

APPENDIX X-1

2020-21 USP BUDGET DEVELOPMENT PROCESS

Date(s)	Action
October – December 2019	The District shall initiate: assessments of 910G requirements for sites and departments; assessments of 910G capital needs.
December 16, 2019	Parties shall discuss the proposed USP budget, including budget priorities, draft templates, formulas, expectations, and other key budget-related issues. The District, Special Master, and budget expert shall provide a draft budget development process to the plaintiffs for review.
December 23, 2019	The plaintiffs shall submit comments or suggestions for the draft budget development process no later than five (5) business days after the process is received.
January 10, 2020	The District will finalize the draft budget development process and submit to special master and plaintiffs. The District shall provide the plaintiffs, special master and budget expert with all District formulas used or required in the allocation of funds (noting changes from previous year), including ELD FTE and Teacher Assistant formulas and/or standards, school level staffing/FTE formulas, and CRC Itinerant-Teacher ratios and Mentor-Teacher ratios.
No later than February 14, 2020	The District shall initiate and finalize the enrollment projections that will be used to develop 910G allocations The District shall share the projections with the Special Master and Plaintiffs, and schedule a meeting of the parties to review and discuss the proposed budget and other budget-related issues in or around May 2020
DRAFT #1 NARRATIVE [No later than February 24, 2020]	District submits Draft #1 narratives, including: USP Budget Criteria Forms for proposed new or expanded programs and Student Support Forms for proposed new or expanded student support programs (any systematic evaluation of new or expanded programs should be attached); and all Magnet Site Plans (without budgets). The narrative shall include a framework for proposed reductions.
February 26, 2020	Budget Expert will confirm and note that the above information has been received by all. Lack of information provided will be noted. Due one business day after receipt of the Draft #1 Narrative.
February 28, 2020	The District shall file with the Court a Notice of Disclosure and/or Compliance (including, if applicable, an explanation of any failures to comply with the February 24, 2020 benchmark)
March 13, 2020	Plaintiffs and Special Master submit comments on Draft #1 no later than 10 business days after Draft #1 is received.

Date(s)	Action
DRAFT #2 910(G) BUDGET [No later than April 3, 2020]	<p>The 2020-21 Proposed USP Budget Draft #2 will include:</p> <ul style="list-style-type: none"> • a rationale for any differences between the Draft #2 proposed 2020-21 and the 2019-20 allocated amounts, including a rationale for any non-incremental increase or decrease in funding for the activity during the current budget year (2019-20), if applicable • a summary of the Draft #2 proposed aggregated allocations broken out by allocation from 910G and all other USP related funding sources, by activity with the 2020-21 Proposed Allocation [Form 1-A], the 2019-20 Allocation [Form 1-B], and the variance between the Draft #2 2020-21 proposed allocation and the 2019-20 allocation [Form 1-C] • Draft #2 proposed allocation for the activity in the proposed budget year (2020-21), the current budget year (2019-20), and the previous budget year (2018-19), [Form 2] • Actual expenditures for each activity for the previous budget year (2018-19), allocations and projections for each activity for the current budget year (2019-20), proposed allocations for each activity for the proposed budget year (2020-21) [Form 5] • 910G budget detail, including Draft #2 proposed 2020-21 allocations, current year (2019-20) budgeted allocations, and comments relating to any position and/or program changes [Form 3] and specific line item allocations by department [Form 4(a)] • proposed 2020-21 magnet allocations shall be included in Draft #2. • the District shall provide a separate USP Budget Criteria Form for each new or expanded program in Draft #2 of the budget that was not delineated in the Draft #1 narrative • student support criteria forms for ongoing student support programs • PD assessment (participants, amounts, delivery methods, costs) <p>NOTE: The allocations for each activity that were approved for the 2019-20 school year should not be moved to another activity for the 2020-21 school year budget year. Changes in allocations within an activity from the previous year will be completed and approved through the reallocation process after the budget is approved. All Magnet Site Plans shall be submitted separately, including 910(g) budget allocations.</p>
April 7, 2020	Budget Expert in consultation with SM will confirm that the above information has been received by all (completed and/or lack of information provided will be noted) and submit one business day after receipt of Draft #2.
No later than April 9, 2020	The District shall file with the Court a Notice of Disclosure and/or Compliance (including, if applicable, an explanation of any failures to comply with the April 3, 2020 benchmark)
April 17, 2020	Plaintiffs and Special Master submit comments on Draft #2 no later than 10 business days after Draft #2 is received. A phone conference with the parties may prove supportive of the process during this time.
April 2020	Budget Expert in consultation with SM will confirm and note all RFI's and Responses. Any continuing RFI's will be noted.

