



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

DIVISION OF BUDGET OPERATIONS AND REVIEW

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MATTHEW SAPIENZA

Budget Director (Acting)

BOR ALLOCATION MEMORANDUM NO. 25, FY 2003

DATE: January 29, 2003

TO: ALL SUPERINTENDENTS

FROM: Matthew Sapienza

SUBJECT: TITLE III -- LANGUAGE INSTRUCTION FOR LIMITED ENGLISH PROFICIENT (LEP) AND IMMIGRANT STUDENTS

Federal resources have been provided for NYC schools under the No Child Left Behind Act, Title III - English Language Acquisition, Language Enhancement, and Academic Achievement Act. The intent of the program is "to ensure that children who are limited English proficient, including immigrant children and youth, attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging State academic content and student academic achievement standards as all children are expected to meet ..." Title III funds must be used to provide supplemental services – supplemental to current tax levy and categorical initiatives.

Title III aid has been appropriated by the New York State Education Department in two streams: LEP Aid and Immigrant Aid.

Non-Public school LEP children are eligible to receive Title III LEP program services. The Non-Public School share of the current year's grant is as follows:

	<u>LEP Pupil Count</u>	<u>Percent</u>	<u>Title III Distribution</u>
Public School	150,149	90.93%	\$23,306,487
Non Public School	<u>14,977</u>	<u>9.07%</u>	<u>\$2,324,766</u>
TOTAL	165,126	100.00%	\$25,631,253

It has not been determined how LEP services will be provided to non-public school pupils. Until this is resolved, NPS funds will be held in reserve.

The State Education Department has identified Title III Immigrant Program funding by district. No funds are earmarked for Non-Public Schools. The State based the appropriation on the increase in numbers of immigrant students within the district from the prior year.

Public school Title III LEP Program funds are being allocated to community school districts, high schools and citywide special education based on ATS counts of English language learners (ELL). These funds must be used to support the Title III approved application submitted to the New York State Education Department last fall. In addition, a minimum of 5% of the allocation must be used to implement a Saturday Institute for intensive English instruction. Attached is a letter from Deputy Chancellor Lam describing the Saturday Institute and program reporting requirements. Districts already mounting similar programs or unable to mount the Saturday program at the minimum level may appeal to Brian Morrow, Superintendent for NCLB, Promotional Policy and Summer School, via email at Bmorrow@nycboe.net.

General information about the allowable uses of Title III funds may be found on the Division of Budget Operations and Review website at: http://www.nycenet.edu/offices/d_chanc_oper/budget/DBOR/OCPS/default.html. Sections F and G detail allowable activities.

If the programs you will be implementing differ significantly from the SED approved application, please contact Dr. Edna Vega at Evega@nycboe.net.

If your approved Title III plan does not include a Saturday institute, you will need to complete the programmatic reporting requirements and the accompanying budget for approval by NYSED. Please make sure that the FS 10s reflect any programmatic amendments or modifications. If your approved plan does include a Saturday institute, include a copy of your approved Title III plan when you submit your budget.

District Title III allocations for both LEP and Immigrant Aid are listed on the attached table. A budget modification should be prepared as soon as possible scheduling the LEP Program funds in quick code 33610 and where applicable, the Immigrant Program Funds in quick code 33611. Reimbursable budgeting rules enumerated in the BOR Circular No. 1, Cost Factors for All Reimbursable Programs, FY 2002-03, apply.

MS:MG:pav

Attachments - Title III allocation table
- Jan 28, 2003 Memorandum from Deputy Chancellor Lam, Project ALMA

Email: Director of Operations
Directors of Funded Programs
Bilingual Program Coordinators

