



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Guidelines for Supplemental Assignment Differentials

NUMBER: MEM-6744.1

ISSUER: Frances Gipson, Ph.D., Chief Academic Officer
Division of Instruction

Derrick Chau, Ph.D., Senior Executive Director
Division of Instruction

DATE: April 17, 2018

ROUTING
 All Offices
 Local District
 Superintendents
 Administrators of
 Instruction
 Directors
 Principals
 School
 Administrators
 Athletic Directors
 Teachers

PURPOSE: This Memorandum provides information on: (1) activity assignments, (2) athletic assignments and (3) designated coordinators.

The District provides a salary schedule of semester or athletic season lump-sum rates and allocates activity and coaching assignment differentials to appropriate rates. Supplemental Assignment Rates of Pay identifies current pay rates for supplemental assignments.

MAJOR CHANGES: This Memorandum replaces MEM-6744.0 issued November 10, 2016. The content has been updated to reflect current changes in supplemental assignments and school configurations. The changes starting in the 2017-18 school year are as follows:

- Coordinating differentials for District-funded Library Media Teachers (Teacher Librarian) remain funded in Program 13027 (high school) or Program 10400 (middle school) in selected high schools and middle schools.
- Due to the change in the allocation of activity assignments and in order to maintain special programs, careful consideration should be given to the criteria established in the Criteria for Activity Assignment Pay Rates. (Attachment B)
- School site administrators are given the discretion to split activity assignments and differentials.

GUIDELINES: Each school will determine the specific number of activity assignments based on the activity assignment resource allocation.



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I. ACTIVITY ASSIGNMENTS

- A. The designated program areas for activity assignments are: Academic Decathlon, choral music, drama, drill team, and instrumental music.
- B. Journalism, speech, stagecraft, student government, yearbook, or “other.” A maximum of two “other” activities may be substituted for any two of the specific activities.
 1. If “other” activity assignments are substituted for the activity assignments listed above, they must:
 - a. Take place beyond the scheduled school day.
 - b. Extend beyond the scope of regularly scheduled academic classes.
 - c. Emphasize instructional enrichment.
 - d. Involve working with students on a regular basis. In no case shall the “other” activity assignment be used for assignments such as athletics, recreation activities, counseling, administrative or supervisory responsibilities.
 2. Each activity assignment must involve working with students beyond the regularly scheduled day.
 3. The rate of each assignment (Attachment C), except Academic Decathlon, shall be agreed upon in writing by the responsible administrator and the employee before the assignment begins. Due to the change in the allocation of activity assignments and in order to maintain special programs, careful consideration should be given to the criteria established in the Criteria for Activity Assignment Pay Rates (Attachment B). This may result in one allocation for the school year as opposed to one per semester.
 4. Due to the reduction of activity assignment resources, prudent use of assignments should be considered to produce a viable co-curricular program.
 5. A teacher must have permanent or probationary status to be assigned. The Local District Superintendent must approve exceptions.
- C. Activity Assignments (Program 13027)
Each regular secondary school received a partial allocation for activity assignment resources based on the total enrollment in grades 6-12, including special education and magnet center students at middle, senior high and span schools. Enrollment factor will not be applied to enrollment.



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Allocations will be adjusted after norm day based on the official enrollment count. (Attachment A1)

1. The applicable activity assignment allocation rates are displayed in the following table:

	Grade Level	Rate Per Student
Middle School	6-8	\$3.00
Senior High	9-12	\$4.00
Span School	6-8	\$3.00
Span School	9-12	\$4.00

The principal will have the discretion to split the stipend to provide half the amount at the end of each semester.

II. INTERSCHOLASTIC ATHLETIC ASSIGNMENTS

A. Interscholastic Athletic Assignments (Program 11081)

Two auxiliary periods per semester will be provided to support the Athletic Director’s position for all comprehensive high schools with seventeen or more athletic teams. One auxiliary period per year funded by the district to schools with fewer than seventeen athletic teams to support the Athletic Director’s position (Attachments D and F).

1. Allocations for Athletic Assistants will be provided depending on the sports fielded by schools and the rate of pay as indicated on Attachment A2.
2. Athletic assignments may be filled by either a credentialed teacher or Athletic Assistant (Classified athletic coaching positions), who have met the requirements of Title V and AB 1451, to include all coaching certifications.
3. Each athletic assignment must involve working with students beyond the regularly scheduled day.
4. Athletic coaching position information may be found on Attachment D.

III. ASSIGNMENT LIMITATIONS

- A. An employee may not concurrently receive two coaching salary differentials per sport season for any of the assignments shown in Attachment A2, titled Supplemental Assignments Rates of Pay, Interscholastic Athletics.



