

INTEROFFICE CORRESPONDENCE

Los Angeles Unified School District
Division of Instruction

TO: Region Directors
All Principals

DATE: January 6, 2025

FROM: Jantré Christian
Administrator 

SUBJECT: PROPOSITION 28 PROGRAM ALLOCATIONS FISCAL YEAR 2026

This correspondence provides Region Directors and Principals clear guidance on the Proposition 28 (Prop 28) Arts Program and the categorical state funding allocated to schools for the purpose of supplementing visual and performing arts instruction. Expenditures under the Prop 28 Arts Program are subject to audit and must be used to supplement and not supplant the arts instructional program. School funding allocations are determined by the California Department of Education based on each school's enrollment and number of economically disadvantaged pupils.

Proposition 28

State law mandates that Districts adhere to the "80/20 rule" requiring at least 80% of Prop 28 funds to be allocated for certificated or classified employees to advance arts education instruction. Any positions purchased under Prop 28 funds must be dedicated to Arts Instruction and are subject to time and effort reporting.

Remaining funds, up to 20% of the allocation, may be utilized for professional development, supplies and materials, and arts education partnership programs. Schools must maintain thorough and accurate documentation that all expenditures align with the legislative intent of expanding arts programming. Examples of required documentation include timecards, assignment schedules, course titles taught, and records of all program expenditures which must be retained at the school site. Additionally, due to a 1% cap on administrative expenditures, costs such as administrator extra duty pay are not allowable under the program.

Seventy percent of the estimated Fiscal Year (FY) 2026 allocation will be distributed to schools during Budget Development (BD) and the remaining balance provided at Norm Day. Additionally, schools will receive 80% of their estimated Prop 28 carryover from the 24-25 school year. Principals are expected to work with their Fiscal Specialist to identify the minimum allocation to be budgeted towards labor, ensuring compliance with program guidance.

Preparing For Budget Development

State law mandates that each school site create an expenditure plan for the allocated funds. A Prop 28 plan template can be found on the School Fiscal Services website at <https://www.lausd.org/sfs> or accessed directly at this link: [Prop 28 Plan Template](#).

To prepare for the BD appointment, Principals should follow these action steps:

- 1) Gather community input with an arts education needs assessment. **The Arts Funding in Schools [Communication Toolkit](#)** provides resources to support the development of the Prop 28 plan. These resources include slide decks with a visual and performing arts needs assessment designed to solicit input from family and community. This process ensures expenditures align with visual and performing arts instruction and effectively meet the needs of the students being served.
- 2) Develop a plan that accounts for all the funding received (including carryover and the new allocation). Ensure that expenditures adhere to the 80/20 rule, prioritizing staffing that supplements the arts instructional program. Prop 28 Plan template is available at the School Fiscal website or can be accessed via this link, [Prop 28 Plan Template](#).
- 3) Upload the Prop 28 plan to the District's Prop 28 plan [google form](#).
- 4) Bring hard copies of the Prop 28 plan and the signed School Budget Signature form for Program 11421 to your budget development appointment.

Elementary School Allocations

The Elementary Arts Instructional Program follows an itinerant teacher model with certificated Dance, Music, Theatre, and Visual Arts teachers allocated to all schools primarily based on student enrollment data. All elementary schools will receive at least 0.1 FTE in TSP Arts Itinerant Funding for fiscal year (FY) 26. To meet the minimum 80% requirement, elementary schools must allocate a portion of their Prop 28 funding to supplement their Arts Itinerant FTE. This funding supplements the base allocation received in Program 10424 TSP- Itinerant Arts Teacher Support. Elementary schools will have access to at least 5% of the FY26 Prop 28 allocation, in addition to any available carryover, for training, supplies, materials, professional service contracts, or other resources identified to support arts instruction. The Arts Education Branch (AEB) has a limited number of teachers available in each arts discipline. To accommodate school requests, Principals can submit preference forms. Use the following link to access the Itinerant Elementary Arts Preference form:

<https://forms.gle/AgEWWRdiNhPefXdH6>.

Secondary School Allocations

Middle and High Schools are to adhere to the 80/20 rule and other Prop 28 mandates outlined above. Principals should follow the routine steps of hiring Arts teachers at their school site.

Program Support

To support administrators with Prop 28 during Budget Development the Arts Education Branch will host office hours on Thursday mornings and Friday afternoons from January 9- February 7, 2025. Use the following link to join via Zoom: <https://lausd.zoom.us/j/85158747301>

Thursdays: 7:45 a.m. – 8:45 a.m.	Fridays: 3:15 p.m. – 4:15 p.m.
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