

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

TO: Elementary Principals  
FROM: Janice Collins, Program Coordinator  
Division of Instruction  
SUBJECT: PURCHASE OF SUPPORT SERVICES PERSONNEL – ELEMENTARY PE TEACHERS

Date: March 17, 2016

For fiscal 2016-2017, 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 (26T/10, 11100736)	C	\$109,445	\$87,556	\$65,667	\$43,778	\$21,889

**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.

**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) with:

Program

13027 – General Fund School Program

13724 – Charter School Allocation-in Lieu of EIA

13723 – Charter School Categorical Block Grant

**Carryover Programs** – If 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.

Request(s) for cancelation, or questions regarding the information provided above, may be sent to Chad Fenwick at [chad.fenwick@lausd.net](mailto:chad.fenwick@lausd.net)

PURCHASE OF SUPPORT SERVICES PERSONNEL – ELEMENTARY PE TEACHERS

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Fund Center	School Name	Local District	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.

**Please submit this form and a copy of the budget adjustment request to Division of Instruction-Physical Education Support Services at 25<sup>th</sup> Floor, Beaudry Bldg, or via fax (213) 241-8984 by April 18, 2016.**