.e. Title I, EIA, and QEIA), substitute time will be allocated 6 days after budget development in program code 13027. The first four days of substitute time must be reported from the funded program for the position.
  - c. The day-to-day substitute rate includes the higher cost of Contracted Pool Teachers functioning as first substitutes of the day. The rate also includes the possible cost of absences in excess of 10 days.
  - d. The cost of long-term substitutes for employees on paid leaves of absence will be covered by the District. However, the cost of a long-term substitute for a vacant position or for an employee on unpaid leave is covered by the position's budget.
  - e. Schools will report all substitute time (including time for long-term leaves) under Program 13027. All other programs (i.e. 11024, 11071, 11074, 11065, and 11645) previously used to time-report day-to-day substitutes will be closed for Fiscal Year 2013-2014. This is in order to improve time reporting, accountability, and transparency for substitutes at school sites.
- 7. Nurses:** Mandated health requirements must be met. Once the District's minimum requirements are budgeted in program 13027, additional categorical supplemental resources (supplement, not supplant) may be purchased. Minimum requirements are established by the appropriate support unit. The Staffing and Resources Report in Schools Front End reflects the minimum requirement. Nurse resources will not be adjusted based on Norm Day enrollment counts.
- 8. Counselors (0533):** Mandated counseling requirements must be met. General Fund resources must be budgeted in program 13027 to meet the District's minimum requirements in order to purchase categorical supplemental resources (supplement, not supplant). Schools that receive Quality Education Investment Act (QEIA) funds and have a minimum Counselor staffing greater than one (i.e. minimum number of Counselors of 2) must leave a base of one counselor position in program 13027, and may fund the other required counselor position using the Quality Education Investment Act (QEIA) program. Additional Counselor positions may be purchased using categorical supplemental resources. The Staffing and Resources Report in Schools Front End reflects the minimum requirement.
- 9. Psychologists:** The District's minimum requirements must be budgeted in program 13027 before utilizing categorical supplemental resources (supplement, not supplant). In addition, General Fund dollars must be in place for interventions and for identification of special education students before restricted resources can be used. Minimum requirements are established by the appropriate support unit. The Staffing and Resources Report in Schools Front End reflects the minimum requirement.

## Classified Employee Guidelines

In developing their school site budgets, schools should meet the following guidelines for Classified positions:

- 1. MCD Clerical Position:** A clerical staff member, usually an Office Technician, must provide support for the Modified Consent Decree (MCD). The requirement is:

- a. 0.50 Full Time Equivalent (FTE) for (a) elementary schools with enrollment below 500; (b) middle schools with enrollment below 1,000; and (c) senior high schools with enrollment below 1,700.
  - b. 1 FTE for (a) elementary schools with enrollment of 500 or more; (b) middle schools with enrollment of 1,000 or more; and (c) senior high schools with enrollment of 1,700 or more.
  - c. School sites sharing a facility must each budget for the legally required MCD clerical position. For example, if three (3) schools share a school facility and each school's MCD clerical position requirement is 0.50 FTE, then each school site location must have a 0.50 FTE clerical position. Or, the schools may combine the positions and fund one (1) full time equivalent clerical position plus a 0.50 FTE clerical position.
- 2. Building & Grounds Workers, School Facilities Attendants, Pool Custodians, Plant Managers, and Assistant Plant Managers:** There must be sufficient custodial support to maintain the cleanliness of the campus. All Plant Manager, Assistant Plant Manager, Building & Grounds Worker, and Swimming Pool Custodian positions must be budgeted at "A" basis. School Facilities Attendant positions must be budgeted at "C" basis. Employees should not work out of their respective classifications. In addition, the Plant Manager and Assistant Plant Manager Position levels are determined by Personnel Commission and must be adhered to. See the Personnel Commission website for classified job descriptions. Custodial allotment hours in the General Fund School Program do not include Continuation High School or Adult School hours. However, if the school's campus houses a charter school, then the custodial hours include the enrollment and square footage of the charter school.
- a. Prior to increasing or decreasing hours for a partial position, contact Maintenance & Operations personnel Douglas Anderson ([douglas.anderson@lausd.net](mailto:douglas.anderson@lausd.net)) or Lin Su-Chu (Susan) Liao ([susan.liao@lausd.net](mailto:susan.liao@lausd.net)) to verify if the existing hours are combined with other program hours to make a full (1.0 FTE) position.
  - b. When increasing hours for a position, close the existing position control number and create a new position control number.
- 3. Office Technicians, Financial Managers, and School Administrative Assistants:** Employees should not work outside of their respective classifications. Schools may not purchase another classification in place of these positions, unless Personnel Commission issues approval prior to closing these positions. See the Personnel Commission website for classified job descriptions.
- 4. Clerical substitutes must be time-reported out of Program 13027.**

## Other Guidelines

1. **Degree Differentials/Longevity (Sal) Certificated, Differentials/Longevity (Sal) Classified:** Collective bargaining requirements require that schools budget for these resources. The Staffing and Resources Report in School Front End reflects the minimum requirements for the school site.
2. **Teacher Activity Differential, Registration Adviser Time, Temporary Personnel time, & Classified Substitute Time:** Schools may budget for the teacher activity differential, pre-registration adviser time, and classified substitute time at their discretion. The differential amount is subject to collective bargaining agreements for the rate of pay.
3. **Reserve Officers' Training Corps Teachers (JROTC Instructors & Senior Instructors):** For schools that choose to open a JROTC class, the District will fund 0.5 FTE of each teaching position centrally. The school must use Program 13027 funds to purchase the other 0.5 FTE of each position. The program requires that all JROTC positions must be established at "B" basis. This program also requires two (2) teacher positions.
4. **Instructional Materials Account & General Supplies:** Budget at the discretion of your school's need.
5. **National Board Certified (NBC) Teachers:** The District will cover the cost of the NBC differential.
6. **The dollars for advances in Salary Table Pay Scale levels will be allocated in program 13027.** The District will determine the costs of pay scale advances after the Human Resources Division and Personnel Commission have processed Norm Day assignments. If the net cost of positions is projected to increase, then the District will adjust positions to their respective incumbents' pay scale levels accordingly. If the net cost of positions is projected to

decrease, schools will retain the dollars. For newly created positions, the District will provide an amount equivalent to the District's average cost of those positions. If a school budgets for a newly-created position at less than the District's average, then the school will be responsible for covering any changes in position costs once the position is filled.

