**Los Angeles Unified School District**

INTER-OFFICE CORRESPONDENCE

TO: Elementary Principal Date: April 4, 2015

FROM: Janice Collins, Program Coordinator

Office of Curriculum, Instruction and School Support

SUBJECT: PURCHASE OF SUPPORT SERVICES PERSONNEL – ELEMENTARY PE TEACHERS

Please be advised that your school has the option to purchase the services of an itinerant Elementary PE Teacher. Information on cost, funding options and requirements are provided below.

**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) |
| 13574 | Itinerant Elementary PE Teacher (27T/9, 11100736) | C | $96,381 | $77,105 | $57,828 | $38,552 | $19,276 |

**FUNDING OPTIONS AND REQUIREMENTS:**

At a minimum, schools may purchase one day (0.2 fte) of the position using one or a combination of the programs listed below. A budget adjustment request (BAR) must be submitted to your Fiscal Specialist for processing.

Program Program

13027 – General Fund School Program 13723 – Charter School Categorical Block Grant

13724 – Charter School Allocation-In Lieu of EIA 13986 – School Determined Needs

13938 – Donation Account 14242 – SDEP Proceeds Film/Photo Rentals

Please let us know about your school’s intent to purchase the itinerant position(s) by completing the form below. Once processed, purchase(s) may only be canceled with the approval of OCISS–Physical Education. Request(s) for cancelation, or questions regarding any of the information provided above may be sent to Janice Collins at Janice.collins@lausd.net

|  |  |  |  |
| --- | --- | --- | --- |
| Fund Center | School Name | ESC | School Phone No. |
|  |  |  |  |

is purchasing **ITINERANT ELEMENTARY PE TEACHER(s)** as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Number of Days  |  |  |  |  |  | Total Days: |
| Cost |  |  |  |  |  |
| Funding Program |  |  |  |  |  |
| % if multi-funded |  |  |  |  |  |

Requested Staff#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or New Position: €

*# - 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 the applicable council/committee agreed to purchasing/funding the above position(s).

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

Print Principal’s Name Principal’s Signature Date

**FUNDING CERTIFICATION:**

Purchase: BA(s) for **budget item 13574** posted via document# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

Fiscal Specialist Name Fiscal Specialist Signature Date

*Please submit this form to OCISS-Physical Education Support Services at 25th Floor, Beaudry Bldg., or via fax (213) 241-8984 by* ***May 8, 2015***