LOS ANGELES UNIFIED SCHOOL DISTRICT

INTER-OFFICE CORRESPONDENCE

TO: Elementary Principals DATE: April 7, 2015

FROM: Rory Pullens, Executive Director

Arts Education Branch

SUBJECT: ELEM ARTS ED TEACHERS

In the 2015-16 school year, elementary schools will be assigned a base allocation of personnel to support instruction in the various arts disciplines (Music, Dance, Theatre, Visual Arts). Schools may supplement this allocation by purchasing additional Elem Arts Ed Teacher days in the discipline(s) of their choice. Schools may also elect to purchase Arts Integration Teacher days. Arts Integration Teachers will assist generalist teachers in building capacity in the arts and provide support for the integration of arts into all content areas. In order to aggregate enough 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.

**COST TO PURCHASE:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Item # | Position | 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 for1 Semester(0.1 FTE) |
| 10602 | Itinerant Elem Arts Teachers *(26T/10, C-Basis)*11100777 | $98,272 | $78,618 | $58,963 | $39,309 | $19,654 | $9,827 |

*\* - 2 Semesters*

**FUNDING OPTIONS AND REQUIREMENTS:**

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

***Budget Planning Programs*** – School must include the position in the School Budget Signature form of the program(s) you choose to find the position(s) with:

10183 – Targeted Student Population 10397 – TSP-PP

13027 – General Fund School Program 13724 – Charter School Allocation-in Lieu of EIA

13723 – Charter School Categorical Block Grant

***Budget Maintenance Programs*** – If funding any portion of the purchase from carryover resources, original budget adjustment request (BA) must be submitted to your Fiscal Specialist during budget session.

13986 – School Determined Needs

13938 – Donation Account

14242 – SDEP – Proceeds Film/Photo Rental

Please let us know about your school’s intent to purchase itinerant El Art Teacher(s) or Arts Integration Teacher(s) by completing the form on page 2 of this memo. Purchases will be processed in the order of receipt. Please *send a* ***copy*** *of the purchase form to* *martha.rosales@lausd.net**.* You may *submit the* ***original*** *form, along with the required documentation listed above, during budget session to your Fiscal Specialist,* who will certify funding when the BAR has been processed and forward the form to us by **May 8, 2015.**

Purchase(s) may only be canceled with the approval of the Arts Education Branch. 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, K-12 Arts Coordinator, at 213-241-5226 or via e-mail to steven.mccarthy@lausd.net.

**Itinerant Elementary Arts Teachers**

**Preference and Purchase Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Fund Center | School Name | ESC | 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)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Arts Integration | Dance | Theatre | Visual Arts | Vocal Music |
|  |  |  |  |  |

NOTE: INSTRUMENTAL MUSIC IS A YEAR-LONG PULL-OUT PROGRAM SERVING STUDENTS IN GRADES 3-5/6 ONLY.

If you currently have instrumental music, would you like it to continue? \_\_\_\_\_\_\_\_\_\_ This will count as 2 semesters of your arts allocation.

If you currently do not have instrumental music, would you like to be put on a waiting list in case a program opens?\_\_\_\_\_\_\_\_\_\_ This will count as 2 semesters of your arts allocation.

My school would like to ***purchase***:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ITINERANT ELEMENTARY ARTS TEACHER – Item #10602 | Arts Integration | Visual Arts | Theatre | Dance | Arts Integration |
| Number of Semesters |  |  |  |  |  |
| Cost |  |  |  |  |  |
| Funding Program |  |  |  |  |  |
| % if multi-funded |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Semesters Purchased |  | Multiply to Cost per Semester $9,827 | Total Cost of Semesters Purchased | $ |

All purchases will be filled based on availability of staff.

***My signature below confirms the discipline preference(s) stated above and/or my school’s commitment to purchase/ fund the above position(s).***

|  |  |  |  |
| --- | --- | --- | --- |
| Principal Name | Principal Signature | Date Signed | Principal’s E-mail Address |
|  |  |  |  |

FUNDING CERTIFICATION:

☐ Purchase: BA(s) for budget item 10602 posted via document # \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

☐ Cancellation: BA posted via document # \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_. Attach written approval by Arts Education Branch.

☐ BA to fund purchase from carryover attached.

|  |  |  |
| --- | --- | --- |
| Fiscal Specialist Name | Fiscal Specialist Signature | Date Signed |
|  |  |  |
| Please submit this form by May 8, 2015 to the Arts Education Branch via:E-mail – Martha.rosales@lausd.net; Fax – 213-241-8928 Or School Mail – 25th Floor, 333 S. Beaudry Avenue, Los Angeles, CA 90017 |