7. **If a school purchases positions in excess of District staffing levels, the school is responsible to fund any changes in assignment costs.** For example, suppose a school's required number of teachers is 25, but the school budgets for 26 teacher positions. For the one additional teacher position purchased, the school must fund any salary changes, such as a step increase or a differential, out of its own allocation. For the other 25 positions, the District will adjust position costs accordingly if necessary. In addition, the school is responsible for sufficiently funding all benefited absences.

## Engaging the School Community in the Budget-Building Process

Because transparency is a key goal of the District, principals are expected to engage their school community in the budget-building process. Principals shall convene their school stakeholders for a collaborative discussion about their school's priorities, the Superintendent's instructional goals and priorities, the school's other strategic documents, and how best to budget the school's unrestricted resources to meet those priorities. The school principal will have final budget decision-making authority for Program 13027 funds, except as defined under Local School Leadership Council Budget Authority and subject to the approval of the Educational Service Center Superintendent or designee.

## Local School Leadership Council Budget Authority (Article XXVII, Section 2.4 (b)5 of the District – UTLA Collective Bargaining Agreement)

Schools implementing the Local School Leadership Council (LSLC) budget authority will have the same authority preserved (neither expanded nor reduced) under Object Code/Commitment Item 4310/430010 of Program Code 13027. Local School Leadership Council budget authority will continue to require LSLC approval to transfer funds out of object code/commitment item 4310/430010. On the other hand, if additional funds are transferred in from other object codes/commitment items or program codes the LSCL will not have budget authority. For example, during budget development the school is allocated \$5,000 in commitment item 430010. The LSLC will have budget authority over the \$5,000. Then, \$1,000 is transferred from commitment item 450001 to 430010. The LSLC will not have budget authority over the \$1,000.

Please see the Budgeting for Student Achievement (BSA) website ([bsa.lausd.net](http://bsa.lausd.net)) for the training module entitled "Stakeholder Engagement." Additional training modules are available on the BSA website and the Learning Zone to support the school's budget development and planning process.

## Documents for the Budget Development Process

Below are documents that schools should keep handy.

1. **Estimated Rates by Budget Item.** Schools will budget filled positions at employees' actual salaries and vacant positions at the District's average cost. To identify average salary rates for entry into the School Budget Signature Form, schools must refer to the 2013-2014 Estimated Rates by Budget Item list. This list is available online in Schools Front End. The shopping list contains pre-approved budget items and their cost per Full Time Equivalent (FTE)/item (at different steps and columns for personnel salary items) that schools may purchase out of their



unrestricted revenue allocation. The list also includes non-salary items. Please consult your Fiscal Specialist for assistance.

2. **Budget Signature Form.** Schools will use the School Budget Signature Form to build their Program 13027 budget. The School Budget Signature Form is available in Schools Front End. The signature form includes the school's General Fund School Program allocation and displays the positions currently funded at the school site. Schools will review the signature form to identify the positions they want to continue to fund and the positions they want to close in Schools Front End. If schools decide to open new positions, they will enter this information in Schools Front End.
3. **Request for Personnel Action.** At the end of the budget development process, Budget Services Division will provide data for positions closed or not funded during budget development to the Human Resources Division and Personnel Commission. Filling newly-established and vacant positions will require submittal of the Request for Personnel Action form. Please contact your Fiscal Specialist for assistance.
4. A new report is available in Schools Front End on the Reports Tab.
  - a. The **Staffing and Resources Report** summarizes school resources by Job ID, Budget Item Description, or Commitment Item Description. Version BP1, Fiscal Year 2014, Program 13027 displays staffing and resources based on State and Federal Law, Collective Bargaining Agreements, Personnel Commission Rules, Human Resources Division Rules, Court Orders, and Consent Decrees. The above selection criteria will display for all K-12 schools.

## Additional Policies

Below are some additional policies that schools should be cognizant of.

1. **School Site Salary Savings for Unfilled Positions.** Schools may transfer salary savings in positions that have been vacant and unfilled to other salary or non-salary items.
2. **Budget Transfers.** Schools may transfer any available amount to and from any commitment item within Program 13027.

## Time Reporting

Since Program 13027 will replace the individual program codes listed in Appendix A, schools will no longer time-report in those program codes. Schools will time-report any positions purchased with Program 13027 funds in Program 13027. Schools will also time-report day-to-day substitute time for register-carrying teachers purchased from Program 13027 in Program 13027.

## Budget Support and Monitoring of Expenditures against Allocations

Schools will be expected to spend within their allocation and they will be asked to cover any excess costs over the allocation amount. Fiscal Specialists, under the supervision of Budget Services & Financial Planning Division, are available to assist schools with monitoring expenditures against allocations.

## Carryover

Each year, the Budget Services and Financial Planning Division issues a memorandum on carryover policies and timelines for school accounts for the current school year. The carryover policies may vary each year based on the District's financial condition.

With respect to Program 13027, schools are encouraged to expend their entire Program 13027 allocation, without overdrafting the account. The District intends to allow schools to carryover the ending balance in program 13027, General Fund School Program.

