**Los Angeles Unified School District**

INTER-OFFICE CORRESPONDENCE

TO: School Principals Date: March 13, 2014

FROM: Esther Sinofsky, Administrative Coordinator

Integrated Library and Textbook Support Services

SUBJECT: PURCHASE OF SUPPORT SERVICES PERSONNEL – TEACHER LIBRARIAN

For fiscal year 2014-15, your school has the option to purchase the support services of a Teacher Librarian. 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) |
| 13110 | Teacher Librarian  (*12100591, 27T10)* | C | $98,953 | $79,164 | $59,373 | $39,582 | $19,791 | $9,896 |

**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:

* Categorically funded positions must provide support to identified at-risk students and English Learners 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 (see program marked \*\* below) is half day (0.1 fte). To meet the minimum purchase requirement of 0.2 fte, other school resources must be used to multi-fund the position.
* X-Time prior to the beginning of the school year may not be funded with compensatory education funds.

***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

10183 – Targeted Student Population 13027 – General Fund School Program

13723 – Charter School Categorical Block Grant 13724 – Charter School Allocation-In Lieu of EIA

7S046 – CE-NCLB T1 Schools\*\*

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

Program Program

13986 - School Determined Needs 14242 - SDEP Proceeds Film/Photo Rentals

13938 - Donation Account

In order to plan for staffing next year, please share with us your school’s intent to purchase Teacher Librarian days. During your budget session, you may submit the form on page 2, along with the required documentation listed above, 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 Integrated Library & Textbook Support Services. Request(s) for cancellation, or questions regarding any of the information provided above may be sent to Esther Sinofsky at [esther.sinofsky@lausd.net](mailto:esther.sinofsky@lausd.net).

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

is purchasing **Teacher Librarian(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 and state resources is ½ day or (0.1 fte).*

*# - Schools may submit a request for specific staff, however, requested personnel cannot be 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 13110**  posted via document# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Cancellation: BA posted via document#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Written approval by Integrated Library and Textbook Support Services attached.

BA to fund purchase from carryover attached.

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

Fiscal Specialist Name Fiscal Specialist Signature Date

**Please submit this form by April 16, 2014 to Integrated Library and Textbook Support Services via:**

Fax - 213-241-2560

Or School Mail - ILTSS

Beaudry Building

29th Floor