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- B. All assignments are written to terminate at the end of a season.
- C. According to contract language, "The responsibilities of the assignment and the rate of pay shall be agreed upon in writing by the responsible administrator and the employee before the assignment begins."
(Attachment C)

IV. ADDITIONAL ASSIGNMENTS

A. Teacher Librarians

- 1. Teacher Librarians receive a coordinating differential of \$500 per semester. Program 13027 or 10400 may only be used to report coordinating differentials for District-funded Librarians. Differentials for school-funded Librarians must be charged to a program determined by the school. If the TL position is locally funded the differential must be allocated by the school per the UTLA bargaining agreement. Please see Article XIV, section 24.0 Salary Allocations, c) Assignment Differentials and 3) Coordinating Differential.

B. Lunch Time Intramural Program (Program 11102)

- 1. Middle schools or magnet/span schools will be provided a one-time Rate for allocation (\$2,102) for the Lunch Time Intramural Program Coordinator to implement school site activities with the purpose of extending the curriculum and enhancing the educational goals for our students.
- 2. The Intramural Coordinator will strive to involve a minimum of 20% of the student body, male and female, in grades 6-8. These students will participate in activities such as basketball, soccer, flag football, volleyball, softball, track, sports management, dance/drill team, etc.
- 3. Coordinators must provide activities a minimum of two times per week and all students must participate at least once a week.

C. Chemical Safety Coordinator Stipend (Program 10156)

- 1. The Chemical Safety Coordinator Program is mandated at all secondary schools that have laboratory chemicals. The site administrator must designate a CSC each year that is responsible for providing chemical safety training for staff, conducting monthly inspections, annual inventory, and attending at least two mandatory meetings per year. Additional information is provided in REF-1563.4, *Chemical Safety Coordinators*, dated September 26, 2016.



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V. TIME REPORTING INSTRUCTIONS

Time-reporting instructions for lump-sum payment of differentials for athletic assignments, coordinating assignments, and activity assignments are contained in the reference guide “Time Reporting Instructions for Lump Sum Payment of Differentials,” issued semi-annually by Payroll Services Branch, Accounting and Disbursements Division.

For time reporting instructions regarding payment of Athletic Assistants, please consult with your school Fiscal Specialist.

VI. REVIEW OF SUPPLEMENTAL ASSIGNMENTS

Each year a random selection of schools will be reviewed for their supplemental assignment payments.

ASSISTANCE: For assistance or further information regarding athletic differentials, please contact the Interscholastic Athletics Office at (213) 241-5847.

For assistance or further information regarding academic differentials, please contact the Division of Instruction, Secondary Programs at (213) 241-5333.

For assistance or further information regarding Academic Decathlon, please contact the Beyond the Bell, Academic Events at (213) 241-3503.

For assistance or further information regarding the Chemical Safety Program, please contact the Office of Environmental Health & Safety at (213) 241-3199.



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ATTACHMENT A1

SUPPLEMENTAL ASSIGNMENT RATES OF PAY

ACTIVITY ASSIGNMENTS

Each regular secondary school will receive an allocation for activity assignment resources based on the total enrollment in grades 6-12, including special education and magnet center students at middle, senior high and span schools. Each school will determine the specific number of activity assignments, which are paid on a semester basis and are limited to the activity rates of pay indicated above, based on their Activity Assignment resource allocation.

The applicable activity assignment allocation rates are displayed in the following table:

SCHOOL LEVEL	GRADE LEVEL	RATE PER STUDENT
Middle School	6-8	\$ 3.00
Senior High School	9-12	\$ 4.00
Span School	6-8	\$ 3.00
Span School	9-12	\$ 4.00

----- Semester Assignments -----

Rate 1= \$973	Rate 2= \$1283	Rate 3= \$1691	Rate 4= \$2102	Rate 5= \$2311	Rate 6= \$2512	Rate 7= \$2811
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ATTACHMENT A2

SUPPLEMENTAL ASSIGNMENT RATES OF PAY

INTERSCHOLASTIC ATHLETICS

INTERSCHOLASTIC ATHLETIC ASSIGNMENT –

Athletic Coordinator (Director) - \$2,811 per season

Assistant Athletic Coordinator (Director) - \$2,102 per season

----- **Fall Season** -----

Rate 1= \$973	Rate 2= \$1283	Rate 3= \$1691	Rate 4= \$2102	Rate 5= \$2311	Rate 6= \$2512	Rate 7= \$2811
		Golf G Volleyball Asst. G/JV	Cross Country B Cross Country G Football Asst. 2* Sideline Cheer* Tennis W Water Polo M	Football Asst. JV* Football Asst. Var. 2 Volleyball Head G	Football Asst. Var. 1*	Football Head*

----- **Winter Season** -----

Rate 1= \$973	Rate 2= \$1283	Rate 3= \$1691	Rate 4= \$2102	Rate 5= \$2311	Rate 6= \$2512	Rate 7= \$2811
		Basketball Asst. B/JV Basketball Asst. G/JV Soccer Asst. B	Sideline Cheer Water Polo G Wrestling*		Basketball Head B Basketball Head G Soccer Head B	



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ATTACHMENT A3

SUPPLEMENTAL ASSIGNMENT RATES OF PAY (continued)

----- **Spring Season** -----

Rate 3= \$1691	Rate 4= \$2102	Rate 5= \$2311	Rate 6= \$2512
IS Track minimum of 6 athletes Golf B Volleyball Asst. B/JV	Baseball Asst. JV* Competitive Cheer* Lacrosse B Lacrosse G Softball Asst.* Swimming Head B Swimming Head G Tennis B/JV	Volleyball Head B	Baseball Head* Softball Head* Track Head B Track Head G

*Student Team (open to both boys and girls if separate teams do not exist). #Lump sum payment will be reduced proportionately when teams are not fielded at **all** levels.