For schools that overspend the account, the negative balance will carryover in its entirety.

## ATTACHMENT A

### List of Existing Program Codes Collapsed into Program 13027

The program codes listed below will not be a part of a schools' budget. Resources that were previously allocated under these programs will be allocated in Program 13027.

<b><u>Existing Program Code</u></b>	<b><u>Program Name</u></b>
11010	Principal, Assistant Principals
11020	Teachers
11024	Day to Day Substitutes
11046	Assistant Principal, Counseling
11047	Teacher Activity Differentials
11068	Counselors
11068	Registration Adviser Time
11154	School Discretionary Per Pupil
11372	Plant Managers and Building and Grounds Workers
11400	School Clerks
11410	Financial Manager
11447	Clerical Substitutes
11824	Temporary Personnel Account
12277	Psychologist
12278	Nurse
13015	Secondary Schools Restroom Attendants
14170	Instructional Materials
14731	Custodial Supplies

## ATTACHMENT B

### List of Budget Item Rates

#### **Per Student Rates**

Instructional Material Account (IMA) – Budget Item # 40267

- Grades: K - 6 - \$16 per non-Special Day Class student
- Grades: 7 – 8 - \$20 per non- Special Day Class student
- Grades: 9 – 12- \$22 per non- Special Day Class student

Temporary Personnel Account (TPA) – Budget Item # 21712

- Grades: K - 5 (6) - \$22 per student, including Special Day Class students
- Grades: 6 – 12 - \$16 per student, including Special Day Class students

Discretionary Program (General Supplies) – Budget Item # 40227

- Grades: K - 12 - \$17 per student, including Special Day Class students

Clerical Substitutes – Budget Item # 27134

- Grades K-12: \$2 per unit of Average Daily Attendance

Teacher Activity Differential \_ Budget Item # 13482

- Grades 6-8: \$3 per student, including Special Day Class students
- Grades 9-12: \$4 per student, including Special Day Class students

#### **Per Day Rate**

Certificated, Day-to-Day Substitute Rate – Budget Item # 10559

\$314 per day, for 10 days, per norm-generated register-carrying teacher and 6 days for register-carrying teacher purchases from Specially Funded Programs (i.e. Title I, EIA, & QEIA). The District will allocate substitute funds for teachers from Specially Funded programs 6 days after budget development.

#### **Other Allocations**

Custodial Supplies – Budget Item # 40183

Allocation varies by school, determined by a variety of factors including enrollment, school type, and square footage.

Registration Adviser Time – Budget Item # 10853

Allocation varies by school, determined by a variety of factors including enrollment, school type, and student transiency rate.

**Request for Auxiliary Teacher Form**

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION  
CERTIFICATED ASSIGNMENTS AND SUPPORT SERVICES  
REQUEST FOR AUXILIARY TEACHERS**

TO: Instructional Area Superintendent

Date: \_\_\_\_\_

FROM: \_\_\_\_\_  
Principal\_\_\_\_\_  
School**SUBJECT: ASSIGNMENT OF AUXILIARY TEACHERS**

It is requested that the following teacher(s) be assigned the extra teaching periods indicated to fill the position on line # \_\_\_\_ of the Secondary Certificated Staffing Report. The position control number of the position being converted to auxiliary periods is \_\_\_\_\_.

Name	Pers ID Emp No	Status	Subject Periods Now Taught**	Added Subj/Per	Start Date	Funding Source**
1.						
2.						
3.						
4.						
5.						
6.						

\* Example: 2 math, 3 science

\*\* Example: 1020, ACO, SI, Title 1

**STATEMENT TO BE SIGNED BY EACH AUXILIARY TEACHER:**

In accepting an auxiliary teaching position, I understand that I must fulfill all regular duties, be at school and serve the conference period either before or after school, and that this auxiliary teaching period may be terminated at any time during the semester.

1. _____	_____
	Date
2. _____	_____
	Date
3. _____	_____
	Date
4. _____	_____
	Date
5. _____	_____
	Date
6. _____	_____
	Date

APPROVED: \_\_\_\_\_

Principal's Signature

Instructional Area Superintendent

Principal: Forward original and 2 copies of this form to your Instructional Area Superintendent.  
Distribution by Instructional Area Superintendent

Copy #1 - Personnel Specialist

#2 - Principal

#3 - ESC

**\*HR1765\***

ATTACHMENT D

Request for Alternate Staffing Pattern

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Human Resources Division  
Administrative Assignments Unit  
REQUEST FOR ALTERNATE STAFFING PATTERN (ASP)

TO: Maria Voigt, Coordinator

Date: \_\_\_\_\_

FROM: \_\_\_\_\_  
ESC Superintendent/Designee

Section A.

School Requesting Alternate Staffing Pattern: \_\_\_\_\_

ESC \_\_\_\_\_

Rationale for Request:

The administrator or other employee listed below holds a valid Pupil Personnel Services (PPS) credential and will oversee the counseling office.

Employee Name \_\_\_\_\_ Employee number \_\_\_\_\_

Section B.

Identify the AP SCS Position Control Number to be utilized for this ASP \_\_\_\_\_

The Assistant Principal, Secondary Counseling Services position will be converted to:

- ☐ Assistant Principal, Secondary (Generic) (0659)  
☐ Temporary Adviser, Instructional Specialist (0508).

If an ASP is granted during Budget Development, but the employee identified during this process is no longer at the school effective July 1, 2013, the school is required to identify another employee who meets the credential criteria. If unable to do so, the position will be converted back to an Assistant Principal, Secondary Counseling Services (0531) position.

