

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**INTER-OFFICE CORRESPONDENCE**

TO: Principal, Continuation/Opportunity/CDS Schools

FROM: Gary P. Garcia, Administrator, High School Instruction

Date: March 01, 2017

SUBJECT: PURCHASE OF SUPPORT SERVICES PERSONNEL – OPTIONS COUNSELOR

Options schools will be allocated .2 FTE for every 160 students for fiscal year 2015-16. Your school also has the option to purchase the support services of an Options 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)
13451	Options Counselor (27T/10) 12200533	C	\$116,298	\$93,039	\$69,780	\$46,520	\$23,261

**FUNDING OPTIONS AND REQUIREMENTS:**

At a minimum, schools may purchase one day (or 0.2 FTE) of the position using any of the programs listed below. Please note however, that the minimum for funding supplemental itinerant support personnel when purchased with federal resources is 0.2 FTE. X-Time prior to the beginning of the school year cannot be funded with compensatory education funds.

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

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

Program

14173 - Continuation Schools-S/B/T  
14248 - Opportunity Schools-S/B/T  
13252 - CFI-AB922-Community Day Schs  
13967 – Other Exp-Sch-Independent Stud  
10183 - Targeted Student Population \*\*

Program

10400 – TSP-Per Pupil School Allocation  
7S046 – CE-NCLB-Title I Schools\*

*\*. The minimum for funding supplemental itinerant support personnel when purchased with federal resources is 0.2 FTE.*

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

Program

13986 - School Determined Needs

In order to practically plan for staffing next year, let us know about your school's intent to purchase Options Counselor(s) by completing the form on page 2 of this memo. You may submit this form, along with the required documentation listed above, during budget session with your Fiscal Specialist, who will certify funding when the BAR has been processed. Purchase(s) may only be canceled with the approval of DOI – Educational Options Programs Request(s) for cancellation may be sent to [gary.p.garcia@lausd.net](mailto:gary.p.garcia@lausd.net). Schools will need to contact their Fiscal Specialist for all questions regarding budget and/or cost to purchase the position.

PURCHASE OF SUPPORT SERVICES PERSONNEL – OPTIONS COUNSELOR

---

School Name	_____	_____
	Location Code	Local District
	_____	
	School Phone	

is purchasing **OPTIONS 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 0.2 FTE or (1 day).**#- 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 my school committed to purchasing/funding the above position(s). Purchases may not be canceled after budget development.

_____	_____	_____
Print Principal's Name	Principal's Signature	Date

---

**FUNDING CERTIFICATION:**

- ☐ Purchase: BA(s) for **budget item 13451** posted via document# \_\_\_\_\_ on \_\_\_\_\_.
- ☐ Cancellation: BA posted via document# \_\_\_\_\_ on \_\_\_\_\_. Written approval by DOI – Educational Options Programs.
- ☐ Copy of BA attached.

**Please submit this form to – DOI-Educational Options Programs by April 19, 2017 via:**

Email Gary P. Garcia at  
gary.p.garcia@lausd.net  
Or School Mail - 25<sup>th</sup> Floor, 333 S. Beaudry Avenue  
Los Angeles, CA 90017  
Attention: Gary P. Garcia