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ATTACHMENT B1

CRITERIA FOR ACTIVITY ASSIGNMENT PAY RATES

The activity assignment rate of pay is based upon the indicated criteria for each specified activity. The activities must involve working with students beyond the scheduled day and are above those expected of a teacher in a regular assignment. Pay rates are per semester. The responsibilities of the assignment and the rate of pay shall be agreed upon in writing by the responsible administrator and the employee before the assignment begins.

ACADEMIC DECATHLON

Activities

Criteria

A. Students

- Actively recruits team members that are representative of the school demographics
- Supervises and assists students as they study and prepare for the competitions minimum of eight (8) hours per week on site

Rate 7: Fall semester

- Utilizes LAUSD email for communication
- Completes all inquires
- Submits paperwork on time
- Attends coaches fall meeting
- Team participates in fall scrimmage (Round 1)
- Holds daily study practice sessions after and/or before school

B. Communications

- Uses LAUSD email for all Academic Decathlon communications
- Reads and responds to all email/communications in a timely manner
- Completes all required documents on time
- Dialogues with school site administrators regarding Academic Decathlon at least once a month
- Orders the necessary study materials
- Provides all relevant information to students and their parent on time

Rate 4: Spring semester

- Recruits 3 volunteers for competition
- Team participates in both days of competition
- Ensures team attends Awards Program
- Attends spring coaches meeting
- If qualified for state competition attends coaches preparation meeting

C. Meetings

- Attends fall and spring coaches meetings called by central office team
- Attends additional meetings if needed

D. Competitions

- Prepares and submits all required paperwork/forms for scrimmage and competition by deadlines
- School team participates in scrimmage (Round 1)
- School team participates in both days of Regional competition (Round 2)
- Works with administrative staff to recruit 3 volunteers for the competition



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ATTACHMENT B2

CHEMICAL SAFETY COORDINATORSHIP

Activities

- CSC Appointment Letter
- Attend Fall Semester Meeting
- Submit Completed Monthly Checklist for August, September, October, November and December
- Attend Spring Semester Meeting
- Provide Hazard Communication Training to all site staff
- Provide Chemical Hygiene and Safety Plan Training to all science staff
- Submit Completed Monthly Checklist for January, February, March, April, May and June
- Provide an updated Chemical Inventory
- Update and maintain all Safety Data Sheets for chemicals used or stored on site
- Submit the Chemical Safety Coordinator Activity Checklist
- Maintain required documents and training records

Criteria

After completion of all responsibilities, including attendance at all required training sessions, the Chemical Safety Coordinator (CSC) will be compensated with a supplemental assignment differential of \$637 per semester.

Multi-track schools are authorized a 20 percent additional payment for 12-month coverage, and payments may be allocated among more than one CSC if more than one person serves in that capacity to provide year-round coverage.

OEHS will authorize payment of the stipend once all of the following criteria have been met in order to receive the stipend of \$637 per semester:

1st Semester Criteria

- Submit Appointment Letter no later than September 30.
- Attend one the four scheduled Mandatory CSC meetings.
- Conduct monthly of inspections of chemical storage rooms.
- Submit completed Inspection Checklists on a monthly basis. No aggregate submittals will be accepted.

2nd Semester Criteria

- Attend one of the four scheduled mandatory
- Spring CSC meetings.
- Conduct monthly inspections of chemical storage rooms.



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ATTACHMENT B3

- Submit completed Inspection Checklists on a monthly basis. No aggregate submittals will be accepted.
- Conduct and submit sign –in sheets for Mandatory Hazard Communication Training for all staff by March.
- Conduct and submit sign in sheets for Mandatory Chemical Hygiene Safety Plan training for science staff by March.
- Submit annual chemical inventory list to OEHS and arrange for pickup of outdated chemicals by April.
- Maintain Safety Data Sheets for chemicals kept on site or documented on the inventory.
- Submit the Chemical Safety Coordinator.
- Activity Checklist no later than May 30 of each year.
- Maintain required documents and training records.
Send submittals to:

E-mail: CSC@lausd-oehs.org or

Fax: (213) 241-6816



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

ATTACHMENT B4

CHORAL MUSIC

Activities

Criteria

A. Local School

- Open house and/or back to school night
- Holiday programs or other assemblies
- Semester concert or other culminating activities
- PTSA programs and receptions
- Recitals
- Auditions and competitions
- Graduation
- Concert attendance with students
- Other on-campus activities using vocal music resources

Rate 1: A minimum of one rehearsal per week. One activity each from categories A, B, and C. Must include one concert.

