



School System and Charter School

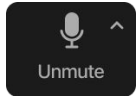
Business Manager and Financial Officer

Monthly Call Meeting

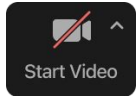
January 2024



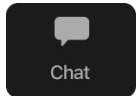
Zoom Meeting Preparation



- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”



- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”



- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.



Agenda

- **Welcome**
- **Required Submissions and Reminders**
- **Act 370**
- **State Grants Update**
- **Federal Grants Update**
- **Fiscal Risk Assessment**
- **70% Instructional Requirement**
- **MFP Update**
- **Single Audit Due Date**
- **Call Dates and Slide Deck Links**
- **Resources**



Required Submissions



Upcoming Required Submissions

- Periodic Expenditure Report
- Charter School Budgets - 2nd Quarter Financials

Please contact schoolfinanceheldpesk@la.gov



Periodic Expenditure Reports (PERs)

- PERs are currently not being submitted by many school systems on or before deadline.
- Non-submission is a problem because PERs support education requirements for federal grants.
- Tools are being implemented to encourage school systems to comply with the due dates to include but not limited to reminder emails from eGMS.
 - PER Submission Deadlines are:
 - **3/31 due 4/15**
 - **6/30 due 7/15**
 - **9/30 due 11/15**
 - **12/31 due 1/15**
- Please arrange your work plans such that compliance with the required deadlines can be improved.

Please contact ldoe.federalclaims@la.gov



Charter School Budgets

- The Second Quarter Financial Budget Report for FY 2023-2024 is due by **January 31, 2024**.
- If your organization operates more than one charter school, you must submit the financial report for each individual school.
- For more details see the Instructions for Quarterly budgets tab in the Annual Budget Workbook.
- The financial workbook, inclusive of 1st and 2nd Quarter updates, and the Statement of Affirmation must be submitted via email to CharterFinanceHelpdesk@la.gov.



Please contact charterfinancehelpdesk@la.gov



Act 370



Act 370 Reporting Information

Effective for FY 2023-2024, the following requirements must be implemented:

General Fund Budget - No later than September 30 of each year, each public school governing authority shall post on its website its most recent budget and general summary in accordance with R.S. 17:88.

Annual Audit Report - Within 30 days of acceptance and approval by LLA, each public school governing authority shall post on its website its most recent annual independent audit.

Act 370 Information

Please contact ldoe.federalclims@la.gov



State Grants



State Grants

❖ Apprenticeship Allocation

- In FY 2023-2024, the Legislature appropriated funding for apprenticeships to provide systems with additional support in the costs of providing apprenticeship training to students. The apprenticeship allocations will be released to eligible school districts on or before **January 26**. For more details, refer to the Apprenticeship Guidance document in the [Business Manager Support Library](#) under State Allocations.

Please contact LDOEmpheldpesk@la.gov



Federal Grants



Federal Grants

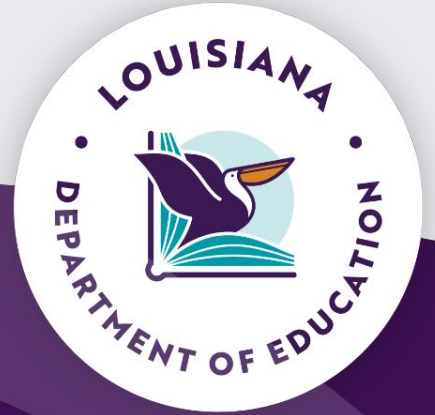
Federal Support and Grantee Relations (FSGR) has announced....

- Super App **Due January 26, 2024.**
- BELIEVE! Application for early childhood lead agencies **DUE January 26, 2024.**

Please contact ldoe.grantsheldpesk@la.gov



Fiscal Risk Assessment



Fiscal Risk Assessment

- Overall results were provided to BESE at the December 2023 meeting.
- Results have been posted in each system's edFin FTP secure site.
- Specific follow up instructions were provided to systems categorized as In Corrective Action or In Monitor. Responses were due by Friday, January 19, 2024.

Please contact schoolfinanceheldpesk@la.gov



70% Instructional Requirement



70% Instructional Requirement

- The FY 2021-22 results were provided to BESE at the January 2024 meeting.
- Results have been posted in each system's edFin FTP secure site.
- Systems who failed to meet the 70% Instructional Requirement will be contacted for a response via a corrective action plan.

