

SECTION B

GENERAL EDUCATION MODULE 2 REGISTER ADJUSTMENT

B.1 OVERVIEW

Resources for Basic Instructional Programs are distributed through the Module 2 formula. The formula distributes funds based upon the audited October 31, 2002 registers adjusted to exclude long-term absentees (LTA's), and pupils assigned to prekindergarten and self-contained special education classes. The Module 2 general education register includes special education pupils who receive instruction in general education classes, i.e., Inclusion Program students. This includes community school districts, high school districts and citywide special education inclusion pupils.

Allocations depend not only on the aggregate numbers of pupils, but also upon their distribution between levels of instruction, Title I school designations and class size. Districts with fewer than projected numbers of pupils are partially protected from allocation losses by a register hold harmless. By not imposing full reductions for lower than projected enrollments, the Department of Education recognizes the difficulty of realizing operational savings from marginal register losses.

B.2 REGISTER

The registers presented in this memorandum are final.

FY 2003 pupil enrollments for community school districts were projected to decline by 7,000 students. The actual October 31, 2002 registers show a decline of 10,000 pupils. The additional decrease of 3,000 students will be partially offset by the hold harmless benefit. Although district-wide enrollments were down, differences among districts may vary.

Register projections for high schools presented a marginal loss in enrollment. However, final registers showed a dramatic increase in enrollment of nearly 5,000 students. As in the case with the community school districts, the register change varies among high school districts. Any losses will also be offset by the hold harmless policy.

Districts are advised to review the allocation register data presented in the Section F attachments to ensure proper representation of their enrollments. The attachments include a register breakdown by school and grade.

Inclusion Pupils. Initial allocations provided resources for an estimated 8,000 special education inclusion pupils. Final October 31, 2002 registers are reporting 9,000 inclusion pupils, or 1,000 students more than anticipated. Inclusion pupils represent approximately \$25.4 Million of the Module 2 total allocation.

Community school district inclusion pupils have been identified through the ATS system by their "inclusion" grade code. Citywide special education, District 75, inclusion pupils are identified by an "L" in their class code and the geographic location.

Unfortunately, problems still exist in cross-walking District 75 inclusion pupils to the serving districts. Problems with data ATS is reporting include:

- S Schools don't exist in that geographic district.
- S Grade level not appropriate for that geographic district.
- S Pupils identified are no longer attending school in that geographic district.

Best efforts have been made to credit districts with the pupils they serve.

B.3 REGISTER ADJUSTMENT METHODOLOGY

A district showing a decline in the base number of teachers will have its loss cushioned by a $\frac{3}{4}\%$ hold harmless. The loss used for allocation adjustment will be the difference between the actual base number of teachers increased by $\frac{3}{4}\%$, and the projected base number of teachers. No upward adjustment will be made should the $\frac{3}{4}\%$ hold harmless prove greater than the district's actual loss.

Where unweighted registers are utilized (supporting per capita allocation), the allocation adjustment will be based on the difference between the projected and actual register (unweighted). The $\frac{3}{4}\%$ hold harmless will be applied, if required, to the actual register (unweighted).

A flow chart summarizing the steps to be taken for the midyear register adjustments is displayed in Figure B:1. An example of the hold harmless calculation for adjusting the base, supporting percent and supporting occasional absence allocation is detailed in Figure B:2.

This year, the value of the register hold harmless is \$9.7 Million in community school districts and less than \$0.1 Million in the high school districts. **Districts that benefit from the hold harmless should be aware that it is non-recurring, i.e., these funds will NOT be part of their FY 2004 base allocation.**

B.4 BUDGET ACTIONS

A modification will be prepared centrally placing the Module 2 adjustment into a lump sum to be scheduled for Register Adjustments. Districts should prepare a budget modification scheduling this lump sum.

	<u>Lump Sum</u>	<u>Adjustment</u>
CSD	004577-053-5141	Table B:1, Column 5
HS	000800-053-5141	Table B:2

In preparing the budget schedule, first priority must be given to establishing annual budget lines for all half-year tipped and converted positions, payroll override positions and ASA positions. All teacher positions must be scheduled at the average teacher salary indicated in Section A. Register allocation adjustments presented in this memorandum utilize these average teacher salaries.