Rate 2: A minimum of one or more rehearsals per week. A minimum of four events per semester: one each from categories A, B, C; the fourth to be selected from categories A through D. Must include a concert or culminating activity.

B. District

- Choral festival
- Chamber singer's workshops
- Elementary/middle/senior high school articulation assemblies
- Choral clinics and camps
- Districtwide ensembles and festivals
- Invitational festivals
- Exchange concerts
- Dedications
- Concert attendance with students
- Competitions and contests
- Other vocal music activities involving other schools

Rate 3: A minimum of two or more rehearsals per week. A minimum of eight events per semester: one each from categories A, B, and C; the reminder to be selected from categories A through D. Must include a concert and a choral festival.

C. Community

- Programs for service and professional clubs
- Civic functions
- Conventions involving student participation
- Competitions, auditions, and festivals
- Concert attendance with students
- Other vocal music activities in the community

Rate 4: At least three rehearsals per week or the equivalent. Teacher must have at least 60-member ensemble. At least two different performing groups.

Rate 5: At least three rehearsals per week or the equivalent. Teacher must have at least one 70-member ensemble. At least three different



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CHORAL MUSIC

D. Performance Related

(Maximum of three: each activity must have a minimum of involvement and include the participation of at least six students)

- Booster club meetings involving parents and students of choral ensembles
- Supervising choral music rehearsals students in planning and implementing
- fundraising activities
- Choir robes – inventory, cleaning, maintenance, and fitting
- Equipment – inventory, care, and maintenance
- Music library - inventory, maintenance filing, repertoire selection preparation
- distribution
- Musical organization recreational activities picnics, trips, outings

performing groups.

Rate 6: At least four rehearsals including some weekends or the activity equivalent. Teacher must have at least one 80-member ensemble. At least four different performing groups.

Note: Rehearsals
When students are planning and implementing fundraising activities, before or after school, it is recommended that these activities be at least one hour in length.



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ATTACHMENT B6

DRILL TEAM

Activities

Criteria

A. Local School

- Daily after or before school practice
- Noon meetings
- All home and away football games
- All home and away basketball games
- Other athletic events as required
- Pep rallies
- Additional homecoming activities
- Holiday programs
- Assemblies
- Publicity and promotional activities
- Fundraising
- Coordinate social activities
- Coordinate selection process
- Coordinate skills used in selection process

Rate 1: Attendance and

performance at home football contests.

A minimum of one day after or before school practice per week.

One additional activity from each of categories A, B, C, and D.

Rate 2: Attendance and

performance at home football contests. A

minimum of two days after or before school practice per week. Two additional activities

from each of categories A, B, C, and D.

Rate 3: Attendance and

performance at all football contests. A minimum of three days after or before school practice per week.

Three additional activities from each of categories A, B, C, and D. Participation in Districtwide competition must be included

Rate 4: Attendance and

performance at all football contests, along with other athletic events as determined by local school. Daily

B. District

- Year-round competitions
- Middle school articulations
- Coordinate ordering and maintenance of uniforms and equipment
- Schedule preparation
- Attend workshops
- Title V Regulations regarding First Aid and CPR
- Publicity and promotional activities

C. Community

- Festivals
- Holiday programs
- Workshops, camps, clinics
- Parent meetings
- Parades
- Publicity and promotional activities

D. Related Performance



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DRILL TEAM

- Athletic event half-time performances
- Year-round competitions
- Pep rallies
- Festivals
- Parades
- Assemblies
- Holiday programs

after or before school practice. Four additional activities from each of categories A, B, C, and D. Participation in Districtwide competition must be included.

Rate 5: Attendance and performance at all football and basketball contests, along with other athletic events as determined by local school. Daily practice, after or before school. It is recommended that practice be two hours in length. Five additional activities from each of categories A, B, C, and D.

Rate 6: Attendance and performance at all football and basketball contests, along with other athletic events as determined by local school. Daily practice, after or before school. It is recommended that practice be two hours in length. Six additional activities from each of categories A, B, C, and D.

NOTE: It is recommended that after or before school, practice be at least one hour in length.



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ATTACHMENT B8

DRAMA

Activities

Criteria

A. Major production

- Full-length play
- Full-length musical

Rate 1: One activity from category A or B.

B. Other Productions and Activities

- One-act play
- Musical review
- School assembly or program
- Drama Teachers Association of Southern California Festival
- California Education Theatre Association Festival
- Other regional theatre festival
- Improvisational troupe
- Program for civic group

Rate 2: One activity from category A or B; One activity from C or a holiday program or assembly program in place of C.

