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# CPA 101

## The LAUSD Way

Oswaldo Gomez, Gabriela Rosillo and Ami McColl

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# LAUSD CPA Leads Schoology Group:

## **S5XHK-9VXGF**

Join up! Best place to stay connected to each other!

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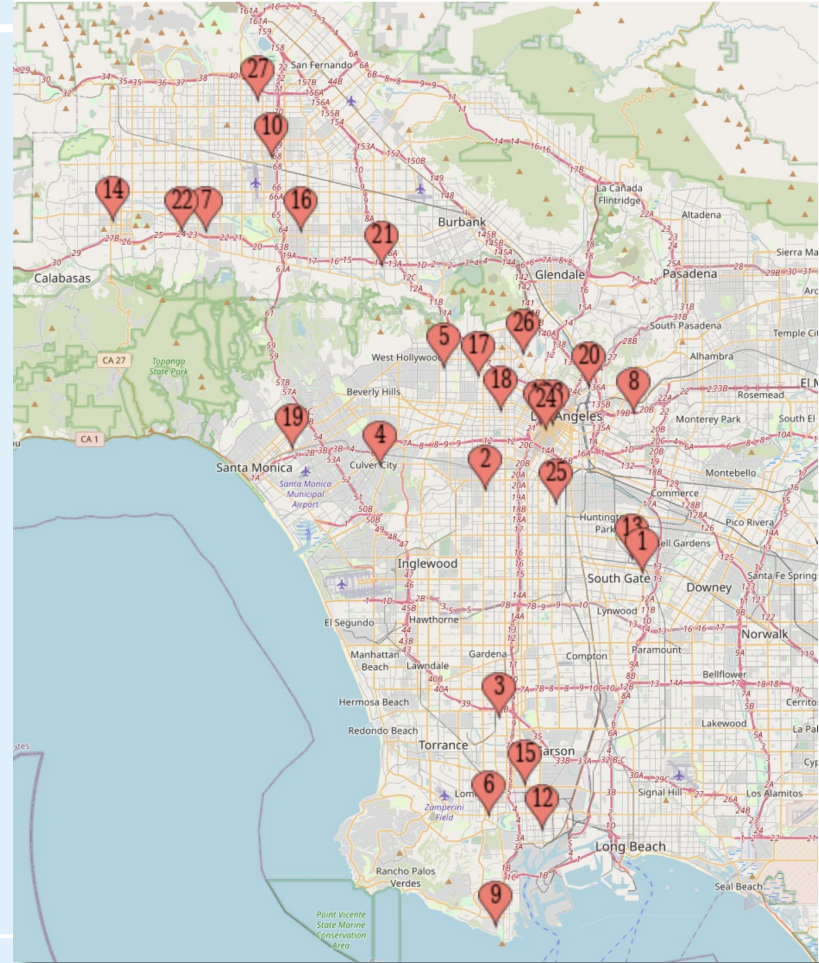
# Today's Agenda

- General CPA Overview
  - Academy Timelines
  - Budgeting
    - Budget Adjustments
    - Purchasing
    - Control Sheet
  - Academy Processes for field trips and conferences
  - CPA Reports
    - Letter of Intent
    - End of Project
    - CAPAAR
  - Networking
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## About Today...

- Origin story: that small school district in another part of the state...
- A need for us to discuss processes and good practices for our CPAs through an LAUSD lens.





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## About Today...

- We will facilitate the general info but...
  - The best outcome is to learn and share from each other!
  - Create a district network of Leads that can help each other and serve as a resource.
  - *Slide deck, agenda PDF, and other resources are in Schoology group.*
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## CPAs and CA Ed Code

California Partnership Academies are governed by California Education Code, section 54690 - 54697. Some highlights...

- 54690: Defines “at-risk” (aka, “at-promise”) students
- 54691: Defines “qualified” student
- 54692 d-e: CPA structure
- 54695: Roles of teachers and counselors
- 54697: CAPAAR mandate

Ed Code cheat sheet as well as link to full Ed Code text in the Resources section of Schoology CPA Leads group.

