

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

TO: Elementary Principals

Date: March 02, 2016

FROM: Jesus Angulo, Director, Academic & Counseling Services  
 Division of Instruction

SUBJECT: PURCHASE OF SUPPORT SERVICES PERSONNEL – ELEMENTARY COUNSELOR

For fiscal year 2016-17, 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)	½ Day (0.1 FTE)
12110	Elementary Counselor (C3T25) 12200502	C	\$119,856	\$95,885	\$71,914	\$47,943	\$23,972	\$11,986

**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).

<u>Program</u>	<u>Program</u>
13027 – General Fund School Program	7S046 - CE-NCLB T1 Schools
13723 - Charter School Categorical Block Grant	10397 – TSP - PPS
13724 - Charter School Allocation-In Lieu of EIA	
10183- Targeted Student Population	

**Carryover Programs** – If the school is funding any portion of the purchase from carryover resources, the original budget adjustment request (BAR) must be submitted to your Fiscal Specialist during the scheduled budget session.

Purchase(s) may only be canceled with the approval of the Division of Instruction – Counseling Support Services. Request(s) for cancellation, or questions regarding any of the information provided above may be sent to Roger Wolfe at [rwolfe01@lausd.net](mailto:rwolfe01@lausd.net) or to your Local District 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 budget adjustment request (BAR) to Roger Wolfe at the Division of Instruction – Counseling Support Services by April 18, 2016:**

**Roger Wolfe @ [rwolfe01@lausd.net](mailto:rwolfe01@lausd.net)**

Fax - 213-241-8466  
 Or School Mail - Beaudry Building 25<sup>th</sup> Floor