LOS ANGELES UNIFIED SCHOOL DISTRICT
INTER-OFFICE CORRESPONDENCE

TO: Elementary Principals   DATE: February 16, 2023

FROM: Titus Campos, Administrator
           Arts Education Branch

SUBJECT: ITINERANT ELEMENTARY ARTS EDUCATION TEACHERS

In the 2023-24 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						
14156	Theatre						
14157	Visual Art	$127,777	$102,222	$76,666	$51,111	$25,556	$12,778
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:

11421 – Prop 28 – Arts Program   13027 – General Fund School Program
10947 – SENI Academic Excellence   13723 – Charter School Categorical Block Grant
10948 – SENI Joy and Wellness   13724 – Charter School Allocation-in Lieu of EIA
10949 – SENI Engagement and Collaboration

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

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 Titus Campus, Interim Administrator, Arts Education Branch, tcamp1@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 $12,778	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 those allocated for the 2023-2024 year

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

Please submit this form by March 31, 2023 to Jessica Williams via email at: jessica.w.williams@lausd.net This document can also be downloaded with the preferences via the link below.

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/ArtsPreferences2023