Please contact schoolfinanceheldpesk@la.gov



MFP Update



MFP Update

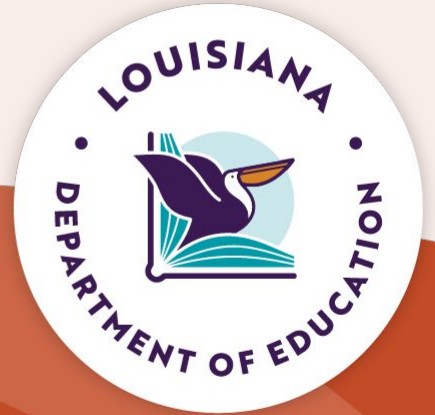
❖ Mentor Stipends

- Per the FY 23-24 MFP formula, a stipend of \$2,000 shall be provided to teacher mentors serving as assigned mentors of record, responsible for supporting undergraduate or post-baccalaureate residents. A separate payment was processed and released to districts on January 15th. FAQs and payment information is posted in the MFP Library.

Please contact LDOEmpheldpesk@la.gov



Audit Submission to LDOE



Audit Submission to LDOE

The [Single Audit Report Submission Portal](#) is available for business managers and school finance officials to assist with timely submittals of annual single audits. A Quick Link to the portal is also available at www.louisianabelieves.com.

New website, new look for the LDOE. Coming early 2024.

LEARN MORE →

UPDATED! **EPIC**
Education Progress & Investment Charts

2023-2024 APPROVED PLANS
Louisiana
COMEBACK

Find a School or Center

FAST FORWARD

Guidance for Leading Inclusive Special Education Programs
Engaging Key Stakeholders to Support Success for All Students
AVAILABLE NOW!

QUICK LINKS

- FEDERAL SUPPORT & GRANTEE RELATIONS LIBRARY
- STATEMENT OF DISSENT FROM IMMUNIZATIONS PDF
- P-EBT
- EMERGENCY PREPAREDNESS AND RECOVERY
- ESER RESOURCES
- STANDARDS REVIEW COMMITTEE
- HOME STUDY
- K-12 SCHOOL OR CENTER LETTER GRADES/SPS
- READY TO ACHIEVE! 2022-2023 SCHOOL OPERATIONAL GUIDELINES PDF
- LOUISIANA WAIVER DRAFT 2021 PDF
- EARLY CHILDHOOD EMERGENCY PREPAREDNESS AND RECOVERY
- FIND & EXPLORE TEACHER PREPARATION PROGRAMS
- STUDENTS WITH DISABILITIES
- CAFÉ
- SINGLE AUDIT REPORT SUBMISSION PORTAL**

Please contact schoolfinanceheldpesk@la.gov

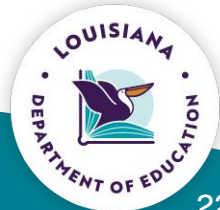


Reminders



- The February Business Manager Monthly Call will be held on Wednesday, February 21st at 2:00 p.m.
- Reminder with date and link will be posted in LDOE Weekly Newsletter
- The slide decks for the monthly call can be found in the Business Manager Support Library on the website.

Please contact schoolfinancehelpdesk@la.gov



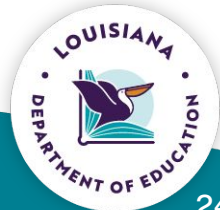


Resources

Resource Index

- **Weekly Newsletters**
- **New Business Manager Survey**
- **edfin FTP Secure Site**
- **Annual Financial Report (AFR)**
- **MFP - Related Data Collection**
- **70% Expenditure Requirement**

