**Los Angeles Unified School District**

**INTER-OFFICE CORRESPONDENCE**

TO: Principals

RE: PURCHASE OF SUPPORT SERVICES PERSONNEL – SCHOOL PSYCHOLOGIST

The District has allocated resources to your school in General Fund School Program 13027 to provide School Psychologist services. Allocations are calculated by school type according to the below table:

|  |  |
| --- | --- |
| **School Type** | **Allocation** |
| Elementary Schools | .25 day/week or .05 FTE |
| Middle Schools | .4 day/week or .08 FTE |
| Senior High Schools | .5 day/week or 0.1FTE |

Budget Planning is now taking place for Fiscal Year 2016-17. Your school has the option of purchasing a **SCHOOL PSYCHOLOGIST at C BASIS** as Support Services Personnel in addition to the resources allocated under Program 13027**.** 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. ***Allocations for School Psychologists are based on projected E-CAST enrollment and will not be updated after Norm Day enrollment counts.***

School Psychologists are B Basis. However, they will work at schools on a C Basis calendar. For the additional days on the B Basis calendar, School Psychologists are required to work on Special Education assignments and will be time-reported for that portion from Special Education resources accordingly. As such, schools may only purchase Psychologist time on a C Basis calendar. The below rates reflect Psychologist FTEs on a C Basis salary.

**Estimated cost for a SCHOOL PSYCHOLOGIST:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| 13222 | Itinerant School Psychologist (33D44) 12200511 | C | 119,634 | 95,707 | 71,781 | 47,854 | 23,927 | 11,963 |
| 11832 | School Psychologist X – Time (weekly)\* |  | 2,446 |  |  |  |  |  |

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

**FUNDING OPTIONS AND REQUIREMENTS:**

Your school may purchase additional School Psychologist time from school-based budget programs.

***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. 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** |  | **Program Code** | **Program Name** |
| 13027 | General Fund School Program |  | 14310\*\* | SB 1133 Quality Education Investment Act (QEIA)  |
| 13723 | Chrter Sch Categorical Blk Grant |  | 10183 | Targeted Student Population |
| 13724 | Charter School Allocation-In lieu of EIA |  | 10397 | TSP-PPS |
| 14154 | TIIPG-Magnet Schools Discretionary |  | 7S046\*\* | CE-NCLB T1 Schools |
| 14312\*\* | Quality Education Investment Act (QEIA) – Waiver\*\* |  | 70S46\*\* | CE-NCLB T1 Schools |
| 11654  | YRS-Inct-Oper Grnt-Discr Funds |  | 7V868 | Sch Improv Grt Cohort 2 Y3 - Sch |
|  |  |  | 7V855 | NCLB:TI Sch Improvement Cohort 3-Sch |

***Budget Maintenance Programs*** *–* In addition, you may purchase support services from the following Budget Maintenance programs. A Budget Adjustment Request Form **must** be submitted to your Fiscal Specialist during Budget Session.

Table 2 - Budget Maintenance Programs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Code** | **Program Name** |  | **Program Code** | **Program Name** |
| 13986 | School Determined Need |  | 14242 | SDEP Proceeds Film/Photo Rentals |
| 13938 | Donation Account |  |  |  |

Please inform us of your school’s intent to purchase additional School Psychologist time by completing this form. Additional School Psychologist time requested will not be assigned to your school until funding has been posted during budget development.. ***Purchases may not be canceled after Budget Development.***

For questions regarding any of the information provided above, please contact the Psychological Services Coordinator in your Special Education Service Center (SESC).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LD** | **Coordinator** | **Telephone** | **Email** | **Fax No.** |
| Northwest | Mayra Santos | 818-654-5022 | mayra.santos@lausd.net | 818-654-1611 |
| Northeast | Jose Gonzalez | 818-686-4401 | jose.j.gonzalez@lausd.net | 818-686-4410 |
| South | Larisa Crookston | 310-354-3209 | larisa.crookston@lausd.net | 310-769-4984 |
| West | John Pero | 310-235-3725 | john.pero@lausd.net | 310-473-8038 |
| East | Delia Flores | 323-224-3352 | delia.flores@lausd.net | 323-224-3310 |
| Central  | Susie Kapamaci | 213-241-8064 | marysusan.kapamaci@lausd.net | 213-241-8932 |

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School Name Location Code

is purchasing a **SCHOOL PSYCHOLOGIST** as follows:

Requested Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or  New Position:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Funding Program | 13027 (Base) | 13027 (Additional School Purchase)  |  |  |  |  |  |
| Number of Days |  |  |  |  |  |  |  |
| Cost |  |  |  |  |  |  |  |
| Percent if multi-funded |  |  |  |  |  |  |  |

Total Days: \_\_\_\_\_\_\_

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

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

Print Principal’s Name Principal’s Signature Date

Please mail this form no later than **March 18, 2016** to:

* *Psychological Services Coordinator in your Special Education Service Center (SESC).*
* *Email copy to Judi Fernandez –* *judi.fernandez@lausd.net* *- Student Support Program Fiscal Services*