\_\_\_\_\_  
Name and signature of principal requesting ASP

\_\_\_\_\_  
Date

This bottom portion is to be completed by ESC before submitting to HR:

- ☐ Approved  
☐ Not Approved

\_\_\_\_\_  
Name and ESC Superintendent signature/designee

\_\_\_\_\_  
Date

Please submit this completed ASP request no later than 5 days prior to the close of the Budget Development in order to allow enough time to review and forward to budget services for processing. This ASP request must be emailed to [maria.voigt@lausd.net](mailto:maria.voigt@lausd.net) in Administrative Assignment.



## ATTACHMENT E

### School Guidelines for Creating Position(s) at Shared Sites/Cost Centers for Fiscal Year 2013-2014

#### Background

Shared cost centers (see Attachment A) have been established for schools that share a school facility. A shared school facility has multiple home cost centers on the site with unique cost centers ending in 01 (e.g., 1333301). The shared cost centers ending in 39 (e.g., 1888839) were established to better assist schools with time reporting, personnel assignment procedures, and reducing payroll errors.

#### Budgeting Shared Positions

Shared positions must be created as itinerant positions for sharing purposes. After Budget Development, Freeze approval procedures must be followed to establish itinerant positions.

Certificated non-register carrying positions and classified positions may be shared and the cost of the itinerant service(s) must be budgeted as lump-sum dollars in budget line "20THS-L" at each home cost center.

### Shared cost center guidelines for General Fund and Specially-Funded Programs

#### A. General Fund Programs

General fund program codes (i.e. 13027, 13938, 14242, & 13986) may be used to establish itinerant shared positions at the shared cost center. Itinerant positions must be budgeted as lump-sum dollars in budget line "20THS-L" at each home cost center.

- Twelve (12) is the maximum number of funding lines per itinerant position.
- Classified positions are allowed (i.e. Plant Manager, Assistant Plant Manager, Buildings & Ground Workers, Financial Manager, School Facilities Attendant, Office Technicians, etc.).
- Certificated non-register carrying positions are allowed (non-classroom assignment).
- School personnel must make sure that the contribution of each home cost center in 20THS-L is sufficient before sending the request to their Fiscal Specialist to create an itinerant position. If the actual cost is not known at the time of the creation of itinerant position, it should be adjusted as soon as the incumbent is assigned. School personnel are responsible for monitoring that the budget in 20THS-L is aligned to the actual cost of the itinerant position.
- Schools must provide their Fiscal Specialist with an Itinerant Position Requisition (IPR) form for shared itinerant positions indicating the actual program and funding percentage for each home cost center.
- The Fiscal Specialist will provide the required document(s) to Budget Services-Position Management to establish the position in the budget system at the shared cost center.

#### Register Carrying Teacher

Teachers must be assigned to one (1) attendance reporting location code. The district's attendance reporting location codes are Regular Schools, Magnet Schools, and Magnet Centers. Register-carrying teacher and itinerant register-carrying teacher positions cannot be established at shared cost centers.

## B. Specially Funded Programs (SFP) – (Title I, EIA/LEP, etc.)

Federal resources such as Title I funds are allocated to locations with a County-District-School (CDS) code. Therefore, expenditures may not exist at shared site location codes. Specially funded positions-- either single-funded under specially funded programs (SFP) or multi-funded between SFP and non-norm programs-- may be created as itinerant positions for sharing purposes.

- Certificated non-register carrying positions and classified positions (e.g., Categorical Program Adviser, Office Technicians, etc.) may be shared. The cost of the itinerant service(s) must be budgeted as lump-sum dollars in budget line “2OTHS-L” at each home cost center.
- School personnel and Fiscal Specialists must make sure that the contribution of each home cost center in 2OTHS-L is budgeted at the District’s average cost before sending the request to Budget Services to create an itinerant position.
- Schools must provide their Fiscal Specialist with an Itinerant Position Requisition (IPR) form for shared specially-funded positions indicating the actual program and funding percent for each home cost center.
- The Fiscal Specialist will provide the required document(s) to Budget Services-Position Management to establish the position in the budget system at the shared cost center.
- School personnel will be responsible for maintaining and providing mandated time-reporting for audits.
- Certificated and classified positions funded by specially funded programs cannot be suspended and moved to the shared cost center. These positions should be created as itinerant positions.

## C. Other Funds

Expenditures for Federal resources must show at a school site level. Therefore, Cafeteria resources (SACS Fund 130) are not eligible to be moved to shared cost centers.

## D. Other Non-position Lines (i.e. IMA, General supplies, Teacher X, Teacher Z, Overtime, Contracts)

Other non-position lines are not eligible to be established at shared cost centers. School site expenditures must show at the school level.