Please contact schoolfinanceheldpesk@la.gov

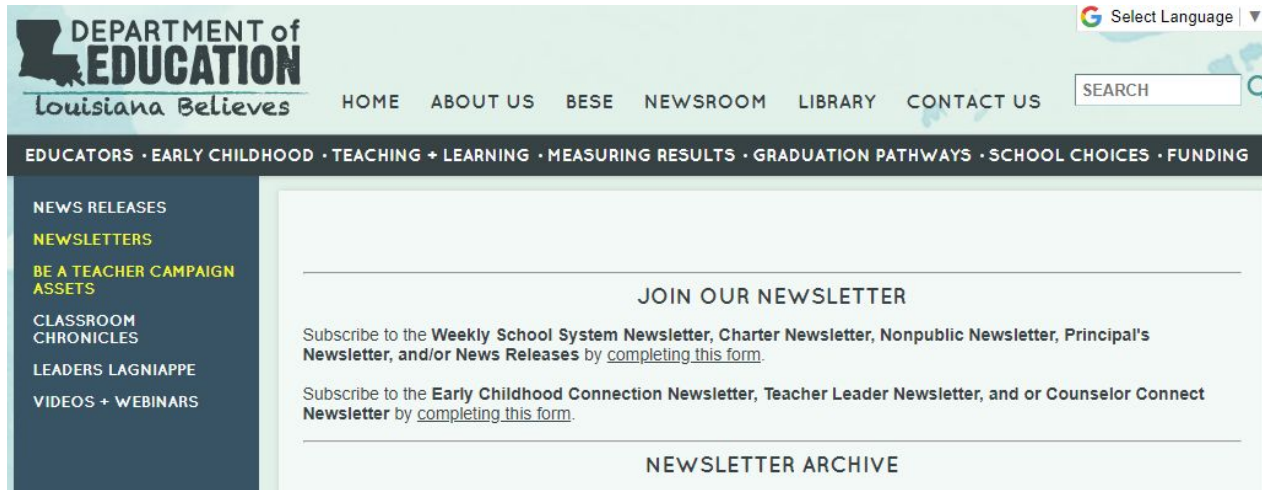


Weekly Newsletters



Weekly Communications - Newsletters

- How to receive weekly LDOE Newsletters - Go to <https://www.louisianabelieves.com/newsroom/newsletters> to sign up for newsletters important for your role and to find archived newsletters.



The screenshot shows the Louisiana Department of Education website. At the top left is the logo with the text "DEPARTMENT of EDUCATION" and "Louisiana Believes" below it. To the right is a "Select Language" dropdown menu. Below the logo is a navigation menu with links: HOME, ABOUT US, BESE, NEWSROOM, LIBRARY, CONTACT US. A search bar is located to the right of the navigation menu. Below the navigation menu is a dark blue horizontal bar with white text: EDUCATORS · EARLY CHILDHOOD · TEACHING + LEARNING · MEASURING RESULTS · GRADUATION PATHWAYS · SCHOOL CHOICES · FUNDING. On the left side, there is a dark blue sidebar with white text listing various resources: NEWS RELEASES, NEWSLETTERS (highlighted in yellow), BE A TEACHER CAMPAIGN ASSETS, CLASSROOM CHRONICLES, LEADERS LAGNIAPPE, and VIDEOS + WEBINARS. The main content area is white and features a section titled "JOIN OUR NEWSLETTER" with two paragraphs of text. The first paragraph says: "Subscribe to the **Weekly School System Newsletter**, **Charter Newsletter**, **Nonpublic Newsletter**, **Principal's Newsletter**, and/or **News Releases** by [completing this form](#)." The second paragraph says: "Subscribe to the **Early Childhood Connection Newsletter**, **Teacher Leader Newsletter**, and or **Counselor Connect Newsletter** by [completing this form](#)." Below this section is a link for "NEWSLETTER ARCHIVE".

Please contact schoolfinanceheldpesk@la.gov



Sign Up for Weekly Newsletters



Sign up to stay in touch!

Thanks for your interest in joining our mailing list. Please complete the information below and click Sign Up.

* Email Address

* First Name

* Last Name

* Job Title

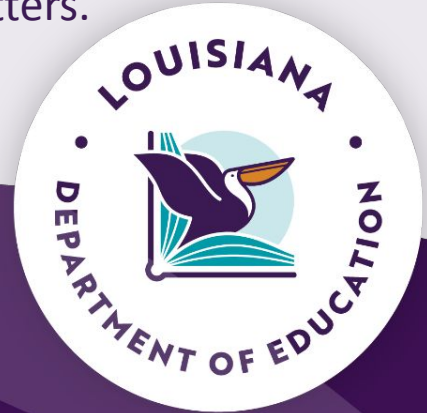
* District/Parish

Email Lists

- Charter Newsletter
- News Releases
- Nonpublic Newsletter
- Principals Newsletter
- Weekly System Leaders Newsletter

This form applies to system, charter and nonpublic newsletters.

Important notices and materials are posted in these weekly newsletters.



