

LOS ANGELES UNIFIED SCHOOL DISTRICT
INTER-OFFICE CORRESPONDENCE

TO: Elementary Principals Date: March 01, 2017

FROM: Dr. Janice Collins, Physical Education Programs Administrator
Division of Instruction

SUBJECT: PURCHASE OF SUPPORT SERVICES PERSONNEL – ELEMENTARY PE TEACHERS (PETIP Program)

For fiscal 2017-2018, your school has the option to purchase the services of an itinerant Elementary PE Teacher for the PETIP Program. Information on cost, funding options and requirements are provided below.

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)
13574	Itinerant Elementary PE Teacher (26T/10, 11100736)	C	\$112,269	\$89,816	\$67,362	\$44,909	\$22,455

FUNDING OPTIONS AND REQUIREMENTS:

At a minimum, schools may purchase one day (0.2 FTE) of the position using one or a combination of the programs listed below. A budget adjustment request (BAR) must be submitted to your Fiscal Specialist for processing.

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) with:

Program

13027 – General Fund School Program

13724 – Charter School Allocation-in Lieu of EIA

13723 – Charter School Categorical Block Grant

Carryover Programs – If funding any portion of the purchase from carryover resources, the original budget adjustment request (BAR) must be submitted to your Fiscal Specialist during the scheduled budget session.

Request(s) for cancelation, or questions regarding the information provided above, may be sent to Wesley Ace, Physical Education Advisor at wha7553@lausd.net or (213) 241-4556.

PURCHASE OF SUPPORT SERVICES PERSONNEL – ELEMENTARY PE TEACHERS

Fund Center	School Name	Local District	School Phone No.

is purchasing **ITINERANT ELEMENTARY PE TEACHER(s)** as follows:

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

Requested Staff#: _____ or New Position: ☐

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

Please submit this form and a copy of the budget adjustment request to Division of Instruction-Physical Education Support Services at 25th Floor, Beaudry Bldg, or via fax (213) 241-8984 by April 19, 2017.