Rate 3: One activity from category A or; one additional activity from category B; Two activities from category C.

Rate 4: One activity from category A. One activity from category B. Three activities from category C.

C. Student Activities

- Thespian activities
- Drama club activities
- Planning meetings for festivals
- Conventions involving performance
- Play attendance with student groups
- Fundraising for theatre programs
- Conferences with students
- Workshop leadership
- Costume fitting and design meetings
- Publicity and promotional activities
- Technical duties not provided by other school personnel
- Coaching students for auditions

Rate 5: One activity from category A. Two activities from category B. Four activities from category C.

Rate 6: One activity from category A. Three activities from category B. Four activities from category C.



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ATTACHMENT B9

INSTRUMENTAL MUSIC

Activities

Criteria

A. Local School

- Open house and/or back to school night
- Holiday programs or other assemblies
- Semester concert or other culminating activities
- PTSA programs and receptions
- Recitals
- Concert attendance with students
- Graduation
- Auditions and competitions
- Graduation
- Pep rallies
- Musicals, shows, and operettas
- Other on-campus activities using instrumental resources

Rate 1: A minimum of one rehearsal per week. One activity each from categories A, B, and C. Must include one concert.

Rate 2: A minimum of one or more rehearsals per week. A minimum of four events per semester: one each from categories A, B, and C; the fourth to be selected from categories A through D. Must include a concert or culminating activity.

Rate 3: A minimum of two or more rehearsals per week. A minimum of eight events per semester: one each from categories A, B, and C; the remainder to be selected from categories A through D. Must include a concert and an instrumental festival.

Rate 4: One or more rehearsals per week. Eleven or 12 events per semester: two each from categories A, B, and C; the remainder to be selected from categories A through D. Must include a concert and an instrumental festival.

Rate 5: At least three rehearsals per week or the equivalent. Teacher must have at least one 70-member ensemble. At least three different

B. District

- Solo and ensemble festivals
- Band and orchestra festivals
- Chamber music festivals
- Jazz festivals
- Exchange concerts
- Marching band shows
- Football pre-game and half-time shows
- Athletics related “pep” bands
- Elementary/middle/senior high school articulation assemblies, etc.
- Band, orchestra, choir, and jazz clinics
- Area and citywide ensembles and festivals
- Concert attendance with students
- Dedications
- Competitions and contests
- Other instrumental music activities involving other schools

C. Community

- Programs for service and professional clubs



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INSTRUMENTAL MUSIC

- Parades
- Civic functions – dedications, etc.
- Conventions involving student participation
- Competitions, auditions, and festivals
- Music camps and clinics
- Concert attendance with students
- Other instrumental music activities

performing groups.

Rate 6: At least four rehearsals per week including some weekends or the equivalent. Teacher must have at least one 80-member ensemble. At least four different performing groups.

D. Performance Related

(Maximum of three; each activity must include a minimum of eight hours' involvement and include the participation of six or more students.)

- Booster club meetings involving parents and students of instrumental ensembles
- Supervising instrumental music students in planning and implementing fundraising activities
- Uniforms – inventory, cleaning, maintenance, and fitting
- Music instruments – inventory, care, and maintenance
- Music library – inventory, maintenance, filing, repertoire selection, preparation, and distribution
- Musical organization recreational activities, picnics, trips, outings

NOTES: It is recommended that before or after school, rehearsals are at least one hour in length.

All categories include preparation (rehearsal) time and/or performance time. A performance during school hours may be credited under assignment responsibilities if a portion of the preparation time occurred beyond the school day.



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ATTACHMENT B11

JOURNALISM

Activities

Criteria

- USC Journalism Day
- Cal Poly, Pomona, Summer Program
- Cal State University, Northridge, Journalism Day
- Cal State Northridge/LAJTA
- City Write-off Competition - Spring
- SCJEA Write-offs (State Write-offs)
- JEA Convention – Spring (National Write-offs)

- Rate 1: Assignment will require the publication of a school paper of a minimum of four standard 4-page editions, at least one of the listed activities, and five or more press releases to a local news media.
- Rate 2: Assignment will require the publication of a school paper of a minimum of six standard 4-page editions, student participation in one of the listed activities, and eight or more press releases to a local news media.
- Rate 3: Assignment will require the publication of a school paper of a minimum of eight standard 4-page editions, student participation in at least two of the listed activities, and ten or more press releases to a local news media.
- Rate 4: Assignment will require the publication of a school paper of at least 12 standard 4-page editions, student participation at least three of the listed activities, and twelve or more press releases to a local news media.
- Rate 5: (See Note)
- Rate 6: (See Note)
- NOTE: Rate 5 or Rate 6 is available for additional responsibilities/activities as designated by the site administrator. Guidelines that are more specific will be issued in the future.