Weekly Communications - Newsletters

- Newsletters include information by LDOE Office

- Items will specifically mention the school system staff who would benefit from the information provided
- Entries and reminders draw attention to important timelines

In This Issue

- [Important Dates for School Systems](#)
- [Operations](#)
- [Assessments, Accountability and Analytics](#)
- [Career and College Readiness](#)
- [School System Financial Services](#)
- [Teaching and Learning](#)
 - [Diverse Learners](#)
 - [Educator Development](#)
 - [Literacy](#)
- [Reminders](#)

Click School System Financial Services link to go directly to the relevant entries.

Please contact schoolfinanceheldpesk@la.gov



Weekly Communications - Newsletters



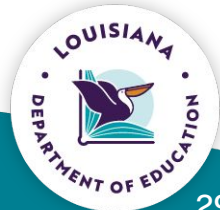
- Special section addresses dates, times and links to monthly calls, office hours and webinars

Important Dates for School Systems

Office Hours and Monthly Calls

- [Federal Support and Grantee Relations Monthly Call: September 15 at 10 a.m.](#)
- School System Financial Services AFR Office Hours: [September 15 at 2 p.m.](#)
- Certification Monthly Call: [September 19 at 10:30 a.m.](#)
- School Medicaid Monthly Call: [September 20 at 2:30 p.m.](#)
- [Assessment and Accountability Office Hours: September 20 at 3:45 p.m.](#)

Please contact schoolfinancehelpdesk@la.gov



New Business Manager Survey



Minimum Qualification Requirement for Business Managers

- **Continuing Education:** must acquire either a Certified Louisiana School Business Administrator (CLSBA) or Certified Louisiana Charter School Business Administrator (CLCSBA) certification through the Louisiana Association of School Business Officials (LASBO). An active CPA may substitute for the required certification.
- **Shared Services Provision:** Statute allows school systems to enter into an agreement to share business services, including contracting a business professional that meets the minimum requirements established by BESE.

See page 96 of the LAUGH Guide for additional details or visit:

<https://www.louisianabelieves.com/resources/library/charter-schools>

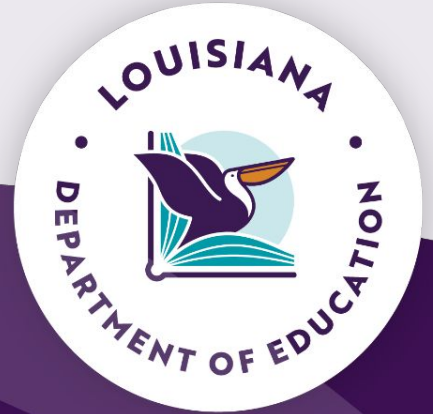
Please contact schoolfinanceheldpesk@la.gov



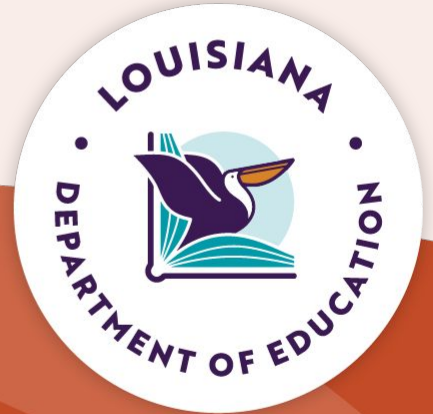
New Business Manager Survey

All new Business Managers or Financial Professionals must submit a New Business Manager survey. Contact schoolfinancehelpdesk@la.gov for assistance.

This information is required for the annual [Fiscal Risk Assessment](#).



edfin FTP Secure Site




Secure Communications - edfin FTP Secure Site

- Certain information to be shared with business managers requires the use of a secure transmission method rather than email
- SSFS uses this secure site to provide school systems information that may contain PII or other private information related to MFP, PIP, AFR and other financial topics
- edfin FTP Secure Site established for this purpose
- This is a different site and should not be confused with other FTP sites provided by other LDOE offices; for example, Data Coordinators have a specific data FTP site
- Notices will appear in the weekly newsletters when files are placed in edFin

Please contact schoolfinanceheldpesk@la.gov



edfin FTP Secure Site

Name	Date modified	Type	Size
 70% Instructional Requirement	8/24/2022 2:31 PM	File folder	
 Annual Financial Report	8/10/2021 2:45 PM	File folder	
 Fiscal Risk Assessment	10/21/2021 10:37 ...	File folder	
 PIP	8/22/2022 3:05 PM	File folder	
 001_Acadia Parish_2020 School Finder Finance Data	6/23/2020 9:40 AM	Microsoft Excel W...	1,639 KB
 1_Acadia Parish_GEER Funds Allocation	7/9/2020 3:21 PM	Microsoft Excel W...	29 KB

- Secure information is saved in this “folder” and systems may access the folder with proper security access.
- Business Manager/Financial Officer must contact schoolfinancehelpdesk@la.gov to secure access.

