

LOS ANGELES UNIFIED SCHOOL DISTRICT  
INTER-OFFICE CORRESPONDENCE

TO: Elementary Principals  
FROM: Dr. Steven McCarthy, Administrator  
Arts Education Branch

DATE: February 11, 2022

SUBJECT: ITINERANT ELEMENTARY ARTS EDUCATION TEACHERS

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In the 2022-23 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 (27T/09, 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	\$121,913	\$97,530	\$73,148	\$48,765	\$24,383	\$12,191
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:

- |  |  |
|--|--|
| 10983 – TSP - 100% Graduation                    | 10984 – TSP - Proficiency for All              |
| 10985 – TSP - 100% Attendance                    | 10397 – TSP - PP                               |
| 13724 – Charter School Allocation-in Lieu of EIA | 13723 – Charter School Categorical Block Grant |
| 13027 – General Fund School Program              | 11456 – School Staff Equity 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 [jessica.w.williams@lausd.net](mailto:jessica.w.williams@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, Administrator, 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.

**To Purchase Extra Arts Instruction (the amounts below are additional funding OVER amounts allocated):**

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 \$12,191	Total Cost of Semesters Purchased		\$

***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 additional arts semesters above for the 2022-2023 school year***

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

Please submit this form by April 8, 2022 to Jessica Williams via email at: [jessica.w.williams@lausd.net](mailto:jessica.w.williams@lausd.net)

### **Itinerant Elementary Arts Preference Form Link**

The Arts Education Branch (AEB) has a limited number of teachers in each arts discipline. We will try to accommodate your school arts preferences as much as possible.

**Please use the link below to fill out the Itinerant Elementary Arts Preference form:**

**<https://bit.ly/ArtsPreferences2022>**