## Shared Site Cost Center List

Shared Site Location Code	Shared Site Name	School Location Code	School Name
1517539	Nava LA - Campus	1517301	CR MS#7-Bus&Tech
		1807001	CR MS#7-Arts&Cultr
1518639	Walnut Park MS Camp	1519301	Walnut Park MS STEM
		1839001	Walnut Park MS SJ/SL
1597839	South Reg MS #2 Camp	1515301	Orchard Acad #2B
		1515401	Orchard Acad #2C
			MAGNOLIA SCI-BELL@SR ICHARTER
1597939	San Fernando MS Camp	1650101	SF Inst of App Media
		1835801	San Fernando MS
1767539	Jefferson HS Campus	1871401	Jefferson SH
		1877101	Student Empwrmnt Aca
			Early College Academy - LA Trade Tech @ Jeff SH
1767639	Carson SH Campus	1765601	Acad of Med Arts@Car
		1765701	Acad of Ed & Emp@Car
		1857501	Carson SH
1767739	A Hawkins SH Campus	1766501	Hawkins SH CHAS
		1766601	Hawkins SH RISE
		1871301	Hawkins SH C/DAGS
1767839	L Marquez HS Campus	1766901	Marquez SH Soc Jus
		1772501	Marquez SH Libra
		1886601	Marquez SH HPIAM
1768039	SRHS #9 Campus	1766401	SRHS #9 VAPA
		1870101	International Studie
		1892101	SRHS #9 STEAM
1768139	South Rg H#12 Campus	1766701	SRHS #12 MLAS
		1892301	SRHS #12 TAD
1770039	Jordan HS Campus	1872101	Jordan SH
			ANIMO COLLEGE PREP ICHARTER
1770139	Angelou C SH Campus	1772201	Angelou C SH Fine A
		1856301	Angelou C SH Glob Is
			SYNERGY QUANTUM ACAD ICHARTER
1770239	SM Sotomayor LA Cmps	1770701	SM Sotomayor LAHADA
		1770801	SM Sotomayor LAARTLB
		1857701	SM Sotomayor LA LARS
			ALLIANCE TECH&MS HS ICHARTER
			EARLY COLL ACAD ICHARTER
1770439	Chavez LA Campus	1771501	Chavez LA - ARTES
		1771601	Chavez LA-Soc Ju H A
		1771701	Valley RegHS#5-ASE
		1890101	Chavez LA-Tchr Prp A
1770539	So Reg HS #2 Campus	1771801	SR HS#2-Comm & Tech
		1771901	SR HS#2-Green Design
		1772101	SR HS#2-Perf Arts
		1886701	SR HS#2-Pub Srv Com
1772939	Helen Bern HS Campus	1773401	Bernstein SH STEM
		1869601	Helen Bernstein HS
			APEX @ Helen Bernstein ICHARTER

Shared Site Location Code	Shared Site Name	School Location Code	School Name
1773539	Esteban Torr HS Camp	1777201	ELA Renaiss@TorresHS
		1777301	Eng & Tech @Torres H
		1777501	Hum AcArtTc@TorresHS
		1777701	Soc Jus Ld Ac@Torres
		1860601	ELA PerfArt@TorresHS
1773639	RFK Comm Sch Wel Ctr	1236901	Ambassador Sc for Gl
		1777101	Ambassador Sch-Glbl
		1778001	UCLA Community Sch
		1778301	New Open World AcK12
		1820601	Sch-Vis Arts Hum@RFK
1773739	Roosevelt HS Campus	1850101	LA HS of Arts@RFK
		1774501	Roosevelt HS Law/Gov
		1774601	Roosevelt HS HARTS
		1774701	Roosevelt HS STEM
		1774801	Roosevelt HS MED
		1774901	Roosevelt HS CMNT
		1775001	Roosevelt HS ESP
1773839	Mendez LC Campus	1775101	Roosevelt HS Magnet
		1778401	Sch of Eng Tech MNDZ
1773939	Belmont HS Campus	1861101	Sch of Math Sci MNDZ
		1804501	Sal Castro MS
		1821001	LA Teacher Prep Acad
1774139	Contreras LC Campus	1854301	Belmont SH
		1820701	Acad Ldrshp Commty
		1851701	Miguel Contreras Lrn
		1877401	LA Sch-Global Studie
			School of Business & Tourism Conteras LC
1774239	Lincoln HS Campus		School of Social Justice Contreras LC
		1775301	Lincoln SH LEMA
		1872901	Lincoln SH
1774339	Roybal Campus	1872902	Lincoln HS Math/Sci
		1850001	Civitas Sch-Ldrshp
1764139	Banning HS Campus	1854401	E R Roybal Lrng Ctr
		1852901	Banning SH
		1852902	Banning CIP Mag
1764339	Narbonne HS Campus		Banning Academy of Creative & Innovative Sciences
		1877901	Narbonne SH
		1877902	Narbonne Math/Sc Mag
1767039	Sylmar HS Campus		Narbonne HS SLC
		1765801	Sylmar Prom Aca@Sylm
		1887801	Sylmar SH

## Shared Cost Center Itinerant Position Requisition

Fiscal Specialist: \_\_\_\_\_ LD: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Job id (Itinerant): \_\_\_\_\_ Job Name: \_\_\_\_\_

Shared Cost Center Code (SCC): \_\_\_\_\_ SCC Name: \_\_\_\_\_

Personnel SubArea<sup>1</sup>: \_\_\_\_\_ Work Schedule<sup>2</sup>: \_\_\_\_\_Total Hours Per Day: \_\_\_\_\_ Position Control #: \_\_\_\_\_  
(existing position)Budget Item # \_\_\_\_\_ Pay scale Group/Level<sup>3</sup> \_\_\_\_\_ / \_\_\_\_\_

(Maximum of twelve (12) lines per itinerant position)

# of Lines	Cost Center	Cost Center Name	Funding %	Hours Per Day	Days Per Week	Fund	Functional Area	Start Date	End Date
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

<sup>1</sup> Personnel SubArea is the basis (i.e. CSXX, CTXX)<sup>2</sup> Work Schedule is the calendar option (i.e. 1CA06, 1B\_06)<sup>3</sup> Pay Scale Group for classified employees identifies job classification; for certificated employees this represents schedule. Pay Scale Level represents step (i.e. 25T/10, 2828/5).