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ATTACHMENT B12

SPEECH

Activities

Criteria

A. Interscholastic Activities

- Local forensic and speech association tournaments
- California High School Speech
- Association tournaments
- West Los Angeles District N.F.L. tournaments
- Invitational speech and debate tournaments hosted by high schools and colleges (individual speech events and debate events are considered separate tournaments)

Rate 1: Five activities from category B, or Two activities from category A.

Rate 2: Five activities from category B, or Three or more activities from category A.

Rate 3: Four activities from category A, and Four activities from category B, or Five or more activities from category B, and two from category A.

B. School/Community Speech Activities

- Service Clubs – National and Local
- Competitions
- Community Activities – Provide speakers bureau

Rate 4: Five activities from category A, and Two/three activities from category B.

C. On Campus Extracurricular Activities

- The Bill of Rights Speaking Program
- The United Crusade Speaking Program
- The Brotherhood Crusade Program
- Forums
- Assembly Programs
- Advertising school programs and activities announcing sports events
- Fundraising activities involving students speaking to school groups
- Planning interscholastic and intra- scholastic events
- Hosting interscholastic tournaments
- LAUSD speech tournament (if presented)

NOTE: It is understood that credit interscholastic events involve at least 2 or 3 two-hour coaching sessions after school for 2 to 3 weeks preceding each event.

Rate 5: (See Criteria) Rate

6: (See Criteria)

NOTE: Rate 5 or Rate 6 is available for responsibilities/activities as designated by the site administrator. Guidelines that are more specific will be issued in the future.



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ATTACHMENT B13

STAGECRAFT

Activities

Criteria

<p>A. Major Production</p> <ul style="list-style-type: none"> • Full-length play • Full-length musical • Other equivalent production 	<p>Rate 1: One activity from category A. Two activities from category B. Two length play activities from category C.</p>
<p>B. Minor Productions</p> <ul style="list-style-type: none"> • Competition events • Holiday program • Choir concert • Dance concert • Band/Orchestra concert • Attend stagecraft teachers’ workshop • Evening dance • Any other production involving the presence of the stagecraft teacher and/or crew 	<p>Rate 2: One activity from category A. Three activities from category B. Four activities from category C.</p> <p>Rate 3: One activity from category A. Four activities from category B. Six activities from category C.</p>
<p>C. Other</p> <ul style="list-style-type: none"> • Noon movies • Noon assemblies • Noon theater • Noon meetings • Noon elections • Noon rehearsals • Middle school articulation assemblies • Community events • PTSA meetings/functions • Open house • Graduation set-up 	<p>Rate 4: Two activities from category A. Five activities from category B. Eight activities from category C.</p> <p>Rate 5: (See note below)</p> <p>Rate 6: (See note below)</p> <p>NOTE: Rate 5 or Rate 6 is available for additional responsibilities/activities as designated by the site administrator. Guidelines that are more specific will be issued in the future.</p>



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ATTACHMENT B14

STUDENT GOVERNMENT

Activities

Criteria

A Level

- Acts as liaison between administrator and students
- Acts as liaison between students and members of the faculty
- Acts as liaison between student government and the community
- Supervises student body finance committee
- Coordinates fundraising drives
- Plans and coordinates school elections
- Plans and coordinates school assemblies
- Coordinates class activities

Rate 1: Assignment consists of the activities listed in Level A.

Rate 2: Assignment consists of the activities listed in Level A and Level B.

Rate 3: Assignment consists of the activities listed in Levels A, B, and C.

B Level

- Coordinates student body involvement with school-related off-campus conferences
- Coordinates noon activities, social events
- Coordinates publicity for school events
- Coordinates noon forums and/or meetings
- Arranges school exchanges

Rate 4: Assignment consists of the activities listed in Levels A, B, C, and D.

Rate 5: (See note below)

Rate 6: (See note below)

C Level

- Attends District and appropriate Board of Education meetings
- Supervises club development and site activities
- Coordinates spirit leaders(s) selection
- Coordinates charitable collection drives
- Coordinates school spirit activities

NOTE: Rate 5 or Rate 6 is available for additional responsibilities/activities as designated by the site administrator. Guidelines that are more specific will be issued in the future.

D Level

- Assist class sponsors
- Attends Principal's Administrative Council
- Works with members of the Board of Education and the District on special events
- Coordinates and publicized opportunities for foreign study programs



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

ATTACHMENT B15

YEARBOOK

Activities

Criteria

A yearbook should meet guidelines given in yearbook pamphlets issued by Columbia Scholastic Press Association or National School Yearbook/Newspaper Association.

As the rate step increases, the complexity of the book design should increase; e.g., a yearbook (Rate 4) should include:

1. A well-developed and appropriate theme executed on the cover; end sheets, title page, opening section, division pages, and closing section;
2. Coverage of the complete year of student life, athletics, academics, faculty and student portraits, and involvement of community in the school such as support groups;
3. Design of pages using PageMaker and page designs from the publishers;
4. Candid photographs with the advertising sales emphasis on the diversity of the students and photographic excellence;
5. Substantial writing to include captions, copy, headliners on appropriate spreads, and background information in the copy; and
6. An index.