Please contact schoolfinancehelpdesk@la.gov



Annual Financial Report (AFR)



Annual Financial Report (AFR) Training

- [AFR comprehensive presentation](#) is available for reference.
- Presentation includes information on:
 - Louisiana Accounting & Uniform Governmental Handbook (LAUGH) Defined
 - Annual Financial Report (AFR) Defined
 - AFR Uses
 - AFR Financial Data
 - AFR Submission Process
 - AFR Submission Required Data
 - AFR Submission - FY 2021-2022 Data Collection
 - Post Submission of AFR
 - AFR Ratings

Please contact schoolfinanceheldpesk@la.gov



2021-22 Annual Financial Report (AFR)

- AFR data collection opened September 1, 2022 and is ongoing
- AFR data collection will remain in LEADS for the FALL 2022 collection period
- [FY 2021-2022 AFR documents](#) & templates are located on the AFR LEADS Support Page
 - FY 2021-2022 Coding for State & Federal Grant information has been updated
- For questions on fiscal data and auditor review process, contact staudit@la.gov
- For questions on technical support, contact systemsupport@la.gov

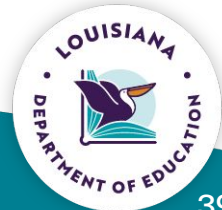
Please contact schoolfinanceheldpesk@la.gov



Annual Financial Report (AFR) to EdLink

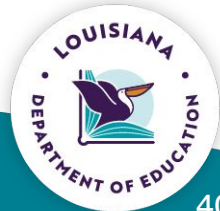
- AFR System will transition to EdLink in Fall 2023
- System design will remain the same but with improved functionality
- Methods for submission will remain the same for those systems utilizing the text file process
- Systems using Filebuilder will be offered a similar and improved process for submission

Please contact schoolfinanceheldpesk@la.gov



Annual Financial Report (AFR) to EdLink

- Development is underway currently for the new EdLink AFR System
- Internal testing has begun to verify build meets requirements of current AFR system
- Additional testing will proceed for the next six months
- Tentative release to school systems with training will begin in Spring 2023



MFP

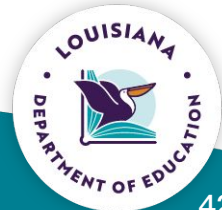


MFP - Related Data Collections



- Student and staff data collections are supported through school system Data Coordinators
 - Communications surrounding data collections are sent to the Data Coordinators
 - Monthly calls are held to disseminate instructions and guidance to Data Coordinators
 - Details on monthly calls, [Office Hours and Webinars \(louisiana.gov\)](#) may be helpful
 - Consult with your Data Coordinator on any questions regarding data submissions
 - Data submission benchmark calendar can be viewed on [EdLink 360 Support \(louisiana.gov\)](#) to maintain awareness of timelines

Please contact schoolfinancehelpdesk@la.gov



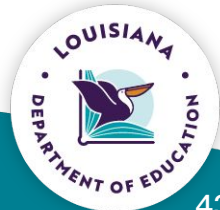
2022-2023 Data Collections

Application systems:

Data is reported during scheduled collection periods with specific open/close dates.

EdLink 360: Data is reported daily (when available) with snapshots taken at specific times during the school year

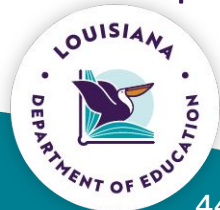
Collection	2021-22 EOY Dropout Corrections	Fall LEAP 2025 HS Assessments	K3 Assessments	Oct 1 MFP/IDEA	Oct CLASS (Staff and Student)	Spring LEAP 2025 HS Assessments	Feb 1 MFP	STS Mid-Year in (Legacy System)	VAM Roster Submit/Verify Period	Student End-Of-Year	Staff End-Of-Year	STS End-Of-Year in (Legacy System)
Collection End Date (Snapshot or System Close)	12/16/2022	9/30/2022	10/31/2022	11/11/2022	1/13/2023	2/10/2023	2/17/2023	2/17/2023	3/31/2023	7/7/2023	8/11/2023	9/30/2023



