**Los Angeles Unified School District**

INTER-OFFICE CORRESPONDENCE

TO: Elementary Principals Date: March 21, 2019

FROM: Jesus Angulo, Director, Academic & Counseling Services

Division of Instruction

SUBJECT: PURCHASE OF SUPPORT SERVICES PERSONNEL – ELEMENTARY COUNSELOR

For fiscal year 2019-20, your school has the option to purchase the support services of an Elementary 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) | ½ Day (0.1 FTE) |
| 12110 | Elementary Counselor (27T/10)  12200502 | C | $116,274 | $93,021 | $69,765 | $46,510 | $23,256 | $11,628 |

**Reminder:**

For programs with no Potential Funding Variance, set-aside 6.5% of salary plus fringe benefits if purchasing UTLA positions and itinerants to fund the pending salary increases.

The set-aside amount should be budgeted in Budget Item 40342, SAL INC-UTLA (Commitment Item 430009).

**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, federally funded positions must provide support to identified at-risk students 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 is half day (0.1 FTE). \*\*

X-Time prior to the beginning of the school year may not be funded with non-compensatory education funds. Positions funded from Targeted Student Population Program must support the needs of Low Income, Foster Youth and English Learners.

***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

13027 – General Fund School Program 7S046 - CE-NCLB T1 Schools

13723 - Charter School Categorical Block Grant 10397 – TSP - PPS

13724 - Charter School Allocation-In Lieu of EIA

10552 – TSP-Student Equity Needs Index

*Carryover Programs –* If the school is 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.

Purchase(s) may only be canceled with the approval of the Division of Instruction – Counseling Support Services. Request(s) for cancelation, or questions regarding any of the information provided above may be sent to Burgandie Montoya at burgandie.montoya@lausd.net or to your Local District Counseling Coordinator.

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

is purchasing **ELEMENTARY 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 ½ day or (0.1 FTE).*

*# - 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 with the copy of the budget adjustment request (BAR) to Burgandie Montoya at the Division of Instruction – Counseling Support Services by April 18, 2018:**

**Burgandie Montoya @ burgandie.montoya@lausd.net**

Fax - 213-241-8466

Or School Mail - Beaudry Building 25th Floor