## Frequently Asked Questions

### Certificated

1. Q. I have a vacant secondary teacher position that I want to use for auxiliary periods. May I close the position and move the dollars to teacher auxiliary?  
A. Yes, vacant teacher positions may be converted to auxiliary periods with the approval of Human Resources Division. The position's status will be changed to "S" for suspend. Please contact your Personnel Specialist for the proper form.
2. Q. Can we buy a 0.5 FTE counselor instead of a full position and supplement services by paying a teacher during their conference period to provide counseling services?  
A. Yes, if the teacher has a pupil services credential and can provide the equivalent number of counseling hours.
3. Q. What program code should schools use for a long-term substitute teacher?  
A. Schools will time-report long-term substitute from program 13027, General Fund School Program.
4. Q. What is the average teacher salary for fiscal year 2013-2014?  
A. The average salary, including benefits, for an Elementary Teacher is \$99,130 and for a Secondary Teacher is \$93,761.
5. Q. I would like my school's PSA, Counselor to provide secondary counseling services. Can a school purchase a PSA, Counselor in lieu of a Secondary Counselor?  
A. No, there are many factors that have to be considered: credentials are different depending on the specialization, salary tables are different for each one, and placing one in lieu of the other can result in out of classification placement.
6. Q. I would like my Diploma Project Counselor to provide secondary counseling services. Can a school purchase a Diploma Project Counselor in lieu of a Secondary Counselor?  
A. No. The District has established minimum student-counselor ratios that must be met. This work is done by a secondary counselor. Diploma Project Counselors are supplemental positions, paid at a higher rate of pay. Diploma Counselors also work an 8-hour day, and have a different job description than a secondary counselor. They cannot be used to replace secondary counselors.
7. Q. I would like the AP, SCS or Instructional Specialist to perform secondary counseling duties at my school. Can a school purchase an AP, SCS or Instructional Specialist in lieu of Secondary Counselor?  
A. An AP, SCS cannot function as a counselor; neither can an Instructional Specialist. Counselors and administrators belong to different bargaining units. Administrative positions must have administrative duties. If they have counseling duties, then they should be counselors.
8. Q. If a school uses an unassigned pool teacher as a substitute, and their daily rate is higher than the District's current substitute rate, will the District cover the difference?  
A. The day-to-day substitute rate allocated to schools was increased to cover the higher cost of Contracted Pool Teachers.
9. Q. How does an Affiliated Charter school identify the number of integration teachers that they need to fund from the charter school categorical block grant?  
A. Please refer to the Norm Bulletin for more information.

10. Q. If a school purchases a Class Size Reduction teacher for the second semester, how many substitute days should the school fund?
- A. The school should fund 2 days. The District will fund 3 days with General Fund dollars.
11. Q. Will magnet coordinators be included in Program 13027?
- A. No, magnet coordinators will continue to be funded separately at school sites in Program 11301 (TIIPG- Magnet Schs).

**Classified**

1. Q. Must schools purchase a School Administrative Assistant position?
- A. Yes, unless you have prior approval from Personnel Commission. Personnel Commission may require the school to submit a job description for a position in-lieu of a School Administrative Assistant.
2. Q. Can we buy a 0.5 FTE Modified Consent Decree (MCD) Office Technician instead of a full position?
- A. The MCD Office Technician position is a legal requirement. The level of service -- 0.50 or 1.0 full time equivalent -- must be adhered to. This applies to each school that shares a school facility.
3. Q. If a classified employee is out on workers' compensation, what program code should be used to time-report the substitute?
- A. The substitute must be time reported from the program code of the employee on workers' compensation. If the worker's compensation claim is **approved**, the expenditures for the regular employee will be moved to a District program, automatically. The school will only be charged for the substitute. If the worker's compensation claim is **not** approved, the school will be charged for both the regular employee's salary and the substitute. The school is responsible for funding the substitute from school funds.
4. Q. My school funded a reclassification of an Office Technician to a Senior Office Technician for fiscal year 2012-13. Now that the District is resetting all schools to the District's staffing pattern, does my school have to fund the reclassification again for 2013-14?
- A. Any reclassification of positions must be funded from year to year; it is not a one-time expense. If a school reclassifies a position upward one year, and chooses to uphold the reclassification in the following year, it must pay for the reclassification for each year. Similarly, if a school reclassifies a position downward one year, and chooses to uphold the reclassification the following year, the school will realize the savings for each of those years.
5. Q. Personnel Commission prescribed that my school budget for a Plant Manager II. Can my school purchase a Plant Manager I instead?
- A. No. Plant Manager levels are pre-determined using various factors, including enrollment, square footage, and school type. Therefore, you must adhere to the classification that Personnel Commission prescribed for your school.
6. Q. Can I request a short-term substitute for a custodial employee?
- A. For absences of less than 21 days, short-term substitutes for Plant Manager, Assistant Plant Manager, Pool Custodian, and School Facilities Attendant positions are not generally available. However, a short-term substitute from the Area Building and Grounds Worker crews may cover for a Plant Manager I at a small elementary school.
- Schools that need short-term Building & Grounds Worker substitutes should contact the M & O Area's Substitute Desk or the Complex Project Manager. They will then provide a short-term substitute as available from the M & O Area substitute crews. The school will not be charged. Smaller schools are given priority for substitutes based on the size of their custodial staff.

7. Q. How do I request a long-term substitute for a Plant Manager, Assistant Plant Manager, Pool Custodian, or School Facilities Attendant?  
 A. Schools that need a long-term substitute for any of these job classifications should contact their Complex Project Manager (CPM) for assistance. The CPM will work with Personnel Commission's Employment Transaction Services Branch (ETSB) to hire a temporary substitute from an eligibility list or offer a "leave-to- hire" temporary promotion to a permanent employee. The school's budget will be charged for the long-term substitute's services.
8. Q. How do I request a long-term substitute for a Building and Grounds Worker?  
 A. Schools that need long-term Building & Grounds Worker substitutes should contact the M & O Area's Substitute Desk or the Complex Project Manager. They will then provide a long-term substitute, as available, through the Personnel Commission's Employment Transaction Services Branch (ETSB). The school's budget will be charged for the long-term sub's services.