MFP - Related Data Collections

Student Data Collection via EdLink 360:

- October 1, 2022 MFP student count data collection drives the October MFP Mid-Year Adjustment to funding which takes effect in March 2023
- Student counts are being submitted through the new EdLink system this year
 - EdLink student data collection is underway and closes November 11, 2022
 - All student data must be submitted by November 11, 2022 to be considered in MFP calculations
- Students must be counted and reported per the official MFP Membership Definition located in the [MFP Library](#)



MFP Updates

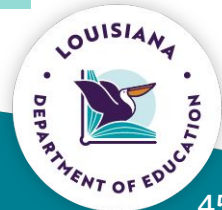
October 1 MFP

School Year	Snapshot Group	Snapshot End Date
2022-2023	Oct 1 MFP	11/11/2022

This snapshot will capture data for students enrolled on Oct 1, 2021, which is the count date.

Oct 1 MFP Data: CALENDARS, STUDENTS, ENROLLMENTS, HOMELESS, DISCIPLINE - Incidents, DISCIPLINE - Offenses, DISCIPLINE - Actions, DISCIPLINE - Persons, PROGRAM_MEMBERSHIP, ATTENDANCE, STUDENT_MARKS

This data is Critical for IDEA and MFP Funding and ED Calculations.



MFP - Related Data Collections

Staff Data Collection via EdLink 360 (October 1 Class: Student and Staff)

- EdLink staff data collection is underway and closes January 13, 2023
 - NEW: EdLink staff collection now allows object code 130 and object code 150 to be accepted for all function codes
- October 1 staffing data collection drives the following funding allocations:
 - Pay Raises - 2019-20, 2021-22, & 2022-23 certificated staff and support workers
 - Projected pay raise cost calculated in July will be reconciled to the October staffing data to create a final allocation in March
 - Pay raise guidance may be viewed in the [MFP Library](#)



MFP Updates

October 1 CLASS (Student and Staff)

School Year	Snapshot Group	Snapshot End Date
2022-2023	Oct 1 CLASS	1/13/2023

This snapshot will capture staff, student, and class schedule data for students enrolled on and staff employed on Oct 1, 2021.

It will also capture data for students enrolled in CTE and CDF courses.

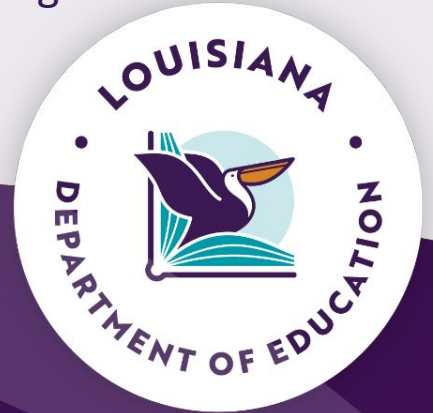
This data is used for:

- Calculating Value Added student growth data (VAM)
- Workforce Reporting
- CTE-Career Tech Education and CDF-Career Development Fund counts (funding),
- Class Size reporting (audit data)
- Interest and Opportunities K-8 class schedules
- For calculating the Interests & Opportunities index



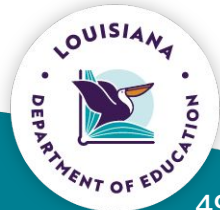
MFP - Related Data Collections

- Mentor Teacher Stipends - new in 2022-23
 - \$2,000 allocated for mentors who support year-long undergraduate residents and post-baccalaureate candidates
 - School systems report mentor teacher data in EdLink 360 Staffing in October
 - [Resident Teacher and Mentor Teacher Compensation Process](#) webinar



70% Expenditure Requirement

- The FY 2020-21 70% Requirement results were reported to BESE at the October 12 meeting.
- Individual school system calculations were released the week of October 3 through the school system specific efin FTP secure sites.
- School systems that do not meet the Requirement will receive communications from the SSFS staff to begin work on an action plan to address challenges in meeting this requirement. Responses will be summarized and reported to BESE later this year.



70% Expenditure Requirement Defined

- The 70% expenditure requirement states that city, parish, or local public school systems or other public schools must ensure that:

at a minimum 70% of the city, parish, or local public school system or other public school **general fund expenditures are in the areas of instruction and school administration at the school building level.**

[Detailed 70% Expenditure Requirement presentation](#)

- For questions contact LDOEMFPHelpdesk@la.gov

