

**Los Angeles Unified School District  
INTER-OFFICE CORRESPONDENCE**

TO: Principals

RE: PURCHASE OF SUPPORT SERVICES PERSONNEL – STUDENT AND FAMILY RESOURCES NAVIGATOR (cc 2357)

Budget Planning is now taking place for Fiscal Year **2023-24**. Your school has the option of purchasing a **STUDENT AND FAMILY RESOURCES NAVIGATOR at C BASIS** 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. **All school purchases must be reflected in the budget system during budget development.** Schools have the opportunity to purchase support services in the new year on a first come first serve basis. Please inform us of your school's intent to purchase Student and Family Resource Navigator time by completing this form. ***Purchases may not be canceled after Budget Development.***

**Estimated cost for a STUDENT AND FAMILY RESOURCES NAVIGATOR.**

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)
27644	Itinerant Student & Family Resources Navigator (Step 3) 24102357	C	\$88,013	\$70,410	\$52,808	\$35,205	\$17,603	**\$8,801
27688	Student & Family Resources Navigator X – Time (weekly) *		\$1,605					

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

\*\* One half day SP can only be purchased, when rounding up half day allocations from Healthy Start, such as increasing 1.5 Healthy Start-funded days to 2.0 days; 2.5 days to 3.0 days; etc.

Use Budget Item Number when processing budget adjustments.

**FUNDING OPTIONS AND REQUIREMENTS:**

Your school may purchase additional Student and Family Resource Navigator 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.

**Special Note:** Minimum purchase is ½ day per categorical program. \*\*

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

Program Code	Program Name
13027	General Fund School Program
10947	Academic Excellence
11456	School Staffing Equity Grant

Program Code	Program Name
10948	Joy & Wellness
10949	Engagement and Collaboration

For questions regarding any of the information provided above, please contact William Celestine at (213) 241-0459 or via email [wcelesti@lausd.net](mailto:wcelesti@lausd.net)




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 Local District

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 School Name

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 Location Code

is purchasing a **STUDENT AND FAMILY RESOURCES NAVIGATOR** as follows:

Requested Staff: \_\_\_\_\_ or ☐ New Position: ☐ Request a change in Navigator

<b>Funding Program</b>			
<b>Number of Days</b>			
<b>Cost</b>			
<b>Percent if multi-funded</b>			
<b>TOTAL DAYS:</b>			

My signature below approves and acknowledges that the School Site Council (SSC) and applicable advisory committees agreed to purchasing/funding the above position(s).

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 Print Principal's Name

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 Principal's Signature

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 Date (MM/DD/YY)

Please **email** this form no later than **March 24, 2023** to:

✓ William Celestine at [wcelesti@lausd.net](mailto:wcelesti@lausd.net) or FAX: (213) 241 – 6888 (email preferred).