

INTER-OFFICE CORRESPONDENCE

Los Angeles Unified School District

TO: Principals of Elementary Year-Round Schools **DATE:** July 28, 2009

FROM: Yumi Takahashi, Budget Director
Budget Services and Financial Planning Division

**SUBJECT: RESOURCES TO IMPLEMENT YEAR-ROUND SCHOOL INTEGRATION
PROGRAM 2009-10**

This memorandum provides information to schools regarding resources for implementation of the year-round school program for 2009-10. At this time, schools are authorized to expend funds as described below to implement the year-round school program for 2009-10. Be advised, however, that these resources may be reduced pending staff's analysis of the State's 2009-10 Budget and its impact on LAUSD. For time-reporting purposes, **use only the program codes listed herein.**

STAFFING

I. **Certificated**

- A. Administrators are assigned on "A" basis. Continuing year-round schools have this position in place.

Payroll report: Program Code 11010; Fund: 010-0000

- B. Norm Teachers – Personnel Division will work directly with schools for staffing requirements based upon the appropriate norm table.

Payroll report: Program Code 11020; Fund 010-0000

When it becomes necessary to assign a substitute in place of a norm teacher **due to illness, personal necessity, or bereavement** time report the substitute in Program Code 11024.

- C. Coordinating Differentials – Each elementary school is assigned one yearly (semester lump-sum) coordinating differentials **per track**. These differentials are to be assigned only to full-time regular classroom teachers for additional responsibilities. No teacher may be assigned more than one coordinating differentials (two semesters). For payroll reporting procedures for the coordinating differentials, refer to the payroll manual for year-round schools.

Payroll report: Program Code 11417; Fund 010-7394
Budget Item: C0909-1

Note: See Conversion Flexibility Memorandum (attached)

STAFFING (cont.)

I. Certificated (cont.)

- D. Support Personnel – Comparable service for PSA Counselors, School Psychologist, Physician time, and Itinerant Services will continue to be assigned by track enrollment rather than by total enrollment. Comparable support services for Nurses will be assigned in the same manner as 2008-09. Support personnel assigned will be time reported by either central or region office.

II. Classified

- A. School Administrative Assistants are assigned “A” basis. Continuing year-round schools have this position already in place.

Payroll report Program Code 11400; Fund 010-0000

- B. Clerical Norm positions are assigned “A” basis. Continuing year-round schools have positions already in place.

Payroll report: Program Code 11400; Fund 010-0000

In accordance with District policy, when it becomes necessary to assign a substitute in place of his office technician **due to illness, personal necessity, or bereavement** time report the substitute in Program 11047.

- C. Additional Custodial Hours – The Maintenance and Operations’ Branch continues to provide hours and services for the purpose of seasonal cleaning. Maintenance and Operations Branch will notify schools of any adjustments in hours and assist in the assignment of personnel. Custodial hours assigned will be time reported by Maintenance and Operations Branch.

Schools which have opted to receive custodial hours, instead of the services of the year-round cleaning crew, will report the time of the custodian(s) under Fund 010-7394, Program Code 11625.

Other Resources

- I. IMA Allocation – Continuing year-round schools will be receiving a year-round school IMA allocation of \$1.59 per pupil. 2008-09 sixth school month enrollment data will be used for both allocations. Notification of individual school allocations will be in a separate memorandum.

Program Code 14184 IMA – YRS – Integration

The Superintendent reserves the right to modify this allocation, if necessary, for the changing fiscal circumstances.

For further information, please contact your Fiscal Specialist.

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