B.5 SUPPORTING DATA

Register data, teacher workload data, and allocation tables follow. District specific data, including step by step computation of Module 2 register adjustment (CSD only), are collected in Section F.

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FIGURES AND TABLES FOR THE GENERAL EDUCATION MIDYEAR ALLOCATION ADJUSTMENT

FIGURE DESCRIPTION

- B:1 Midyear Register Adjustment (Using actual end of October registers)
- B:2 Example of Hold Harmless Adjustment for Allocations Using the Base Number of Teachers

TABLE ITEM DESCRIPTION

- B:1 Midyear Module 2 Allocation Adjustment – CSD
- B:2 Midyear Module 2 Allocation Adjustment – HS
- B:3 Change in General Education Register – CSD
- B:4 Change in Base Number of Teachers – CSD
- B:5 Special Education Inclusion Pupils Added to General Education Enrollments

Figure B-1

Mid-Year Register Adjustment
(Using actual end of October registers)

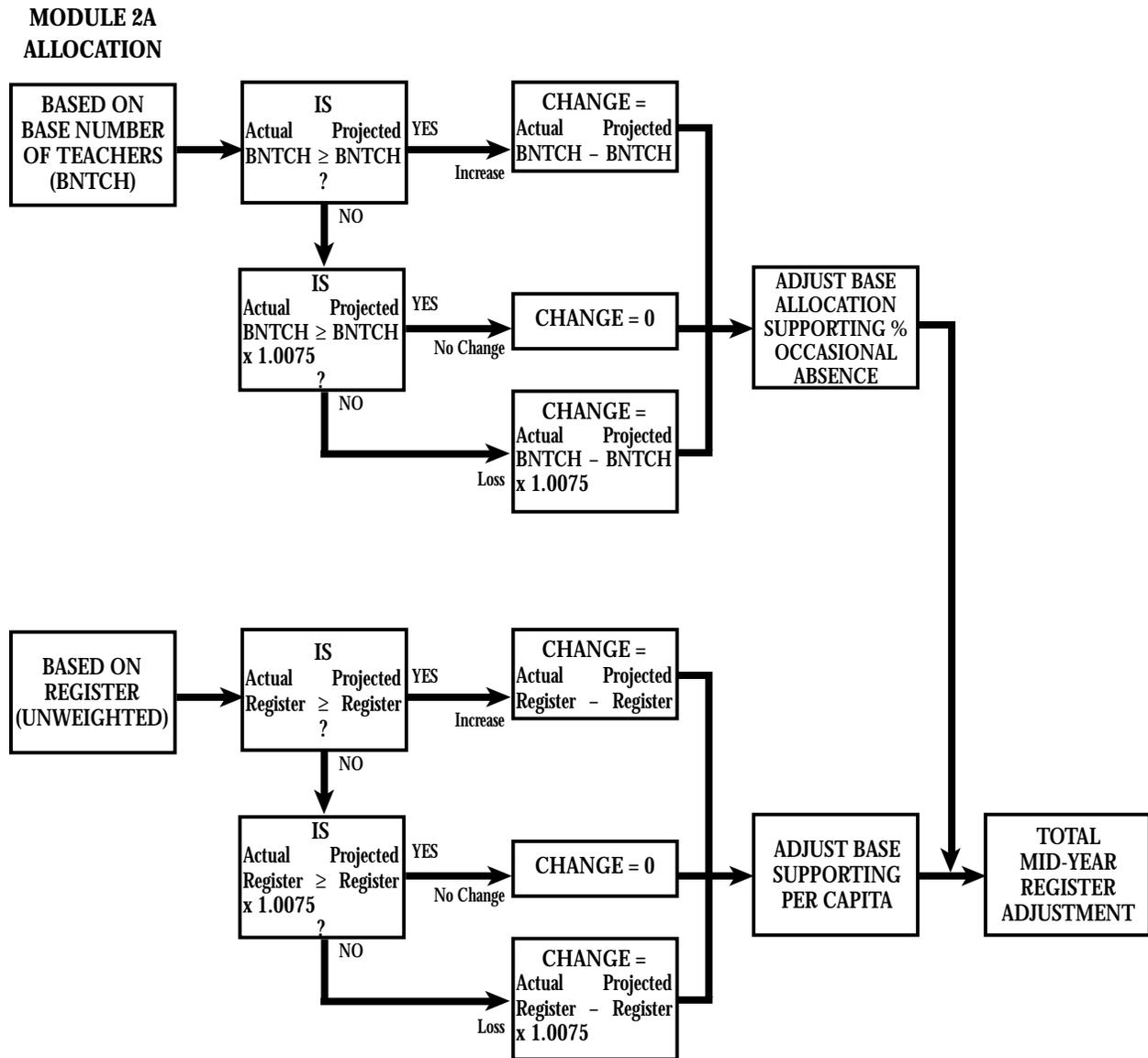


Figure B-2

Example of Holdharmless Adjustment for Allocations Using the Base Number of Teachers*

	DISTRICT A	DISTRICT B	DISTRICT C
Projected Base Number of Teachers	800.00	800.00	800.00
Actual Base Number of Teachers	790.00	795.00	805.00
Is Actual Greater than Projected?	NO	NO	YES
Actual + 3/4% Holdharmless	795.93	800.96	
Is Actual + 3/4% Greater than Projected	NO	YES	
Change in Base Number of Teachers to be used for Register Allocation Adjustment	(Actual + 3/4%) - Projected = -4.07	- 0 -	Actual - Projected = +5.00
Comment:	Exceeds 3/4% Holdharmless. Adjust Allocation Down to 3/4% Limit	Within 3/4% Holdharmless Limit. No Allocation Adjustment	Gain Allocation: Increase Called for

* Allocations using the base number of teachers are the base, supporting percent and occasional absence. A similar holdharmless adjustment is performed for the supporting per capita, but with register replacing references to base number of teachers.

TABLE B:1

CSD MODULE 2 ALLOCATION ADJUSTMENT: INITIAL VS FINAL

