

INTER-OFFICE CORRESPONDENCE
Los Angeles Unified School District

TO: Principals
Year-Round Schools

DATE: July 28, 2009

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

SUBJECT: YEAR-ROUND SCHOOL OPERATIONAL GRANT RESOURCES

This is to confirm various program funding components within the Year-Round School Operational Grant that have been allocated to schools. We made these allocations even though year round incentive funds have not yet been approved by the State Legislature and Governor. These resources were first approved by the Board of Education during the 1985-86 school year and are intended to improve the instructional program and support of year-round schools.

Following is the information you will need to utilize these resources:

A. Discretionary Funds

This allocation is provided in order to meet your individual instructional needs. The allocation is calculated at \$30.94 per pupil as of 2008-09 fifth school month enrollment data. These resources are budgeted in program code 11654. Budget worksheets were provided to you earlier in the year which listed resources you may opt to purchase out of your discretionary funds.

Discretionary funds are provided only to multi-track schools.

B. Increased Course Offerings

This allocation is provided in order to allow equitable course offerings at secondary schools. One and a half (1 1/2) teaching positions for Middle Schools, and four (4) teaching positions for Senior High Schools are authorized. These resources are budgeted in program code 12059. Budget worksheets were provided to you earlier in the year which listed the other options (auxiliary periods or teacher Z time) you may purchase in lieu of teacher positions. You have limited discretion over these resources.

C. Roving Teacher Support

Roving teacher support is provided to elementary schools in the form of custodial overtime. At secondary schools, roving teacher support is provided by maintenance crews. Please contact your Project Manager for assistance with custodial overtime and maintenance crews.

D. **Seasonal Cleaning**

Funds are provided for seasonal cleaning. Principals will be notified by Maintenance and Operations Branch of the cleaning schedule and the tasks to be performed. Please contact your Project Manager for assistance.

For schools that have opted to receive their cleaning funds instead of the cleaning services, these funds are allocated to the school's organization code under program code 11752 and commitment item 430003.

E. **Support Service Time**

Funds for Pupil Services and Attendance Counselor, School Psychologist, Secondary Counselor and School Nurse time are provided. These resources will be assigned and time reported by the respective central divisions.

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

If you need budget assistance, please call your Fiscal Specialist.

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