

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: February 3, 2020

In the 2020-21 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/textbooks for all arts instruction.

**COST TO PURCHASE:**

Item #	Position (26T/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	\$118,003	\$94,403	\$70,802	\$47,202	\$23,601	\$11,801
14156	Theatre						
14157	Visual Art						
14158	Vocal Music						
14159	Instrumental Music						

\* 2 Semesters – Estimated cost with salary increase.

**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@lausd.net](mailto: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, Arts Education Branch, [steven.mccarthy@lausd.net](mailto:steven.mccarthy@lausd.net).

For programs with no Potential Funding Variance, please set aside 3.0% of salary plus fringe benefits to fund the potential salary increases.

**Itinerant Elementary Arts Teachers  
Preference Form**

Fund Center	School Name	Local District	School Phone Number

The Arts Education Branch (AEB) has a limited number of teachers in each discipline and will do the best to accommodate preferences. **You may only request the discipline, not specific teachers.**

Please RATE ALL DISCIPLINES (1=First Choice; 2=Second Choice; 3=Third Choice; 4=Fourth Choice; 5=Fifth Choice).

**Discipline Preferences:**

Dance	Theatre	Visual Art	Vocal Music	Instrumental Music

Dance, theatre, visual art and vocal music are assigned as semester programs. It is the responsibility of the school to purchase/provide necessary supplies, text books, and appropriate classroom/storage space for all arts instruction. All arts teachers will provide 5, 60-minute classes per day.

INSTRUMENTAL MUSIC IS A YEAR LONG PULLOUT PROGRAM SERVING STUDENTS IN GRADES 3-5/6 ONLY. (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 have instrumental music, would you like it to continue? Yes / No

If you currently do not have instrumental music, would you like to be on a waiting list if a program opens? Yes / No

**To Purchase Extra Arts Instruction: (If you are not purchasing extra, please leave this section blank.)**

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

Total Semesters Purchased		Multiply to Cost Per Semester \$11,801	Total Cost of Semesters Purchased	\$
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*All additional purchases will be filled based on availability of staff. Please note we are unable to guarantee specific personnel requests. A copy of the signed budget adjustment request is required with this form if purchasing extra semesters.*

**My signature below confirms the arts preference(s) stated above for the 2020-2021 school year.**

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

**Please submit this form by March 20, 2020 to Martha Rosales**

Email- [martha.rosales@lausd.net](mailto:martha.rosales@lausd.net) School Mail- Arts Education Branch- 25<sup>th</sup> Floor, 333 S. Beaudry Ave., LA, CA 90017  
Arts Education Branch- (213)241-8222