<u>CSD</u>	<u>BASE</u>	<u>PERCENT</u>	<u>ABSENCE</u>	<u>PER CAPITA</u>	<u>TOTAL</u>	<u>Average Teacher Salary</u>	<u>Daily Substitute Rate</u>
1	\$6,840	\$342	\$131	\$0	\$7,313	\$56,997	\$136.66
2	1,394,041	69,702	27,340	257,304	1,748,387	54,476	133.55
3	(669,309)	(33,465)	(12,744)	(110,468)	(825,986)	56,056	133.42
4	(95,020)	(4,751)	(2,045)	(12,729)	(114,545)	51,362	138.17
5	0	0	0	3,637	3,637	51,307	136.36
6	245,210	12,261	5,344	53,643	316,458	52,847	143.96
7	(858,487)	(42,924)	(19,551)	(166,384)	(1,087,346)	50,738	144.44
8	0	0	0	0	0	52,068	157.90
9	418,562	20,928	9,131	109,104	557,725	51,547	140.57
10	(374,419)	(18,721)	(8,010)	(53,643)	(454,793)	53,336	142.63
11	(580,923)	(29,046)	(12,516)	(85,919)	(708,404)	53,939	145.26
12	0	0	0	0	0	50,496	148.96
13	326,585	16,329	6,990	63,644	413,548	52,004	139.14
14	(23,802)	(1,190)	(503)	(1,364)	(26,859)	52,893	139.70
15	860,552	43,028	16,736	154,109	1,074,425	55,199	134.19
16	(259,371)	(12,969)	(5,532)	(52,734)	(330,606)	51,259	136.66
17	1,868,298	93,415	37,779	361,862	2,361,354	54,311	137.28
18	(417,980)	(20,899)	(9,075)	(75,464)	(523,418)	52,510	142.51
19	0	0	0	0	0	52,343	139.29
20	(427,531)	(21,377)	(8,690)	(64,553)	(522,151)	55,308	140.52
21	171,430	8,572	3,198	25,003	208,203	57,527	134.14
22	(454,491)	(22,725)	(8,724)	(83,646)	(569,586)	54,824	131.54
23	(23,848)	(1,192)	(525)	0	(25,565)	49,684	136.79
24	0	0	0	0	0	53,841	143.63
25	(528,243)	(26,412)	(8,615)	(97,284)	(660,554)	62,961	128.35
26	(404,280)	(20,214)	(6,672)	(80,464)	(511,630)	62,582	129.11
27	263,317	13,166	5,303	80,919	362,705	54,517	137.25
28	0	0	0	0	0	56,672	135.18
29	(500,114)	(25,006)	(9,757)	(89,102)	(623,979)	55,445	135.21
30	262,624	13,131	5,266	57,280	338,301	55,406	138.86
31	0	0	0	(5,910)	(5,910)	60,281	131.26
32	(511,103)	(25,555)	(11,152)	(96,830)	(644,640)	51,836	141.38
81	88,321	4,416	1,523	15,456	109,716	60,911	131.26
85	(1,186,099)	(59,305)	(24,864)	(214,117)	(1,484,385)	55,503	145.44
91	0	0	0	0	0	52,144	129.11
Total	(\$1,409,240)	(\$70,461)	(\$30,234)	(\$108,650)	(\$1,618,585)	\$54,506	\$138.83
Rates		5.00%	8 Days	\$454.60			