TITLE III LIMITED ENGLISH PROFICIENCY *and* IMMIGRANT PROGRAMS

<u>District</u>	<u>LEP Pupils</u>	<u>LEP Per Capita Allocation Grant #33610</u>	<u>Minimum Portion of Allocation for Saturday Institute 5.00%</u>	<u>Immigrant Student Increase</u>	<u>Immigrant Allocation Grant #33611</u>
1	1,371	\$220,397	\$11,020	0	\$0
2	2,159	347,073	17,354	0	0
3	1,356	217,986	10,899	0	0
4	1,657	266,374	13,319	0	0
5	799	128,444	6,422	0	0
6	9,333	1,500,341	75,017	0	0
7	2,487	399,802	19,990	0	0
8	2,340	376,170	18,809	0	0
9	5,795	931,584	46,579	0	0
10	9,564	1,537,476	76,874	0	0
11	2,343	376,653	18,833	0	0
12	2,239	359,934	17,997	0	0
13	664	106,742	5,337	0	0
14	2,295	368,936	18,447	0	0
15*	2,907	467,319	23,366	0	0
16	211	33,920	0	242	25,000
17	1,591	255,764	12,788	0	0
18	663	106,582	5,329	0	0
19	2,778	446,582	22,329	1,618	100,000
20	6,040	970,970	48,549	0	0
21	3,089	496,577	24,829	0	0
22	2,481	398,837	19,942	0	0
23	583	93,721	4,686	418	50,000
24	8,574	1,378,327	68,916	0	0
25	3,665	589,173	29,459	0	0
26	1,278	205,447	10,272	0	0
27	2,724	437,901	21,895	0	0
28	2,562	411,858	20,593	0	0
29	1,637	263,158	13,158	0	0
30	5,717	919,045	45,952	0	0
31	1,753	281,806	14,090	0	0
32	2,634	423,433	21,172	955	75,000
81	11	1,768	0	0	0
85	4,089	657,334	32,867	0	0
91	2	322	0	0	0
97	3,079	494,969	24,748	380	50,000
71	6,413	1,030,932	51,547	0	0
72	5,234	841,400	42,070	0	0
73	6,211	998,459	49,923	0	0
74	2,295	368,936	18,447	0	0
76*	3,604	579,367	28,968	0	0
77	12,015	1,931,490	96,575	0	0
79	6,398	1,028,520	51,426	0	0
92*	na	na	na	0	0
93	326	52,407	2,620	0	0
94	14	2,251	0	0	0
TOTAL	144,980	\$23,306,487	\$1,163,413	3,613	\$300,000
CSD	99,391	\$15,977,756	\$797,089	3,233	\$250,000
CW	3,079	\$494,969	\$24,748	380	\$50,000
HSS	42,510	\$6,833,762	\$341,576	0	\$0

PerCapita **\$160.76**

*Reflects LEP pupil count at the Secondary School for Law, Journalism & Research (K462) formerly District 92.



THE NEW YORK CITY DEPARTMENT OF EDUCATION

Diana Lam, Deputy Chancellor

OFFICE OF THE CHANCELLOR

52 Chambers Street New York, New York 10007

MEMORANDUM

January 28, 2003

TO: Superintendents

FROM: Diana Lam
Deputy Chancellor for Teaching and Learning

SUBJECT: **PROJECT ALMA (Accelerating Language Mastery Academy) – Grades 3-12**

In order to continue to support the English language development of our English Language Learners, and in keeping with Title III of the No Child Left Behind Act, we are offering you an opportunity to implement Project ALMA (Accelerating Language Mastery Academy). The goal of the New York City Department of Education is to help all English Language Learners meet ESL standards.

Funding for Project ALMA or a similar district program is contained in your Title III allocation. Project ALMA is a plan for Saturday morning intensive ESL instruction targeting beginning and intermediate level ELLs supported by your Title III allocation. Three-hour classes with an active register of no more than 15 ELLs should be held on ten Saturday mornings. Funds for Project ALMA may be used for per session and instructional materials. We urge you to use "Building Language Literacy for English Language Learners (Grades 3 – 8): English as a Second Language Instructional Guide" which was produced by the Division of English Language Learners during the summer of 2002 as supplemental materials. For those who select to use an alternative curriculum or instructional guide, please provide us with information regarding your choice as well as the rationale for your selection.

Completed applications are to be faxed to: Dr. Edna R. Vega at (212) 374-5763.

Thank you for your continued commitment to the education of our English Language Learners.

Attachment



PROJECT ALMA OVERVIEW

Provide a description of your proposed Project ALMA activities. The description must include, but need not be limited to:

- Description of the targeted students.
- Describe types of activities which will be conducted to assist ELLs gain English proficiency.
- Describe the relationship between Project ALMA activities and proposed expenditures: funds may be used for instructional supplies and/or per-session. Funds may not be used to purchase equipment.
- Describe how you will evaluate the effectiveness of Project ALMA. Grantees are responsible for maintaining on file all programmatic and fiscal documentation related to Project ALMA.

Project ALMA Budget Narrative

Budget Item(s)	Proposed Amount
<ul style="list-style-type: none">••••••••	<p>Amount Requested: _____</p>



PROJECT ALMA

Project Goal: To support the efforts of the school district to provide enrichment and linguistic activities for English Language Learners as they strive to gain English proficiency

Dates of Implementation: Spring 2003

Deadline: Completed applications must be faxed to Dr. Edna Vega *no later than Friday, February 7, 2003*
Fax # 212 374-5763

District: _____ **Superintendent:** _____

Telephone: _____ **Fax:** _____ **E-mail:** _____

Contact Person: _____

Telephone: _____ **Fax:** _____ **E-mail:** _____

STATEMENT OF ASSURANCE

Community School District # _____ hereby assures that:

- District Title III funds supporting Project ALMA will be used for instructional activities for English Language Learners, consistent with the project goals and objectives.
- Appropriate modifications to the district Title III application have been submitted to NYSED, if needed,
- The undersigned certifies that all of the facts, figures and representations made in this application are correct.
- All affected parties have been informed and have authorized this application.

Superintendent (please print): _____

Signature: _____

Date: _____