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# CPA Timeline

Month	Timeline
April 21, 2023	<b>Due:</b> (1) <b>2023–2024 Letter of Intent</b> to continue funding; and (2) <b>2023–2024 Budget Proposal with Narrative.</b>
April 2023	The <b>2022 CPA Annual Report (CAPAAR)</b> system opens for data input.
July / August 2023	<b>STATE BUDGET APPROVED</b>
August 31, 2023	<b>Due: 2021–2022 End-of-Project (EOP) Expenditure Report</b> and narrative.
September 2023	<b>2023–2024 Grant Award Notification (AO-400)</b> letters are processed and mailed to the district superintendent (original); and the site coordinator (copy).
October 2023	<b>2022 Annual Reports for all funded programs are due October 31, 2023.</b> Report completed online through the CAPAAR system.
October / November 2023	<b>PAYMENT: 1st payment/50 percent</b> is processed for current (2023–2024) fiscal year grant.
January / February 2024	<b>PAYMENT: 2nd payment/final payment</b> processed for prior (2022–2023) fiscal year grant, based on number of qualified students in the 2022 CPA Annual Report and approval of this report.
February 2024	<b>ANNUAL CONFERENCE: The Educating for Careers Conference.</b> March 3–5, 2024 at the SAFE Credit Union Convention Center in Sacramento. <b>Three key CPA staff are required to attend.</b>
February 2024	<b>2024–2025 Letter of Intent</b> packet is <b>emailed</b> to program coordinators and principals.
April 15, 2024	<b>Due: 2024–2025 Letter of Intent</b> packet to continue funding <b>due April 15, 2024.</b>



# Academy Timeline

	CPA Fiscal	LAUSD Fiscal & Contacts
<b>April 15, 2023</b>	Letter of Intent (LOI) DUE.	Work with advisory committee and leadership team to complete the budget. Requires approval signatures from principal, <a href="#">local district financial services manager</a> and <a href="#">superintendent</a> . Give at least two weeks for processing with the district. Email completed LOI to CDE.
<b>April 2023</b>	<a href="#">CAPAAR</a> system opens.	
<b>June 2023</b> (end of school year)		Pull <a href="#">student data for CAPAAR report</a> .
<b>August 31, 2023</b>	End of Project (EOP) Expenditure Report and narrative DUE.	Receive mail from district fiscal specialist, Alice Derige (Specially Funded Programs), with completed EOP Report. Complete narrative. Email completed EOP to Alice.
<b>September 2023</b>	Grant Award Notification (GAN) letters are processed and mailed to district and site coordinator.	GAN letter received. CPA funds released. Contact fiscal specialist to align funds. Complete <a href="#">budget adjustment request (BAR) form</a> .



