

LOS ANGELES UNIFIED SCHOOL DISTRICT
INTER-OFFICE CORRESPONDENCE

TO: School Principals

Date: March 02, 2016

FROM: Esther Sinofsky, Administrative Coordinator
 Integrated Library and Textbook Support Services

SUBJECT: PURCHASE OF SUPPORT SERVICES PERSONNEL – TEACHER LIBRARIAN

For fiscal year 2016-17, your school has the option to purchase the support services of a Teacher Librarian. 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)
13110	Teacher Librarian (12100591, 27T10)	C	\$113,403	\$90,723	\$68,042	\$45,362	\$22,681	\$11,341

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:

- 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.
- The minimum for funding supplemental itinerant support personnel when purchased with federal and state resources (see program marked ** below) is half day (0.1 fte). To meet the minimum purchase requirement of 0.2 fte, other school resources must be used to multi-fund the position.
- X-Time prior to the beginning of the school year may not be funded with compensatory education funds.

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>
10183 – Targeted Student Population	13027 – General Fund School Program
13723 – Charter School Categorical Block Grant	13724 – Charter School Allocation-In Lieu of EIA
7S046 – CE-NCLB T1 Schools**	
10397 – Targeted Student Population – Per Pupil	

Carryover Programs – A 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 Integrated Library & Textbook Support Services. Request(s) for cancellation, or questions regarding any of the information provided above, may be sent to Esther Sinofsky at esther.sinofsky@lausd.net.

PURCHASE OF SUPPORT SERVICES PERSONNEL – TEACHER LIBRARIAN

Fund Center	School Name	Local District	School Phone No.

is purchasing **Teacher Librarian(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 and state resources is ½ day or (0.1 fte).*

#- Schools may submit a request for specific staff, however, requested personnel cannot be guaranteed.

Please submit this form and the copy of the budget adjustment request (BAR) by April 18, 2016 to Integrated Library and Textbook Support Services via:

Fax - 213-241-2560
 Or School Mail – ILTSS, Beaudry Building, 29th Floor