**Los Angeles Unified School District**

INTER-OFFICE CORRESPONDENCE

TO: Principals

RE: PURCHASE OF SUPPORT SERVICES PERSONNEL – PUPIL SERVICES AND ATTENDANCE (PSA) COUNSELOR

Budget Planning is now taking place for Fiscal Year **2018-19**. Your school has the option of purchasing a **PUPIL SERVICES AND ATTENDANCE (PSA) COUNSELOR** as Support Services Personnel**.** 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. In addition, all positions funded with categorical resources are subject to federal and state time-reporting requirements. Schools must maintain a monthly Personnel Activity Report, if any part of the assignment is funded with compensatory education funds.

**Estimated cost for a PUPIL SERVICES AND ATTENDANCE COUNSELOR:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Budget Item****No.** | **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)** | **1/2 Day****(0.1 fte)** |
| 12107 | Itinerant Counselor PSA (33D-5)12200543 | **A** | $ 149,490 | Must be purchased full time (5 days) |
| 12108 | Itinerant Counselor PSA (33D-5)12200543 | **B** | $ 129,492 | Must be purchased full time (5 days) |
| 12103 | Itinerant Counselor PSA (33D-5)12200543 | **C** | $ 120,993 | $ 96,794 | $ 72,596 | $ 48,397 | $ 24,199 | $ 12,099 |
| 12116 | Itinerant Counselor PSA (33D-5)12200543 | E | $ 135,991 | Must be purchased full time (5 days) |
| 11079 | Itinerant Counselor PSA X-Time (weekly)\* |  | $2,500 |  |

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

\* Use Budget Item Number when processing budget adjustments.

**FUNDING OPTIONS AND REQUIREMENTS:**

Your school may purchase Pupil Services and Attendance Counselor time from school-based budget programs. Purchases **other than C Basis** must be full time (5 days a week).

***Budget Planning Programs*** – The most common school-based budget programs for Budget Planning are listed in Table 1 below. Purchases from these programs must be included on your School Budget Signature Form. Minimum purchase is ½ day per categorical program.

Table 1 – Budget Planning Programs (\*\*minimum purchase is ½ day per categorical program)

 **(\*\*allowable to purchase is C Basis only)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Code** | **Program Name** |  | **Program Code** | **Program Name** |
| 10183 | Targeted Student Population |  | 70S46**\*\*** | CE-NCLB-T1-Targeted Asst. Schools |
| 10359 | TSP-Settlement |  | 7S046**\*\*** | CE-NCLB T1 Schools |
| 10397 | TSP - PPS |  | 7T188\*\* | School Improvement Grant Coh 4 |
| 10400 | TSP - Investments |  | 7V855\*\* | NCLB:TI Sch. Improvement Cohort |
| 13027 | General Fund School Program |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Budget Maintenance Programs*** *–* In addition, you may purchase support services from the following Budget Maintenance programs. A Budget Adjustment Request Form **must** be submitted to your Fiscal Specialist during Budget Session.

Table 2 - Budget Maintenance Programs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Code** | **Program Name** |  | **Program Code** | **Program Name** |
| 13986 | School Determined Need |  | 14242 | SDEP Proceeds Film/Photo Rentals |
| 13938 | Donation Account |  |  |  |

Please inform us of your school’s intent to purchase Pupil Services and Attendance Counselor time by completing this form. . Additional Pupil Services and Attendance Counselor time requested will not be assigned to your school until funding has been posted during budget development. ***Purchases may not be canceled after Budget Development.***

For questions regarding any of the information provided above, please contact your Local District Pupil Services and Attendance Field Coordinator or Alicia Garoupa, Interim Director of Pupil Services at (213) 241-3844.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Local District | PSA Field Coordinator | Telephone | Email | Fax |
| Northeast | Pat Jimenez | 818-686-4444 | patricia.x.jimenez@lausd.net | 818-686-4450 |
| Northwest | Dionne Ash | 818-654-3716 | dionne.ash@lausd.net | 818-881-0772 |
| East | Valerie Corcoran | 323-224-5905 | valerie.corcoran@lausd.net  | 323-224-3105 |
| Central | Leilani Morales | 213-241-0158 | lxm8995@lausd.net | 213-241-2031 |
| West | Pat Burt | 310-235-3766 | pat.burt@lausd.net  | 310-235-3733 |
| South | Acquinetta Cook  | 310-354-3503 | adc3773@lausd.net | 310-527-7763 |

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School Name Location Code

is purchasing a **PUPIL SERVICES AND ATTENDANCE COUNSELOR** as follows:

Requested Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or  New Position:  Request a change in PSA Counselor

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Funding Program |  |  |  |  |  |
| Number of Days |  |  |  |  |  |
| Cost |  |  |  |  |  |
| Percent if multi-funded |  |  |  |  |  |

Total Days: \_\_\_\_\_\_\_

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

Please mail this form no later than, **March 31, 2018** to:

* *Copy of both pages to the Local District Pupil Services and Attendance Field Coordinator (scan/email or fax to LD Coordinator listed above).*