


INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: Principals of Secondary Sites

Date: January 30, 2007

FROM: Neil Gamble, Director 
Maintenance and Operations Branch

SUBJECT: GARDENING SERVICES FOR SECONDARY SCHOOLS

Over the past several years, numerous secondary schools have elected to switch from a site-assigned gardener to receiving services from a roving gardening crew. Under the roving crew program, a five-person crew would provide gardening services at your site once a week (or the number of hours equivalent to having a site-assigned gardener). Schools have elected to join the roving crew program due to the following:

- five gardeners provide more resources (experience and supplies, if needed);
- a crew supervisor works closely with site administration to ensure the current needs of the school are met; and
- with central oversight of the program, there is more flexibility in providing coverage when gardeners are absent.

The District's gardening services play an important role in sustaining a safe, clean, and aesthetically pleasing environment for your students, staff, and community. Your school may be better served through the roving gardening crew program as it has proven successful at more than 70 secondary sites. However, you may choose to continue with a site-assigned gardener. With either option, you can be assured that our Gardening Department will provide technical assistance for your campus's needs and assist in emergency situations when they arise.

If you are interested in utilizing the roving crew services, please complete and sign the acknowledgement below and fax to me at 213-633-7238. If you have any questions about the programs, you may contact Doug Anderson at 213-743-1101 or by email at Douglas.Anderson@lausd.net.

c: Mr. Hamm Mr. Anderson
 Mr. Brady

SITE ADMINISTRATOR ACKNOWLEDGEMENT

I am requesting the following gardening service:

- Roving Gardening Crew Program
 - *The gardener's payroll and other administrative functions will be maintained centrally. Gardening equipment will remain at the site and be utilized by the crew.*
- Site-assigned Gardener
 - *The gardener's payroll and other administrative functions will be maintained by the school.*
 - *Gardening equipment will remain at the site*

School Name: _____ Date: _____

Site Administrator's Signature: _____