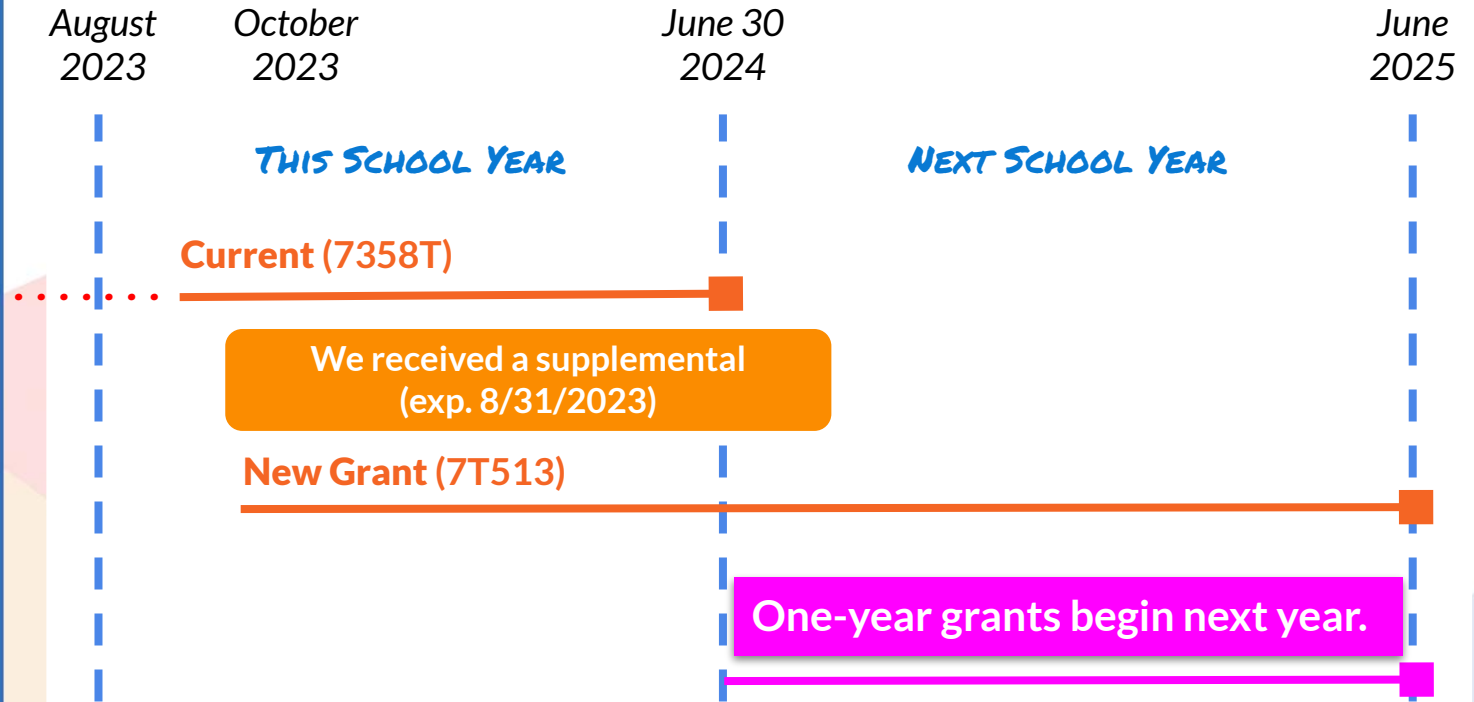


# Academy Timeline

<p><b>October 31, 2023</b></p>	<p>CPA Annual Report DUE.</p>	<p>Complete all sections of CAPAAR report. Submit completed report for principal and local superintendent approval. Report MUST be completed and signed by October 31st. <b>Give at least two weeks for processing with the school district.</b></p>
<p><b>October/November 2023</b></p>	<p>PAYMENT: 1st 50% payment is processed for current fiscal year grant.</p>	
<p><b>December 2023</b></p>		<p>Complete and submit <a href="#">conference forms</a> and <a href="#">travel justification</a> for Educating for Careers Conference for approval. <b>Give at least 30 days for processing with district.</b></p>
<p><b>January/February 2024</b></p>	<p>PAYMENT: 2nd final payment processed for prior fiscal year grant. Based on the number of qualified students in the Annual Report and approval of the report.</p>	<p>Submit conference forms for approval. <b>Give at least 30 days for processing with the school district.</b></p>
<p><b>February 2024</b></p>	<p>Letter of Intent packet is emailed.</p>	
<p><b>February 26-28, 2024</b></p>	<p><a href="#">Annual Educating for Careers Conference</a>. Three key staff are required to attend.</p>	<p>Last day to submit purchase orders is the end of April.</p>
<p><b>April 15, 2024</b></p>	<p>Letter of Intent (LOI) DUE.</p>	
<p><b>May/June 2024</b></p>		<p>Last day to submit P-Card orders is the end of May.</p>



# Funding & Orders



# 25%

Percentage of grant that can be used for technology purchases.

*For example:*

$$\approx \$80\text{k} \times .25 = \$20,000$$

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# 40%

Percentage of grant that can be used for payroll.

*For example:*

$$\approx \$80\text{k} \times .40 = \$32,000$$

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# Funding: Budget Adjustment Request (BAR)

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- Full grant funds arrive to the Instructional Materials (IMA) line at beginning of the school year.
- When the money become available, work with your fiscal specialist to move funds to other Commitment Lines using a [Budget Adjustment Request \(BAR\)](#) form every year.
- The BAR is a spreadsheet where you list amounts to be move **from IMA line to** whichever other Commitment Lines you need CPA funds to be in.
- The BAR is signed by your principal (twice) and gets sent to Local District Fiscal.



# Funding: Budget Adjustment Request (BAR)

Los Angeles Unified School District  
Budget Services and Financial Planning Division  
**BUDGET ADJUSTMENT REQUEST**  
Fiscal Year 2022-2023

School/Office: Cleveland Charter High School LD: Northwest Phone No.: (818) 885-2300 Contact Person: Gabriela Rosillo Date: 2/1/23

