**Los Angeles Unified School District**

INTER-OFFICE CORRESPONDENCE

TO: Principal, Continuation/Opportunity/CDS Schools Date: March 21, 2019

FROM: Patricia Heideman, Administrator, High School Instruction

SUBJECT: PURCHASE OF SUPPORT SERVICES PERSONNEL – OPTIONS COUNSELOR

Options schools will be allocated .2 FTE for every 160 students for fiscal year 2019-20. 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 (26T/10)12200533 | C | $112,150 | $89,721 | $67,291 | $44,861 | $22,430 |

**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 (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 Program

14173 - Continuation Schools-S/B/T 14248 – Opp Schs & Classes – IMA

13252 - CFI-AB922-Community Day Schs 7S046 – CE-NCLB-Title I Schools\*

13967 – Other Exp-Sch-Independent Stud

10552 – TSP-Student Equity Needs Index \*

*\*-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

13938 – SDEP-Donations

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 cancelation may be sent to pheidema@lausd.net. Schools will need to contact their Fiscal Specialist for all questions regarding budget and/or cost to purchase the position.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name

 Location Code Local District

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 School Phone

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 is 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 via:**

 Email Patricia Heideman at

 pheidema@lausd.net

Or School Mail - 25th Floor, 333 S. Beaudry Avenue

 Los Angeles, CA 90017

 Attention: Patricia Heideman