

LOS ANGELES UNIFIED SCHOOL DISTRICT
INTER-OFFICE CORRESPONDENCE

TO: Principal, Continuation/Opportunity/CDS Schools

Date: February 15, 2023

FROM: Michael Romero, Chief of Transitional Programs

SUBJECT: PURCHASE OF ADDITIONAL SUPPORT SERVICES PERSONNEL – OPTIONS COUNSELOR

Options schools will be allocated .2 FTE for every 160 students for fiscal year 2022-2023. Your school also has the option to purchase additional 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 ADDITIONAL COUNSELING DAYS:

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 (25T/10) 12200533	C	\$123,308	\$98,647	\$73,985	\$49,324	\$24,662

FUNDING OPTIONS AND REQUIREMENTS:

At a minimum, schools may purchase one additional day (or 0.2 FTE) of the position using any of the programs listed below. Partial days may not be purchased. 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

11456 – TSP-Add-On Suppl & Concentration
14173 - Continuation Schools-S/B/T
14248 - Opportunity Schools-S/B/T
13252 - CFI-AB922-Community Day Schs
13967 – Other Exp-Sch-Independent Stud1

Program

7S046 - CE-NCLB-Title I Schools*
10947 – Academic Excellence
10948 – Joy and Wellness
10949 – Engagement and Collaboration

**- The minimum for funding supplemental itinerant support personnel when purchased with federal resources is 0.2 FTE.*

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.

Budget Maintenance Programs – A budget adjustment request (BAR) must be submitted to your Fiscal Specialist during the budget session for any program listed above that is not supported by Schools Front End:

In order to practically plan for staffing next year, let us know about your school's intent to purchase additional Options Counselor day(s) by completing the form on page 2 of this memo. You may submit this form to the persons email named below. Purchase(s) may only be cancelled under extraordinary circumstances with the approval of Division of Instruction – Educational Options Programs Request(s) for cancellation, that should be sent to Nancy Chavez at nchavez2@lausd.net. Schools will need to contact their Fiscal Specialist for all questions regarding budget and/or cost to purchase the position.

PURCHASE OF SUPPORT SERVICES PERSONNEL – OPTIONS COUNSELOR

School Name	_____	_____
	Location Code	Region

School Phone		

Purchasing **OPTIONS COUNSELOR day(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 are 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: School Budget Signature Form(s) for **budget item 13451**.
- ☐ Copy of BA attached for programs not supported by Schools Front End.
- ☐ Cancellation: BA posted via document#_____ on _____. Written approval by
Division of Instruction Educational Options Programs.

Please email this form by March 31, 2023 to:Nancy Chavez at nchavez2@lausd.netcc: Michael Romero at michael.romero@lausd.netKarla Estrada at karla.estrada@lausd.net