GC*		Fund Center	Fund	Functional Area			Budget Item	Commitment Item	Date	Job	Position Status	Temp Position ID	Position Control #	PERSONNEL					Pay Scale	Pos Ind	Rate	Hrs / Day	Days / Week	FTE	Amount (\$)	
Budget Line Item	Fund Center Name	Program Name	Item Name	Start	End	Title	ISC	Cap	Area	Sub Area	Area	Group	Level	Type	Misc	Salary	Benefits	Funding (%)	From	To						
1	1859001	010	7220	1110	1000	7167T	440001																		12,400	
	Cleveland Charter HS	California Partnership Academies 21-23	Non Cap	7/1/22	6/30/23																					
2	1859001	010	7220	1110	1000	7167T	110004																			19,000
	Cleveland Charter HS	California Partnership Academies 21-23	Teacher & Flow	7/1/22	6/30/23																					
3	1859001	010	7220	1110	1000	7167T	120034																			1,300
	Cleveland Charter HS	California Partnership Academies 21-23	Guidance	7/1/22	6/30/23																					
4	1859001	010	7220	1110	1000	7167T	240003																			75
	Cleveland Charter HS	California Partnership Academies 21-23	Office Pers Salaries - Overhead	7/1/22	6/30/23																					
5	1859001	010	7220	1110	1000	7167T	430001																			940
	Cleveland Charter HS	California Partnership Academies 21-23	General Supplies	7/1/22	6/30/23																					
6	1859001	010	7220	1110	1000	7167T	430010																			85
	Cleveland Charter HS	California Partnership Academies 21-23	Individualized Mental	7/1/22	6/30/23																					
																				Document Total		12,400	12,400			

Reason for budget adjustment: *(For Categorical Programs, justification pages must be attached)*

I understand that I shall be fully responsible for any program and/or fiscal implications of this request due to non-compliance with Federal/State policies, rules and regulations. The signatures below confirm that this request has been reviewed for compliance.

**FOR SCHOOL SITE USE ONLY**

Principal's Signature: [Signature] Date: 2/1/23

For Categorical Programs:  
Attach the following two documents:  
 Copy of School Plan Page or Single Plan for Student Achievement Modification  
 If multi-funded, please indicate other funding source(s).

Budget Adjustment for Title I Program, please identify:  
The SSC sought and considered recommendation from the appropriate advisory committees.  TAS  SWP

SSC Chairperson's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  SAC \_\_\_\_\_ Date: \_\_\_\_\_  ELAC \_\_\_\_\_ Date: \_\_\_\_\_

Form revised 07-21-2020

**FOR BUDGET SERVICES AND LOCAL DISTRICT (LD) USE ONLY**

BAL log Sheet No. \_\_\_\_\_ Input Date \_\_\_\_\_ Instructional Area Superintendent or Designee \_\_\_\_\_ Date \_\_\_\_\_

Processed By \_\_\_\_\_ and/or \_\_\_\_\_ Administrator of Operations or Designee \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Specialist's Signature \_\_\_\_\_ Date \_\_\_\_\_ Program Coordinator's Signature or Designee \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Services Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_ Asst. Budget Director \_\_\_\_\_ Date \_\_\_\_\_  
Deputy Budget Director \_\_\_\_\_ Date \_\_\_\_\_

**FOR GRANTS INCLUDE:**

1. Administrative Service Charge (ASC) of 4.27%, commitment item 730001  
Calculation:  
a) Total Grant Amount - Capital Outlay = Net Grant Amount  
b) Net Grant Amount / .0427 = Amount Subject to ASC  
c) Amount Subject to ASC x .0427 = ASC

2. Funding Variance (2% of Salaries & Benefits), commitment item 430099

Criteria: The identification of individual employees within a department or unit for reassignment shall be based upon considerations of necessity (as defined below) and also consideration of the objective operational needs of the department or unit, such as the need to minimize disruptions of services, the need to minimize retaining of the remaining employees, and the need to retain employees who possess special skills and/or expertise. It may also be based upon the avoidance of extraordinary personal hardship to an employee.  
Employees who have volunteered for reassignment shall be considered first, subject to and consistent with the above considerations. Reassignment selections are not to be used to evade appropriate progressive disciplinary procedures; however, employees whose performance is marginal or below standard shall remain subject to the above reassignment criteria along with all other employees. For purposes of identification for reassignment, "necessity" means strength of regular obligation within the classification.  
\*My signature confirms that I have considered and relied upon the criteria set forth above in approving the reassignments resulting from this budget request.

Principal's Signature: [Signature] Date: 2/1/23

**Two signatures required by principal**



# Funding: Budget Availability

Check academy grant amount by using [LAUSD online system](#)

A screenshot of the LAUSD School Directory website. The browser address bar shows "schooldirectory.lausd.net/schooldirectory/". The page header includes the LAUSD logo and the text "Los Angeles Unified School District Investing in LAUSD". A search bar with the placeholder "can't find something? Search" is visible. Below the header, there is a section titled "I want to..." with three bullet points: "School Search: Find a Los Angeles Unified School.", "Apply/Enroll: Apply and enroll to my resident school and/or program.", and "Identify School: Find a Los Angeles Unified School for my child based on home address." The main content area is titled "School Directory" and "Searching...". It contains instructions for using the search function, including a note to "Search for a school(s) by entering text in the textbox and/or selecting boxes in the categories below then click the Search button:". A search input field contains "Cleveland Charter High School". Below the search field are four orange buttons with dropdown arrows: "School Types", "Local Districts", "Board Districts", and "Community of Schools". At the bottom of the page, there is a footer with the text "© Los Angeles Unified School District 333 South Broadway Ave., Los Angeles, California 90017".