Date(s)	Action
<p>DRAFT #3 (includes Narrative related to issues raised by the Special Master and Plaintiffs, and funding from all sources in Form 4(b))</p> <p>[No later than May 1, 2020]</p>	<p>District submits Draft #3 including funding from all sources in Form 4(b) (all changes between drafts emphasized); the 2019-20 Proposed USP Budget Draft #3 will include:</p> <ul style="list-style-type: none"> • a rationale for any differences between Draft #3 and Draft #2, including a rationale for any non-incremental increase or decrease between drafts, if applicable [Cover Letter] • a summary of the Draft #3 proposed aggregated allocations broken out by allocation from 910G and all other USP related funding sources, by activity with the 2020-21 Proposed Allocation [Form 1-A], the 2020-21 Allocation [Form 1-B], and the variance between the Draft #3 2020-21 proposed allocation and the 2019-20 allocation [Form 1-C] • Draft #3 proposed allocation for the activity in the proposed budget year (2020-21), the current budget year (2019-20), and Draft #2 [Form 2] • Actual expenditures for each activity for the previous budget year (2018-19), allocations and projections for each activity for the current budget year (2019-20), proposed allocations for each activity for the proposed budget year (2020-21) [Form 5] • 910G budget detail, including Draft #3 proposed 2020-21 allocations, current year (2019-20) budgeted allocations, and comments relating to any position and/or program changes [Form 3] and specific line item allocations by department [Form 4(a)] • the USP Funding Criteria and/or Student Support Criteria forms shall be provided for each new or expanded program in Draft #3 of the budget that was not delineated in Draft #2 or the Draft #1 narrative. <p>NOTE: The allocations for each activity that were approved for the 2019-20 school year should not be moved to another activity for the 2020-21 school year budget year. Changes in allocations within an activity from the previous year will be completed and approved through the reallocation process after the budget is approved. All Magnet Site Plans shall be submitted separately, including budget allocations from all sources. <u>If any change in excess of \$50,000 is thereafter made to the proposed allocation for any magnet school, the District will expressly include notice and an explanation of the change in its Draft #3 submissions or in its Final Budget filing, whichever is most timely.</u></p>
May 5, 2020	Budget Expert in consultation with SM will confirm and note that the above information has been received by all. Completed and/or lack of information provided will be noted.
No later than May 7, 2020	The District shall file with the Court a Notice of Disclosure and/or Compliance (including, if applicable, an explanation of any failures to comply with the May 1, 2020 benchmark)
May 4-8, 2020	The parties shall discuss the proposed USP budget and other related issues.
May 15, 2020 [no later than 10 business days]	Plaintiffs and Special Master review and comment period limited to newly proposed allocations in Draft #3 except when new changes in proposed allocations affect specific proposals in Draft #2 or when a rationale is provided as to why the comment was not provided in Draft #2. The Plaintiffs and Special Master may also restate comments

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after Draft #3 is received]	related to prior drafts. A phone conference with the parties may prove supportive of the process during this time.
June 1, 2020 [within 10 business days of plaintiffs comments on Draft #3, per court order]	Special Master submits any suggestions for modification related to proposed allocations reflected in Draft #3 to the District.
June 8, 2020	The plaintiffs submit any and all “continuing objections” and any objections or comments they have on the Special Master’s suggestions.
June 2020	Budget Expert in consultation with SM will confirm and note all RFI’s and Responses. Any continuing RFI’s will be noted.
FINAL DRAFT No later than June 23, 2019	District presents Final Proposed Budget to the Special Master and Plaintiffs and presents Final Proposed Budget, Special Master suggestions for modification, and Plaintiffs’ continuing objections to the Governing Board. The Final Proposed Budget will be in the approved format. The District provides a copy of the “Final Draft” 2019-20 Proposed USP Budget that will be considered by the Governing Board with any allocation revisions using the approved format. Any changes from Draft #3 and other previous drafts shall be noted in the same way as described in previous formats. If approved, the District will file the Final Budget no later than June 30, 2020.
June 25, 2020	Budget Expert in consultation with SM will confirm and note that the above information has been received by all. Completed and/or lack of information provided will be noted.
No later than 10 days after the filing of the Final Budget	Any plaintiff may file objections to the Final USP Budget.
No later than 10 days after plaintiffs’ objections	The District may file a response (which may include commitments to reallocate funds in response to objections).
No later than 10 days after the District response	Special Master may file an R&R with a request for expedited ruling within 30 days.