**Los Angeles Unified School District**

INTER-OFFICE CORRESPONDENCE

TO: Elementary Principal Date: April 27, 2014

FROM: Nader Delnavaz, Administrative Coordinator

Office of Curriculum, Instruction and School Support

SUBJECT: PURCHASE OF SUPPORT SERVICES PERSONNEL – ELEMENTARY COUNSELOR

For fiscal year 2014-15, your school has the option to purchase the support services of an Elementary Counselor. Please refer to the section below for cost, funding options and requirements. As an itinerant position, this position must complete a monthly Personnel Activity Report, if any part of the assignment is funded with compensatory education funds.

**COST TO PURCHASE:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item # | Position | Basis | 5 Days (1.0 FTE) | 4 Days (0.8 FTE) | 3 Days (0.6 FTE) | 2 Days (0.4 FTE) | 1 Day (0.2 FTE) | ½ Day(0.1 FTE) |
| 12110 | Elementary Counselor (C3T25)12200502 | C | $104,594 | $83,676 | $62,757 | $41,839 | $20,919 | $10,460 |

**FUNDING OPTIONS AND REQUIREMENTS:**

At a minimum, schools may purchase one day (0.2 FTE) of the position using any of the programs listed below. Please note, federally funded positions must provide support to identified at-risk students based on data described in the Single Plan for Student Achievement. The minimum for funding supplemental itinerant support personnel when purchased with federal and state resources is half day (0.1 FTE). \*\*

X-Time prior to the beginning of the school year may not be funded with non-compensatory education funds.

Positions funded from Targeted Student Population Program must support the needs of Low Income, Foster Youth and English Learners.

***Budget Planning Programs*** –The school must include the position in the School Budget Signature form of the program(s) you choose to fund the position(s).

Program Program

13027 – General Fund School Program 7S046 - CE-NCLB T1 Schools

13723 - Charter School Categorical Block Grant

13724 - Charter School Allocation-In Lieu of EIA

10183- Targeted Student Population

*Budget Maintenance Programs –* A budget adjustment request (BAR) must be submitted to your Fiscal Specialist during the budget session:

Program

13986 - School Determined Needs

13938 - Donation Account

14242 - SDEP Proceeds Film/Photo Rentals

In order to practically plan for staffing next year, let us know about your school’s intent to purchase Elementary Counselor(s) by completing this form. You may submit the form on page 2, along with the required documentation listed above, during budget session to your Fiscal Specialist, who will certify funding when the BAR has been processed and forward the form to us by **April 16, 2014**.

Purchase(s) may only be canceled with the approval of OCISS – Counseling Support Services. Request(s) for cancelation, or questions regarding any of the information provided above may be sent to Isaac Alatorre at ixa0638@lausd.net or to your ESC Counseling Coordinator.

|  |  |  |  |
| --- | --- | --- | --- |
| Fund Center | School Name | ESC | School Phone No. |
|  |  |  |  |

is purchasing **ELEMENTARY COUNSELOR(s)** as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Number of Days  |  |  |  |  |  | Total Days: |
| Cost |  |  |  |  |  |
| Funding Program\* |  |  |  |  |  |
| % if multi-funded |  |  |  |  |  |

Requested Staff#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or New Position: €

*\*-The minimum for funding supplemental itinerant support personnel when purchased with federal resources is ½ day or (0.1 FTE).*

*# - Schools may submit a request for specific staff, but due to the District’s Reduction in Force, personnel are not guaranteed.*

My signature below approves and acknowledges that the School Site Council (SSC) and applicable advisory committees agreed to purchasing/funding the above position(s).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Principal’s Name Principal’s Signature Date

**FUNDING CERTIFICATION:**

Purchase: BA(s) for **budget item 12110** posted via document# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Cancellation: BA posted via document#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Written approval by OCISS – Counseling Support Services attached.

BA to fund purchase from carryover attached.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fiscal Specialist Name Fiscal Specialist Signature Date

**Please submit this form to OCISS – Counseling Support Services via:**

 Fax - 213-241-8466

Or School Mail - Beaudry Building

25th Floor