Los Angeles Unified School District  
 Elizabeth Learning Center — 1354801  
**BUDGET AVAILABILITY REPORT**  
 As of February 28, 2024

Program Name	Commitment Item Name	Fund	Functional Area	Carryover	Current Modified Budget	Payroll Encumbrances	Commitments (Encumbrances)	Actual Expenditures	Available Budget (Payroll Encumbrances Deducted)	Available Budget (Payroll Encumbrances Not Deducted)	Net Available % (Payroll Encumbrances Not Deducted)	
	731001 / Indirect Support-General Fund	010-6010	1110-7210-7T426	0.00	0.00	0.00	0.00	470.25	(470.25)	(470.25)	X	
77426 / AftSchEdu&Safe(ASES)YDP-S Total				0.00	17,579.00	2,651.94	0.00	15,397.31	(470.25)	2,181.69	12.41%	
77513 / California Partnership Academies 24&25 G15	110002 / Teacher Salaries - Substitutes	010-7220	3800-1000-7T513	0.00	1,142.00	1,142.00	0.00	0.00	0.00	1,142.00	100.00%	
	110004 / Teacher Salaries - Supple/Other	010-7220	3800-1000-7T513	0.00	5,689.00	5,689.00	0.00	0.00	0.00	5,689.00	100.00%	
	120024 / Guidance/Welfare Salaries-Supp	010-7220	3800-3110-7T513	0.00	2,437.00	2,437.00	0.00	0.00	0.00	2,437.00	100.00%	
	190004 / Other Cert Salaries - Supple	010-7220	3800-2100-7T513	0.00	14,631.00	14,631.00	0.00	0.00	0.00	14,631.00	100.00%	
	240003 / Office Pers Salaries - Overtime	010-7220	3800-2700-7T513	0.00	728.00	728.00	0.00	0.00	0.00	728.00	100.00%	
	310101 / STRS - Certificated		010-7220	3800-1000-7T513	0.00	1,306.00	1,306.00	0.00	0.00	0.00	1,306.00	100.00%
				3800-2100-7T513	0.00	2,795.00	2,795.00	0.00	0.00	0.00	2,795.00	100.00%
				3800-3110-7T513	0.00	466.00	466.00	0.00	0.00	0.00	466.00	100.00%
	320201 / PERS - Classified	010-7220	3800-2700-7T513	0.00	196.00	196.00	0.00	0.00	0.00	196.00	100.00%	
	330102 / Medicare - Certificated		010-7220	3800-1000-7T513	0.00	100.00	100.00	0.00	0.00	0.00	100.00	100.00%
				3800-2100-7T513	0.00	213.00	213.00	0.00	0.00	0.00	213.00	100.00%
				3800-3110-7T513	0.00	36.00	36.00	0.00	0.00	0.00	36.00	100.00%
	330201 / Social Security-Classified	010-7220	3800-2700-7T513	0.00	46.00	46.00	0.00	0.00	0.00	46.00	100.00%	
	330202 / Medicare - Classified	010-7220	3800-2700-7T513	0.00	11.00	11.00	0.00	0.00	0.00	11.00	100.00%	
	340101 / Health/Welfare - Certificated	010-7220	3800-1000-7T513	0.00	409.00	409.00	0.00	0.00	0.00	409.00	100.00%	
	350101 / Unemploy Insur - Certificated		010-7220	3800-1000-7T513	0.00	4.00	4.00	0.00	0.00	0.00	4.00	100.00%
				3800-2100-7T513	0.00	8.00	8.00	0.00	0.00	0.00	8.00	100.00%
				3800-3110-7T513	0.00	2.00	2.00	0.00	0.00	0.00	2.00	100.00%
	350201 / Unemploy Insur - Classified	010-7220	3800-2700-7T513	0.00	1.00	1.00	0.00	0.00	0.00	1.00	100.00%	
	360101 / Workers Comp - Certificated	010-7220	3800-1000-7T513	0.00	166.00	166.00	0.00	0.00	0.00	166.00	100.00%	