TABLE B:2 FY03 MIDYEAR REGISTER ADJUSTMENT: HIGH SCHOOLS

FINAL OCTOBER 31, 2002 REGISTER General Education + Special Education Inclusion Pupils

District	Academic	Vocational/ Specialty 2	Specialty Level 3	Specialty Level 4	Sub-Total Module 2	Needs Assessment	TOTAL REGISTER
71	28,167	7,785	3,165	2,412	41,529	229	41,758
72	28,425	5,016	2,679	0	36,120	419	36,539
73	41,319	5,591	0	464	47,374	0	47,374
74	8,247	0	0	0	8,247	0	8,247
76	29,000	5,357	4,054	0	38,411	319	38,730
77	60,818	5,030	3,009	0	68,857	383	69,240
79	23,711	0	0	0	23,711	8,530	32,241
92	931	0	0	0	931	0	931
93	454	0	0	0	454	0	454
94	472	0	0	0	472	0	472
TOTAL	221,544	28,779	12,907	2,876	266,106	9,880	275,986
<i>Weighted Curriculum Index</i>	6.78	7.74	7.30	9.15			

<u>FINAL REGISTER OCT 31, 2002</u>					<u>BASE NUMBER OF TEACHERS</u>				<u>MODULE 2 ALLOCATION ADJUSTMENT</u>				
District	ACTUAL MOD2	PROJECTED BOR NO.1	CHANGE	CHANGE after HH 0.75%	ACTUAL <i>+34; Class Size</i>	PROJECTED BOR NO.1	CHANGE	CHANGE after HH 0.75%	Average Tchr Salary	BASE	PER CAPITA \$705	TOTAL ADJUSTMENT	DIST.
71	41,529	40,614	915	915	1,743.54	1,705.66	37.88	37.88	\$56,752	\$2,149,766	\$645,075	\$2,794,841	71
72	36,120	35,007	1,113	1,113	1,477.07	1,432.42	44.65	44.65	56,282	2,512,991	784,665	3,297,656	72
73	47,374	45,927	1,447	1,447	1,927.43	1,865.19	62.24	62.24	57,996	3,609,671	1,020,135	4,629,806	73
74	8,247	8,109	138	138	328.91	323.41	5.50	5.50	53,129	292,210	97,290	389,500	74
76	38,411	37,898	513	513	1,574.57	1,553.75	20.82	20.82	58,549	1,218,990	361,665	1,580,655	76
77	68,857	67,336	1,521	1,521	2,783.79	2,722.47	61.32	61.32	58,773	3,603,960	1,072,305	4,676,265	77
79	23,711	23,276	435	435	945.65	928.30	17.35	17.35	55,211	957,911	306,675	1,264,586	79
92	931	832	99	99	37.13	33.18	3.95	3.95	51,218	202,311	69,795	272,106	92
93	454	461	(7)	(4)	18.11	18.39	(0.28)	(0.14)	65,685	(9,196)	(2,820)	(12,016)	93
94	472	486	(14)	(10)	18.82	19.38	(0.56)	(0.42)	61,985	(26,034)	(7,050)	(33,084)	94
TOTAL	266,106	259,946	6,160	6,167	10,855.02	10,602.15	252.87	253.15	\$57,295	\$14,512,580	\$4,347,735	\$18,860,315	