Rate 1: 2,000 or less students
96 or less pages (0 color pages)
black and white publication.

Rate 2: 2,400 or less students the complexity of 96 – 192 pages (8-16 color pages)
black and white publication with spot color word processing of copy.

Rate 3: 2,400 or less students 192+ pages (16 color pages) black and white publication; word processing of copy; \$1,000 or less in advertising sales.

Rate 4: 3,000+ students
240+ pages (32-40 color pages)
black and white publication;
desktop publishing of copy and layouts using word processing and PageMaker on 50% or less of the publication; \$2,000 or less in advertising sales.

Rate 5: (See note below)

Rate 6: (See note below)

NOTE: Rate 5 or Rate 6 is available for additional responsibilities/activities as designated by the site administrator. Guidelines that are more specific will be issued in the future.



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

ATTACHMENT C

TO: _____

FROM: _____

SUBJECT: COORDINATING, ACTIVITY AND ATHLETIC ASSIGNMENT DIFFERENTIALS

Location: _____ Cost Center: _____

This is to confirm your appointment to a coordinatorship, activity or athletic assignment in addition to your regular assignment for which a salary differential will be paid. This supplemental assignment will be for the _____ school year.

Assignment Title: _____ Rate: _____

Please be advised that this position includes the assignment of related extra duties and responsibilities as follows:

NOTE: Full-time employees whose classroom teaching assignment, if any, is fewer than three periods per day in secondary, or less than half-time in elementary are to satisfy the applicable on-site obligation, as provided in Article IX, Section 3.4 of the District/UTLA agreement.

Immediate Administrator Name

Date

Title

I have discussed the conditions related to this assignment with the Principal or designee. I understand and agree to the conditions and responsibilities of the assignment.

Signature of Employee

Employee No.

Date

Distribution

- 1 copy to Employee
- 1 copy to School Folder



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

ATTACHMENT D

Athletic coaching positions can only be filled based on current District guidelines. Coaching positions are listed below:

Schools will be given the allocation equivalent to one coaching positions for each of the following sports that the school offers. School site administrators may split the differential at their discretion.

FALL SEASON	WINTER SEASON	SPRING SEASON
Athletic Director Assistant Athletic Director Cheerleading-Sideline Cross Country (Boys) Cross Country (Girls) Football Head Football Assistant Varsity #1 Football Assistant Varsity #2 Football Assistant (JV #1) Football Assistant (JV #2) Golf (Girls) Tennis (Girls) Volleyball Head (Girls) Volleyball Assistant (Girls) (J/V) Water Polo (Boys)	Athletic Director Assistant Athletic Director Basketball Head (Boys) Basketball Assistant (Boys) (J/V) Basketball Head (Girls) Basketball Assistant (Girls) (J/V) Cheerleading-Sideline Soccer Head (Boys) Soccer Assistant (Boys) (J/V) Soccer Head (Girls) Soccer Assistant (Girls) (J/V) Water Polo (Girls) Wrestling (Boys) Wrestling (Girls)	Athletic Director Assistant Athletic Director Baseball Head (Boys) Baseball Assistant (J/V) Cheerleading-Competitive Golf (Boys) IS Track & Field (minimum 6 athletes) Lacrosse (Boys) Lacrosse (Girls) Softball Head Softball Assistant (J/V) Swimming Head (Boys) Swimming Head (Girls) Tennis (Boys) Track & Field Head (Boys) Track & Field Head (Girls) Volleyball Head (Boys) Volleyball Assistant (Boys) (J/V)

- Decisions regarding the fielding of athletic teams should reflect gender equity in accordance with Federal guidelines relative to Title IX. For each school year, teams should reflect equitable gender representation equivalent to that which currently exists. In order to maintain the balance, a rationale for any change in sports being fielded for any school year must be submitted in writing to the Coordinator of Interscholastic Athletics.
- Questions regarding assignment of coaching positions or athletic coordinators (directors) should be directed to the Coordinator, Interscholastic Athletics at (213) 241-5847.
- Schools shall adhere to the current District/UTLA Collective Bargaining Agreement regarding rates for supplemental coaching (athletic or Academic Decathlon) assignments and athletic coordination as reflected in Attachment A.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

ATTACHMENT E1

School Sites Fielding Academic Decathlon Team (Tentative)

The attached list includes the schools that are expected to participate in the 2017-2018 school year.