**Those mysterious numbers...**

Program Name	Commitment Item Name	Fund	Functional Area	Carryover	Current B
	731001 / Indirect Support-General Fund	010-010	1110-7000-7T426	0.00	
7T426 / AftSchEdu&Safe(ASES)YDP-S Total				0.00	
7T513 / California Partnership Academies 24&25 G1S	110002 / Teacher Salaries - Substitutes	010-7220	3800-1000-7T513	0.00	
	110004 / Teacher Salaries - Supple/Other	010-7220	3800-1000-7T513	0.00	
	120024 / Guidance/Welfare Salaries-Supp	010-7220	3800-3110-7T513	0.00	
	190004 / Other Cert Salaries - Supple	010-7220	3800-2100-7T513	0.00	
	240003 / Office Pers Salaries - Overtime	010-7220	3800-2700-7T513	0.00	
	310101 / STRS - Certificated	010-7220	3800-1000-7T513	0.00	
			3800-2100-7T513	0.00	



# Funding: Purchase Orders

Materiel Management Branch / x +

achieve.lausd.net/Page/4026

Good Morning! News School Classroom Health Academy Gradebooks Google MiSIS Schoology

About Los Angeles Unified Find a School

Offices Classic View

LOS ANGELES UNIFIED SCHOOL DISTRICT

**materiel Management Branch**

Home > Procurement Services > Materiel Management Branch > Materi

**General Stores Distribution Section (formerly Stores Warehouse)**

- [New Product Suggestions](#) - Use this form to list any product that your se
- [New Ink & Toner Cartridge Request](#) - Use this form to list any ink and/or
- [Order Adjustment](#) - Use this form to report General Stores Distribution c
- **Requisition** - Use this form when placing orders.
- [Profile Update for General Stores Distribution Online Catalog](#) - Use this
- [Price Match](#) - Use this form to report a lower price on an identical item.
- [Product Complaint](#) - Use this form to report poor quality or poor perform

Buy and Use LAUSD First  
General Stores Distribution  
Catalogs 2022-2023 (SSO)  
LDR Interim Ordering Process

<https://achieve.lausd.net/Page/4026>





# Funding: Funding Lines/Control Sheet

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Common funding lines (commitment lines) used for CPAs:

- 110002 - Sub Time
- 110004 - X-Time
- 120024 - Guidance/Welfare
- 190004 - Training Rate
- 240004 - Clerical Supplemental
- 430001 - General Supplies
- 430010 - IMA (Instructional Materials)
- 440001 - Non-Cap Equipment/Technology (Items over \$5000)
- 520002 - Travel/Conference
- 580012 - Buses

Use the district's [control sheet](#) as a tool to keep an accurate budget and to track of allocations, expenditures and available balances. Here's a simplified [control sheet for CPAs](#). Also in Schoology Resources.



