

# INTER-OFFICE CORRESPONDENCE

## Los Angeles Unified School District

**TO:** Principals of Year-Round Middle 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 as follows:

<u>Position</u>	<u>Program Code</u>	<u>Fund</u>
Principal	11010	010-0000
Assistant Principal	11010	010-0000
Secondary Assistant Principal, Student Services	11010	010-0000
Secondary Assistant Principal, Counseling Services	11046	010-0000

- B. Off-Norm Classroom Teachers – Each year-round middle school has been approved with two off-norm classroom teacher positions assigned "C" basis. Schools are to call the personnel office to specify the individuals who will be serving in these positions.

Payroll report: Program Code 11417; Fund 010-7394

When it becomes necessary for individuals in these positions to be absent due to illness, personal necessity, or bereavement, time report the substitute in Program Code 11417.

- C. Coordinating Differentials – Each middle school is assigned two annual year-round coordinating differentials (semester lump-sum) differentials. These differentials are to be assigned only to full-time regular classroom teachers for additional responsibilities. No teacher may be assigned more than one 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

**STAFFING (cont.)**

- D. Norm Teachers – Personnel Division, through the appropriate certificated field personnel office, 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.

- E. Librarians – In addition to the “C” basis librarian, each middle school has been provided with sufficient days of “Z” time for daily school coverage.

Payroll report: Program Code 11417; Fund 010-7394

- F. 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. Clerical Norm Positions – All 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 this office assistant **due to illness, personal necessity, or bereavement**, also time report the substitute in Program Code 11047.

- B. 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 who 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.

- C. School Police Officer Coverage – Additional days of officer time continue to be allocated to each middle school participating in a year-round program. These days are allocated to provide vacation coverage for the school’s police officer.

**STAFFING (cont.)**

- D. Financial Manager Time – A limited amount of Financial Manager time has been budgeted to cover Financial Manager vacations. Please contact Karen Garibaldi (213)241-7988 for information regarding the use of this time.

**Other Resources**

- I. Substitute Teacher Days – The purpose of this allocation is to allow for the release of teachers to observe other year-round school programs and for staff development activities.

Each middle year-round school will receive 40 substitute teacher days.

Payroll report: Program Code 11417; Fund 010-7394

- II. 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

- III. Professional Expert Time – The allocation is to be used by teachers for curriculum maintenance and development. Professional Expert application and Request for Personnel Action (RPA) are required. Contact your Local District for assignment procedure.

Each middle year-round school will receive \$793.

Payroll report: Program Code 11417; Fund 010-7394

**The Superintendent reserves the right to modify these allocations, if necessary, for the changing fiscal circumstances.**

For further information, please contact your Fiscal Specialist.

C:	M. Reilly	E. Blum	M. Lam	LD Fiscal Services Mgrs
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