

LOS ANGELES UNIFIED SCHOOL DISTRICT
INTER-OFFICE CORRESPONDENCE

TO: Elementary Principals

Date: February 15, 2023

FROM: Shelly Alavez, Interim Director
Division of Instruction

SUBJECT: PURCHASE OF SUPPORT SERVICES PERSONNEL – ELEMENTARY COUNSELOR

For fiscal year 2023-24, 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)
12110	Elementary Counselor (23T/10) 12200502	C	\$114,272	\$91,418	\$68,564	\$45,709	\$22,855

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

11456 - TSP-Add-On Suppl & Concentration
13027 - General Fund School Program
13723 - Charter School Categorical Block Grant
13724 - Charter School Allocation-In Lieu of EIA
7S046 – CE-NCLB T1 Schools

Program

10397 – TSP-PPS
10947 – Academic Excellence
10948 – Joy and Wellness
10949 – Engagement and Collaboration

Schools shall set aside a 5% Potential Funding Variance (PFV) for the budgeted position in budget item #40239-Potential Funding Variance in anticipation of any salary or benefit changes during the year.

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 Shelly Alavez at sxa3900@lausd.net or to your Region Counseling Coordinator.

PURCHASE OF SUPPORT SERVICES PERSONNEL – ELEMENTARY COUNSELOR

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 School Budget Signature Form to Shelly Alavez at the Division of Instruction – Counseling Support Services by March 31, 2023:

Shelly Alavez at sxa3900@lausd.net

Fax - 213-241-8466

Or School Mail - Beaudry Building 25th Floor