### General

1. Q. Which resources do I have total flexibility over?
2. A. Schools have total flexibility in choosing to fund the following: Instructional Material Account (IMA), General Supplies, Teacher Activity Differential, Registration Adviser Time, Classified Substitute Time, Temporary Personnel Account, Assistant Principals, Office Technician positions above the Modified Consent Decree requirement, Building & Grounds Workers, and School Facilities Attendants.
3. Q. If a school uses its flexibility to purchase a position, will the position be subject to reduction at Norm Day?  
 A. If a school decreases in enrollment from budget development to Norm Day, the school may be asked to reduce positions accordingly. Therefore, a position purchased under flexibility during budget development could be subjected to reduction during Norm Day.
4. Q. If a principal knows that someone on their staff is retiring, can they budget for a junior person for that position during Budget Development?  
 A. The retiree's budgeted position level should not be changed. If a school re-budgets a position with a known retiree at the District's average cost during Budget Development, and then has a different employee with a higher pay fill that position after Norm Day, the school will be held accountable for any salary adjustments between Norm Day and Budget Development. For example, suppose a school knows that a teacher at payscale level 27T13 is retiring. The school re-budgets that position at 27T10 during Budget Development to capture some salary savings. Then, after Norm Day, an employee at 27T13 fills the vacant position. The school will be responsible for covering the salary difference between payscale levels 27T10 and 27T13.
5. Q. How are Elementary Arts Itinerant Teachers, Librarians, and Library Aides funded? Does my school have flexibility over these resources?  
 A. No, schools will not have flexibility over these resources. These resources will be funded at the school site. Elementary Arts Itinerant Teachers will be funded in program 17700, based on K-5 enrollment. Librarians and Library Aides will be funded in program 11034.
6. Q. Does Program 13027 include funds for mileage?  
 A. Schools should time-report mileage in 13027. Funds will be allocated to schools quarterly based on actual expenditures.
7. Q. When should schools time-report Teacher Activity Differentials?  
 A. Schools should continue to time-report Teacher Activity Differentials in January and June.

## PILOT SCHOOL APPENDIX

### Determining the Unrestricted School Type Per Pupil Rates

The per pupil rate is calculated by determining the costs of major district programs and dividing these costs by the projected 2013-14 Average Daily Attendance (ADA) for elementary, middle, and senior high students. These programs are:

- Administrators
- Assistant Principal, Secondary Counseling Services (APSCS)
- Clerical Substitutes
- Clerical Support
- Counselors
- Custodial Supplies
- Custodians
- Day to Day Substitutes, Teachers
- Discretionary
- Longevity and Salary Differentials (Certificated and Classified)
- Financial Managers
- Instructional Materials Account
- Nurses
- Registration Adviser Time
- Psychologists
- Teacher Activity Differentials
- Teachers
- Temporary Personnel Account (TPA)

Please see Attachment B entitled “**List of Existing Program Codes Collapsed into Program 13027.**”

### Determining the General Fund School Program Allocation Provided to Pilot Schools:

#### Average Daily Attendance (ADA) Allocation

This allocation is based on the unrestricted per pupil rate by school type and the school’s *projected* Average Daily Attendance (ADA). In addition, the allocation may be adjusted if applicable.

#### Average Daily Attendance is computed by:

1. Identifying the P2 total number of student days of attendance for regular K-12 students only.

*Student days of attendance* are the sum of students in attendance for each day in a certain period. For example, if a class has 30 students in attendance on Day 1, 29 students in attendance on Day 2, and 31 students in attendance on Day 3, then the total number of student days of attendance for that period is  $30+29+31 = 90$ .

P2 refers to the Second Principal Apportionment, which is State funding for school districts, county offices of education, and charter schools based on their ADA on or before April 15. P2 ADA is computed by summing the total number of student days of actual attendance from the beginning of the school year to the full school month ending on or before April 15 (for most single track schools, this would be month 8).<sup>4</sup> April 15 is the cut-off date because the State requests all school districts to report their average daily attendance on this date for the purpose of allocating state general purpose revenue.

Each school reports their respective student days of actual attendance through the district's student information system. This data is available in the Statistical Report under "Days Actual Attendance."

2. Dividing the total number of student days of attendance by the number of instructional days in that period.

*Average Daily Attendance* equals the sum of the actual student days of attendance for P2 divided by the total number of instructional days for P2. The number of instructional days is also available on the Statistical Report under "Days Taught." For example, suppose a school had 122 instructional days during P2, and the total sum of students in attendance for each of those days was equal to 50,000 students. The P2 Average Daily Attendance would then be  $50,000/122 = 409.84$ .

**The Average Daily Attendance PERCENTAGE is then computed by** dividing the Average Daily Attendance by Norm Day enrollment for that year.

$$\frac{\text{2011-12 P2 Average Daily Attendance}}{\text{2011-12 Norm Day Enrollment}} = \text{2011-2012 average daily attendance percentage}$$

If the school in the above example had 430 students on its Norm Day enrollment, its ADA percentage would be calculated as  $409.84/430 = 95.3$  percent.

For 2013-14 Budget Development, 2011-12 ADA percentage data is the most recent ADA data available. The District applies this percentage to the school's preliminary enrollment projection for the 2013-14 school year based on E-Cast data as of February 2013. This provides the District with a projected ADA for the 2013-14 school year, which becomes the basis for school allocations.

The school's General Fund School Program Allocation formula is 2011-2012 P2 ADA% times 2013-2014 E-Cast Projected Enrollment times the School Type Per Pupil Rate. For example, suppose a school's 2011-2012 P2 ADA % is 95% and the projected E-Cast enrollment is 100 and the school type per pupil rate is \$3,700. The school's allocation is  $.95 \times 100 \times \$3,700 = \$351,500$ .