# Funding: Commitment Lines

COMMONLY USED ITEM COSTS						
BUDGET DEVELOPMENT						
FY 2022-23						
Commitment Items	Budget Item No.	Item Description	Budget Line Type	Rate Type	Rates w/o Benefits*	Rates with Benefits**
110001	10370	PROF DEV TCHR REG	20THS-L	Daily	\$437.49	\$541.09
110001	10377	TCHR RELEASE DAY/HRS	20THS-L	Daily	\$437.49	\$541.09
110002	10378	TCH REL DTD SUB CAT	20THS-L	Daily	\$216.06	\$371.21
110002	10559	DAY TO DAY SUBS	20THS-L	Daily	\$216.06	\$371.21
110002	10562	ODSUB CSR T BEN ARSC	20THS-L	Daily	\$216.06	\$371.21
110004	10241	INST COACH SEC X TIM	20THS-L	Weekly	\$2,188.00	\$2,706.12
110004	10246	DIFF INSTL COACH SEC	20THS-L	Semester	\$765.00	\$946.16
110004	10247	DIFF INSTL COACH ELM	20THS-L	Semester	\$765.00	\$946.16
110004	10362	INSTRL COACH EL XTIM	20THS-L	Weekly	\$2,188.00	\$2,706.12
110004	10371	TCHR X TIME	20THS-L	Hourly	\$72.91	\$90.18
110004	10375	PROF DEV TCHR X-TIME	20THS-L	Hourly	\$72.91	\$90.18
110004	10376	TUTOR TCHR X TIME	20THS-L	Hourly	\$72.91	\$90.18
110004	10420	TCHR AUXILIARY	20THS-L	Hourly	\$72.91	\$90.18
110004	11622	COORD DIFF TCHR	20THS-L	Semester	\$637.00	\$787.85
110004	13462	TCHR ACTIVITY DIFF	20THS-L	Semester	\$637.00	\$787.85
110004	14653	TCHR X (NON-TUTOR)	20THS-L	Hourly	\$72.91	\$90.18
110005	10701	TCHR AST RELIEF	20THS-L	Hourly	\$17.71	\$19.23
110005	13989	TCHR AST RELIEF LV2	20THS-L	Hourly	\$17.71	\$19.23
120002	13984	ODSUB TCHUB BENABSC	20THS-L	Daily	\$216.06	\$371.21
120004	10860	LIBRARIAN SEC X TIME	20THS-L	Weekly	\$2,188.00	\$2,706.12
120004	19112	DIFF, TCHR S LIB MED	20THS-L	Semester	\$500.00	\$618.40
120024	11062	COUNS ELEM X TIME	20THS-L	Weekly	\$1,498.00	\$1,852.73
120024	11072	PSYCH SOC WKRR X TIME	20THS-L	Hourly	\$57.63	\$71.29
120024	11079	COUNS PSA X TIME	20THS-L	Hourly	\$57.63	\$71.29
120024	11087	COUNS SEC X TIME	20THS-L	Weekly	\$2,006.00	\$2,481.03
120024	11120	COUNS SEC Z TIME	20THS-L	Weekly	\$2,006.00	\$2,481.03
120024	11832	PSYCHOLOGIST X TIME	20THS-L	Hourly	\$56.19	\$69.49
120044	11178	NURSE SCH X TIME	20THS-L	Hourly	\$72.91	\$90.18
190004	14652	COORD X (NON-TUTOR)	20THS-L	Hourly	\$72.91	\$90.18
190004	14651	COORD X (TUTOR)	20THS-L	Hourly	\$72.91	\$90.18
190004	11240	ASSIGNNON CLA X TIME	20THS-L	Weekly	\$2,188.00	\$2,706.12
190004	11244	ASIGN NON CLA Z TIME	20THS-L	Weekly	\$2,188.00	\$2,706.12
190004	11316	STAFF TRNG R 1 CERT	20THS-L	Hourly	\$50.00	\$61.85
190004	11322	STAFF TRNG R 2 CERT	20THS-L	Hourly	\$20.00	\$24.74
190004	11327	TSP PROG AD X DIRECT	20THS-L	Weekly	\$2,188.00	\$2,706.12
190004	11377	CRD DIFF TSP ADV	20THS-L	Semester	\$637.00	\$787.85
190004	11632	COORD DIFF NON CLASS	20THS-L	Semester	\$637.00	\$787.85
190004	11681	CRD DIF CAT PRG ADV	20THS-L	Semester	\$637.00	\$787.85
190004	11759	INTVN/PREV SUPC DIFF	20THS-L	Semester	\$637.00	\$787.85
190004	11760	PROB SOLV DT CRD DIF	20THS-L	Semester	\$637.00	\$787.85
190004	11772	INTRVN SUPCORD X TM	20THS-L	Weekly	\$2,188.00	\$2,706.12
190004	11795	PROB SOLV DT CRD XTIM	20THS-L	Weekly	\$2,188.00	\$2,706.12
190004	12282	COORD DIFF	20THS-L	Semester	\$637.00	\$787.85
190004	13302	INTVN/PREV SUPC X TM	20THS-L	Weekly	\$2,188.00	\$2,706.12
190004	13328	TSP PROG AD X INDRCT	20THS-L	Weekly	\$2,188.00	\$2,706.12
210004	20805	EDUC AIDE Z TIME	20THS-L	Hourly	\$16.91	\$23.14
210004	20817	ED RES AIDE Z TIME	20THS-L	Hourly	\$18.32	\$25.08



# Field trip system: ifieldtrip.lausd.net

The screenshot shows the web application interface for the LAUSD Field Trip System. The browser address bar displays the URL `ifieldtrip.lausd.net/DefaultSchool.aspx`. The page header includes the system logo, navigation links for "Resources", "Contact Us", and a user profile for "gabriela.rosillo@lausd.net" with a "Logout" button.

Filtering options are provided for "School Year" (set to 2022-23), "Trip Type" (set to --SELECT--), and "Approved By" (set to --SELECT--). A "Calendar View" button is located to the right of these filters.