Location Code	Name of School	Location Code	Name of School
1852901	Banning SH	1861101	School of Math & Science @ MNDZ LC
1853601	Bell SH	1876001	Middle College SH
1854301	Belmont SH	1876801	Monroe SH
1855701	Birmingham SH	1877901	Narbonne SH
1875401	Bravo Medical Mag	1878601	N Hollywood SH
1857101	Canoga Park SH	1851301	Northridge Academy
1857501	Carson SH	1885301	Orthopedic Hospital Med Mag HS
1858301	Chatsworth SH	1879801	Palisades Charter
1859001	Cleveland SH	1886801	Rancho Dominguez SH
1859601	Crenshaw SH	1881401	Reseda SH
1873801	Downtown Business Mg	1778001	RFK UCLA Comm School
1861401	Eagle Rock SH	1882901	Roosevelt SH
1861701	El Camino Real SH	1854401	Roybal Learning Center
1354801	Elizabeth Learning Center	1884301	San Fernando SH
1863601	Francis Polytechnic SH	1885001	San Pedro SH
1864301	Franklin SH	1871601	Santee Education Complex
1866401	Gardena SH	1884201	Sherman Oaks CES Mag
1867901	Garfield SH	1770701	SJHA @ Chavez LA
1868101	Granada Hills Charter SH	1888101	South East SH
1868301	Grant HS	1887101	South Gate SH
1868601	Hamilton SH	1887801	Sylmar SH
1851801	Harbor Teacher Prep Academy #D8	1888001	Taft SH
1869301	Hollywood SH	1889801	Valley Academy of the Arts and Science
1870001	Huntington Park SH	1739001	Valley Alternative Mag
1872501	Kennedy SH	1889301	Van Nuys SH
1766401	Legacy VAPA	1890701	Venice SH
1872901	Lincoln SH	1891401	Verdugo Hills SH
1874101	Los Angeles C.E.S	1874801	West Adams Preparatory HS
1875001	Marshall SH	1894301	Westchester SH



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

Academic Decathlon coaches at senior high schools can only be assigned based on current District policy, which is that each school that fields an Academic Decathlon team will receive the allocation equivalent to one coaching position. Questions regarding Academic Decathlon coaching positions should be addressed via email to academic.decathlon@lausd.net

Schools shall adhere to the current District/UTLA Collective Bargaining Agreement regarding rates for supplemental coaching (athletic or Academic Decathlon) assignments and athletic coordination as reflected in Attachment A.



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

ATTACHMENT F

ATHLETIC DIFFERENTIALS

Athletic directors in Tiers One, Two, and Three will receive a differential for each semester. Assistant athletic director differentials will be provided to schools in Tier One for both semesters. Schools in Tier Two will only receive one semester of a differential. Tier Three schools will not receive any assistant athletic director differential.

PRINCIPAL'S PORTAL CERTIFICATION	NO CHANGES ALLOWED AFTER	FUNDING PRORATED AFTER
FALL	Fri., August 4, 2017	Fri., September 8, 2017
WINTER	Monday, October 30, 2017	Fri., December 8, 2017
SPRING	Monday, January 29, 2018	Fri., March 9, 2018

Coaches are given a five-week grace period before the differential becomes pro-rated.

- Week six - Funding is prorated at 85% of total differential
- Week seven - Funding is pro-rated at 70% of total differential
- Week eight - Funding is pro-rated at 50% of total differential

NO FUNDING WILL BE ALLOCATED AFTER THE EIGHTH WEEK OF THE SEASON

All athletic teams must submit a Certificate of Athletic Eligibility (CAE) in MISIS to the Interscholastic Athletic Department (IAD) in order to fund each differential as well. Failure to submit a CAE for a team will result in a differential being pro-rated or unfunded according to the formula referenced above.

Tier 1 (23+ teams)						
Fall: 1 AD/ 1 Asst. AD				Spring: 1 AD/ 1 Asst. AD		
Angelou	Chavez	Gardena	Legacy	N. Hollywood	San Pedro	Verdugo Hills
Arleta	Cleveland	Garfield	Lincoln	Panorama	Santee	West Adams
Banning	Contreras	Grant	LA	Poly	SOCES	Westchester
Bell	Crenshaw	Hamilton	LACES	R. Dominguez	South East	Wilson
Belmont	Dorsey	Hollywood	Manual Arts	Reseda	South Gate	
Bernstein	Eagle Rock	Huntington Pk	Marquez	Rivera	Sylmar	
Canoga Park	Fairfax	Jefferson	Marshall	Roosevelt	Taft	
Carson	Franklin	JF Kennedy	Monroe	Roybal	University	
Chatsworth	Fremont	RF Kennedy	Narbonne	San Fernando	Venice	
Tier 2 (17-22 teams)						
Fall: 1 AD/1 Asst. AD				Spring: 1 AD		
Bravo	Elizabeth	Hawkins	MACES	Mendez	Northridge	Torres
East Valley	Fulton	King Drew	Maywood	Mid College	Sotomayor	VAAS
Tier 3 (10-16 teams)						
Fall: 1 AD				Spring: 1 AD		
DT Magnets	Foshay	Harbor Tch.	Orthopaedic	Sun Valley Mg	USC Mast	Washington
Dymally	GALA	Jordan	Sun Valley HS			
Tier 4 (0-9 teams)						
Spring: 1 Asst. AD				Fall: 1 Asst. AD		
			Marlton			