

LOS ANGELES UNIFIED SCHOOL DISTRICT
INTER-OFFICE CORRESPONDENCE

TO: Elementary Principals
FROM: Dr. Steven McCarthy, Director
Arts Education Branch
SUBJECT: ITINERANT ELEMENTARY ARTS EDUCATION TEACHERS

DATE: March 22, 2019

In the 2019-20 school year, elementary schools will be assigned a base allocation of personnel to support instruction in the various arts disciplines (Music, Dance, Theatre, and Visual Arts). Schools may supplement this allocation by purchasing additional Elementary Arts Education Teacher days in the discipline(s) of their choice. In order to fund one FTE within a discipline, individual schools are encouraged to pool their resources within their school families. Purchases will be processed in the order of receipt and are contingent on the availability of staff. It is the responsibility of the school to purchase/provide necessary supplies/text books for arts instruction.

COST TO PURCHASE:

Item #	Position (27T/10, C-Basis) 11100777	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 Day for 1 Semester (0.1 FTE)
14155	Dance	\$116,272	\$93,018	\$69,764	\$46,509	\$23,255	\$11,628
14156	Theatre						
14157	Visual Arts						
14158	Vocal Music						
14159	Instrumental Music						

* - 2 Semesters

Reminder: For programs with no Potential Funding Variance, set aside 6.5% of salary plus fringe benefits to fund the pending salary increases. The set-aside amount should be budgeted in Budget Item 40342, Sal Inc-UTLA (Commitment line item 430009) Use Budget Item when processing budget adjustments.

FUNDING OPTIONS AND REQUIREMENTS:

Your school may purchase additional Elementary Arts Education Teacher position(s) with the following programs.

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:

- | | |
|--|--|
| 10552 – TSP-Student Equity Needs Index | 10397 – TSP-PP |
| 13027 – General Fund School Program | 13724 – Charter School Allocation-in Lieu of EIA |
| 13723 – Charter School Categorical Block Grant | |

Carryover Resources – 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 and via email to Martha Rosales, Arts Education Branch @ martha.rosales@lausd.net.

Purchase(s) may only be cancelled with the approval of the Arts Education Branch (AEB). Changes in school personnel, i.e., principal, will not be an acceptable reason for cancellation. All requests for cancellation or

questions regarding any of the information provided above may be directed to Dr. Steven J. McCarthy, Director, at 213-241-5226 or via e-mail to steven.mccarthy@lausd.net.

**Itinerant Elementary Arts Teachers
Preference Form**

Fund Center	School Name	Local District	School Phone No.

Discipline Preference –The Arts Education Branch has a limited number of teachers in each discipline and will do its best to accommodate your top choices. **You may only request a discipline, not a specific teacher.** Please RATE ALL DISCIPLINES (1=First Choice; 2=Second Choice; 3=Third Choice; 4=Fourth Choice; 5=Fifth Choice). When listing preference, please consider the art forms offered in your nearby middle and senior high schools.

Dance	Theatre	Visual Arts	Vocal Music	Instrumental Music

Dance, theatre, visual arts and vocal music are assigned as semester programs. Based on allocations, some schools may receive two semesters of one or more of the art forms. Schools may also purchase additional semesters. NOTE: INSTRUMENTAL MUSIC IS A YEAR LONG PULLOUT PROGRAM SERVING STUDENTS IN GRADES 3-5/6 ONLY. It is the responsibility of the school to purchase/provide necessary supplies/text books, appropriate classroom and storage space for arts instruction.

If you currently have instrumental music, would you like it to continue? Yes /No This will count as 2 semesters of your arts allocation. The AEB will provide a limited number of instruments, but it is the responsibility of the school to provide method books and items such as replacement reeds and strings.

If you currently do not have instrumental music, would you like to be put on a waiting list in case a program opens? Yes/No This will count as 2 semesters of your arts allocation. The AEB will provide a limited number of instruments, but it is the responsibility of the school to provide method books and items such as replacement reeds and strings.

My school would like to ***purchase the following extra instruction:*** (If you are not purchasing extra, leave blank.)

ITINERANT ELEMENTARY ARTS TEACHER	Dance	Visual Arts	Theatre	Vocal Music	Instrumental Music
Number of Semesters					
Cost					
Funding Program					
% if multi-funded					

Total Semesters Purchased		Multiply to Cost per Semester \$11,628	Total Cost of Semesters Purchased	\$
---------------------------	--	---	-----------------------------------	----

All purchases will be filled based on availability of staff. Please note we are unable to guarantee specific personnel requests.

My signature below confirms the discipline preference(s) stated above.

Principal Name	Principal Signature	Date Signed	Principal's E-mail Address

Please submit this form with the copy of the signed budget adjustment request (BAR) by April 10, 2019

to Martha Rosales, Arts Education Branch via: E-mail – martha.rosales@lausd.net
School Mail – 25th Floor, 333 S. Beaudry Ave., LA, CA 90017

Fax – 213-241-8928