**Los Angeles Unified School District**

INTER-OFFICE CORRESPONDENCE

TO: Elementary Principals Date: March 1, 2018

FROM: Adriana Valenzuela, Physical Education Program Coordinator

Division of Instruction

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

For fiscal 2018-2019, 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, 11100731) | C | $115,773 | $92,618 | $69,464 | $46,309 | $23,155 |

**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 Adriana Valenzuela, Physical Education Coordinator at [adriana.valenzuela@lausd.net](mailto:adriana.valenzuela@lausd.net) or (213) 241-4134.

|  |  |  |  |
| --- | --- | --- | --- |
| Fund Center | School Name | Local District | School Phone No. |
|  |  |  |  |

will purchase an **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 18, 2018.***