The main content area displays "Showing 1 to 1 of 1 entries" and a search bar. Below this is a table with the following columns:

RefNo	School	Destination	Trip Start	Status														
				LAUSD Bus Info	Summary	Requestor	Principal	Nurse	Outdoor & Env Ed	Athletics	Env Health & Safety	Risk Management	Student Integration	Title 1	Local District	Superintendent	Transportation	Original Request
23-1152	CLEVELAND CHS	MOCA GEFFEN	09/22/2022															

At the bottom of the table, there is a "Show 5 entries" dropdown and a set of navigation buttons: "Create New Request", "Clone", "Cancel", "Delete", and "Report". On the far right, there are pagination links: "First", "Previous", "1", "Next", and "Last".



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## Letter of Intent (LOI) - Packet Contents

- You'll receive an **email in March** from CDE that will contain:
    - Letter to the Field
    - Law sections - Ed Code
    - Expenditure Guidelines
    - Proposed budget narrative form
    - Letter of Intent template
    - Contact info update sheet
    - Fiscal Timeline
-



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## Letter of Intent (LOI)

- Completed packet due every year on **April 15th**
  - You will submit to CDE:
    - Letter of Intent
    - Budget Proposal
    - Budget Narrative
    - Updated Contact Info Sheet
  - The budget proposal and narrative must be accurately reported and detailed
  - The proposed budget that was submitted must be followed. Any changes must be approved by CDE.
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## Letter of Intent (LOI)

- Request for continued funding or discontinuation of funds
  - Number of fundable/projected number of funded students. **Be accurate!**
  - Email all signed documents to your CDE fiscal analyst.
-



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## End of Project (EOP)

- Emailed June 30th
  - **Purpose:** Description of how CPA funds expended during the school year
  - The [Financial Expenditure Report and Narrative](#) must accurately detail all expenditures of funds.
  - **Due August 31th**
-



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## CAPAAR

**What?** Web-based academy reporting system that generates and submits an Annual Report

**Why?** Annual Reports provide data for research, and evaluation, and certify that each academy operates in accordance with EC Sections 54692-54695

**When?** Annual Reports must be submitted to the California Department of Education (CDE) by **October 31st** each year

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## CAPAAR Overview

Schools are provided:

- Login instructions
- User IDs and passwords

Report is **due OCTOBER 31st** and is completed when:

- Academy lead clicks on the SUBMIT button
  - Principal receives email & clicks on SUBMIT button
  - (Local) Sup. clicks on the SUBMIT button
  - Report is sent electronically to CDE for review
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# CAPAAR: data collection

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Student data to pull by counselor at the of school year:

- District ID
- SSID
- Student full name
- Ethnicity
- Gender/Sex
- Grad Year
- LAUSD GPA
- Incoming 10th graders LAUSD GPA for 9th grade
- Smarter Balance ELA and Math
- Meal Code
- Attendance
- Credits Completed

Use the [Academy Student Data](#) Excel/Google template



# CAPAAR: data collection

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Student data collected by coordinator:

- Low motivation
- Mentorship activities
- Internships
- Non-Grad (with counselor assistance)
- Grad Plans + Work Plans

Collect senior grad plans 2-3 weeks before end of school year for CAPAAR report. Use Google Forms to create [survey](#).



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# CDE Happenings

## Lighthouse Academies

- Mentors for coordinators
- CPA Workshops
  - First Wednesday of each month



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## CPA Contact

CPA program questions:

**Education Programs Consultant**

Eliese Rulifson at

[ERulifson@cde.ca.gov](mailto:ERulifson@cde.ca.gov)

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## Analyst Contacts

Funding/ Fiscal questions:

**Prop 98** = (CPA ID #s 0003 to 0587)

Michelle Upton at [mupton@cde.ca.gov](mailto:mupton@cde.ca.gov)

**CTEI** = (CPA ID #s 7000 to 110055)

Alicia Aguirre at [AAguirre@cde.ca.gov](mailto:AAguirre@cde.ca.gov)

**SBX1 1** = (CPA ID #s C001 to C022) Lighthouse  
Academies Project

Cindy Rose at [crose@cde.ca.gov](mailto:crose@cde.ca.gov)

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## Q & A

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**Questions?**

**Comments?**

**CPA Lead Tips?**



# Thank You for Attending!

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We'd like to hear from you about today:

<https://bit.ly/3b2oRSj>

Enjoy the rest of your conference!





## Tips from JOE!

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- Special guest **Joe Agruso**
- Van Nuys High School
- 18 years co-coordinator
- CTE Transportation System & Diagnostic