

**LOS ANGELES UNIFIED SCHOOL DISTRICT
INTER-OFFICE CORRESPONDENCE**

TO: Principals of Continuation/Opportunity/CDS Schools Date: 2/1/2024

FROM: Latasha Buck, Executive Director of Virtual Academy and Educational Options Schools

SUBJECT: PURCHASE OF ADDITIONAL SUPPORT SERVICES PERSONNEL – OPTIONS COUNSELOR

Educational Options schools will be allocated .2 FTE for every 160 students for fiscal year 2024-25. 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	\$143,217	\$114,574	\$85,930	\$57,287	\$28,643

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. 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).

<u>Program</u>	<u>Program</u>
14173 - Continuation Schools-S/B/T	7S046 - CE-NCLB-Title I Schools*
14248 - Opportunity Schools-S/B/T	10947 – Academic Excellence
13252 - CFI-AB922-Community Day Schs	10948 – Joy and Wellness
13967 – Other Exp-Sch-Independent Stud1	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 2% 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. Schools will need to contact their Fiscal Specialist for all questions regarding budget and/or cost to purchase the position(s).

In order to practically plan for staffing next year, please let us know your school’s intent to purchase additional Options Counselor day(s) by completing the form on page 2 of this memo. After your Director has reviewed and approved, please submit this form to Nancy Chavez and copy your respective Director by Friday, March 1, 2024. Purchase(s) may not be canceled after Budget Development appointments. Requests for cancellations under exigent circumstances require approval from Latasha Buck, Executive Director. Prior to your Budget Development appointment, send requests for cancellations to lnb4534@lausd.net and copy your respective Director

PURCHASE OF SUPPORT SERVICES PERSONNEL – OPTIONS COUNSELOR

School Name		
	Location Code	Region
	School Phone	

Purchasing ADDITIONAL ITINERANT **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 acknowledges my commitment to purchase/fund the above position(s). I understand that purchases may not be canceled after budget development appointments.


Print Principal’s Name	Principal’s Signature	Date

My signature below acknowledges that I have reviewed and approve the above school’s purchasing/funding of position(s).

Print Director’s Name	Director’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 Virtual Academy and Educational Options Schools.



Please email this form by March 8, 2024 to:
 Nancy Chavez at nchavez2@lausd.net
 cc: Cynthia Headrick at Cynthia.headrick@lausd.net
 Florida Herrera at Fmorales@lausd.net
 Latasha Buck at lnb4534@lausd.net