<sup>4</sup> Generally, a "full school month" refers to each set of four weeks beginning from the first day of school. So if school begins on August 13, the following four weeks is considered Month 1. The next four weeks after that is considered Month 2, and so on. See Bulletin REF-1074.11, "Submission of Classification and Statistical Reports," for more information.



In the fall, 2012-2013 ADA data will be available and the District will update general fund school allocations accordingly. The below section entitled “Norm Day Settle-Up” has additional details on this process.

## Norm Day Settle-Up

By Norm Day, average daily attendance data for the 2012-13 school year will be available. The District will then update your school’s projected ADA for the 2013-14 school year using your 2013-14 norm day enrollment counts and 2012-13 ADA percentage. Using this new projected ADA, and the per pupil rate from Budget Development, the District will calculate a new Norm Day revenue allocation for your school. This allocation will be compared to your school’s revenue allocation from Budget Development.

In addition, your school’s projected expenditures will be updated to reflect staffing ratios and resources based on Norm Day enrollment counts. The revised expenditures will be compared to your projected expenditures from Budget Development. The District will implement increases or decreases to your school’s General Fund School Program Allocation, if applicable.

Collective bargaining units may implement furloughs in exchange for additional staffing and resources. The District typically refers to these additional resources as Restoration resources. If this happens, the District will allocate Restoration resources to schools through the General Fund School Program Allocation Formula. The District will implement increases and decreases to your school’s allocation accordingly.

## Frequently Asked Questions – Pilot Schools

1. Q. Why is the attendance percentage in MyData different from the P2 Average Daily Attendance Percentage?
  - A. There are a number of reasons for this:
    - 1) The formulas used to compute the attendance percentage in MyData and for P2 are different. To calculate the P2 ADA Percentage, the ADA is divided by Norm Day enrollment for that year. To calculate the attendance percentage in MyData, the ADA is divided by the average daily enrollment for that particular month.
    - 2) MyData does not update any attendance records beyond the current or prior month. Any revisions made are not picked up by MyData. However, the data used to calculate the P2 ADA percentage includes any revisions or updates that the Principal signed off on.
    - 3) “Months” are defined differently in MyData and in the P2 ADA Percentage.

Months in MyData refer to calendar months, such as September, October, etc.

The months used in P2 refer to school months. As discussed on page 5, a “full school month” generally refers to each set of four weeks beginning from the first day of school. So if school begins on August 13, the following four weeks is considered Month 1. The next four weeks after that is considered Month 2, and so on. See Bulletin REF-1074.11, “Submission of Classification and Statistical Reports,” for more information on what dates are included in each school month.
2. Q. How is the School Type Per Pupil Rate calculated?
  - A. Budget Services calculates the sum of the costs of all identified resources by school type (Elementary, Middle, and Senior High). Each sum is then divided by the projected Average Daily Attendance for Elementary, Middle, Senior High school students to derive a per pupil rate by school type.

## List of Pilot Schools

SCHOOL NAME	SAP ORG	ESC	School Type
Acad Ldrshp Commty	1820701	XP	S
Acad of Ed & Emp@Car	1765701	XP	S
Acad of Med Arts@Car	1765601	XP	S
Ambassador Sc for GI	1236901	XP	E
Ambassador Sch-Glbl	1777101	XP	SPAN
Balboa G/HA Mag	1226901	N	E
Bernstein SH STEM	1773401	XP	S
Chavez LA - ARTES	1771501	XP	S
Chavez LA-Soc Ju H A	1771601	XP	S
Civitas Sch-Ldrshp	1850001	XP	S
CR MS#7-Arts&Cultr	1807001	XP	M
CR MS#7-Bus&Tech	1517301	XP	M
Early College Academy - LA Trade Tech @ Jeff SH			S
ELA PerfArt@TorresHS	1860601	XP	S
ELA Renaiss@TorresHS	1777201	XP	S
Eng & Tech @Torres H	1777301	XP	S
Garvanza EL	1408201	E	E
Gratts LA for YS	1238501	XP	E
Hawkins SH C/DAGS	1871301	W	S
Hawkins SH CHAS	1766501	W	S
Hawkins SH RISE	1766601	W	S
LA Teacher Prep Acad	1821001	XP	S
Hum AcArtTc@TorresHS	1777501	XP	S
LA HS of Arts@RFK	1850101	XP	S
Lincoln SH LEMA	1775301	XP	S

SCHOOL NAME	SAP ORG	ESC	School Type
Marquez SH HPIAM	1886601	XP	S
Marquez SH Libra	1772501	XP	S
Marquez SH Soc Jus	1766901	XP	S
Narbonne HS SLC (Humanities & Arts Academy of Los Angeles)			S
New Open World AcK12	1778301	XP	SPAN
Poly Math/Sci Mag	1863602	N	S
Polytechnic SH	1863601	N	S
Ramon Cortines VPA	1851601	XP	S
School of Business & Tourism Contreras LC			S
School of Social Justice Contreras LC			S
Sch-Vis Arts Hum@RFK	1820601	XP	S
SF Inst of App Media	1650101	XP	M
Silver Lake Studio School			S
SM Sotomayor LA LARS	1857701	XP	S
SM Sotomayor LAARTLB	1770801	XP	S
SM Sotomayor LAHADA	1770701	XP	S
Soc Jus Ld Ac@Torres	1777701	XP	S
SR HS#2-Comm & Tech	1771801	XP	S
SR HS#2-Green Design	1771901	XP	S
SR HS#2-Perf Arts	1772101	XP	S
SR HS#2-Pub Srv Com	1886701	XP	S
The Incubator School			SPAN
UCLA Community Sch	1778001	XP	SPAN
Valley RegHS#5-ASE	1771701	XP	S
WISH Secondary Media Arts School			SPAN