TABLE B:3**CSD: CHANGE in GENERAL EDUCATION REGISTER
PROJECTED (INITIAL) vs FINAL (MIDYEAR)**

CSD	ACTUAL REGISTER (FINAL)					Final vs Projected		
	Early Grd	Elementary	JHS T1	JHS NT1	Total	Projected Register	Change Unadjusted	Change after HH
1	3,616	2,452	1,422	434	7,924	7,924	0	0
2	8,944	4,434	1,622	5,951	20,951	20,385	566	566
3	5,814	3,416	2,503	1,592	13,325	13,668	(343)	(243)
4	5,145	4,224	2,925	0	12,294	12,414	(120)	(28)
5	3,311	2,511	2,423	272	8,517	8,509	8	8
6	11,755	6,017	8,361	102	26,235	26,117	118	118
7	5,034	2,794	4,153	0	11,981	12,437	(456)	(366)
8	9,438	3,933	6,389	1,095	20,855	20,978	(123)	0
9	11,834	5,475	8,048	0	25,357	25,117	240	240
10	17,723	9,999	11,843	103	39,668	40,084	(416)	(118)
11	12,339	6,563	7,429	2,032	28,363	28,765	(402)	(189)
12	5,406	3,279	3,338	0	12,023	12,102	(79)	0
13	5,231	4,263	2,858	641	12,993	12,853	140	140
14	6,389	4,332	4,136	0	14,857	14,971	(114)	(3)
15	10,017	4,827	2,030	1,620	18,494	18,155	339	339
16	3,619	2,704	1,624	0	7,947	8,123	(176)	(116)
17	9,766	6,207	5,674	0	21,647	20,851	796	796
18	7,704	4,271	5,408	0	17,383	17,679	(296)	(166)
19	9,740	5,184	6,489	0	21,413	21,510	(97)	0
20	11,909	5,690	6,593	3,314	27,506	27,854	(348)	(142)
21	8,180	4,223	6,793	2,732	21,928	21,873	55	55
22	12,120	6,494	1,490	6,823	26,927	27,313	(386)	(184)
23	5,000	3,461	2,597	405	11,463	11,497	(34)	0
24	16,785	8,300	10,034	1,124	36,243	36,323	(80)	0
25	9,359	6,891	763	5,454	22,467	22,850	(383)	(214)
26	6,391	3,522	0	5,970	15,883	16,179	(296)	(177)
27	14,116	7,294	7,552	2,905	31,867	31,689	178	178
28	10,018	6,739	2,807	2,843	22,407	22,490	(83)	0
29	10,806	6,689	3,015	4,465	24,975	25,358	(383)	(196)
30	12,742	6,512	7,312	0	26,566	26,440	126	126
31	16,824	8,512	1,142	11,919	38,397	38,698	(301)	(13)
32	6,454	3,248	3,983	1,446	15,131	15,457	(326)	(213)
81	314	289	0	595	1,198	1,164	34	34
85	8,644	4,900	5,775	0	19,319	19,935	(616)	(471)
91	160	0	0	0	160	160	0	0
Total	302,647	169,649	148,531	63,837	684,664	687,922	(3,258)	(239)

TABLE B:4**CSD: CHANGE in BASE NUMBER OF TEACHERS (BNTch)
PROJECTED (INITIAL) vs FINAL (MIDYEAR)**

CSD	ACTUAL BASE No. of TEACHERS (PRELIMINARY)					Preliminary vs Projected		
	Early Grd	Elementary	JHS T1	JHS NT1	Total	Projected BNTch	Change Unadjusted	Change after HH
1	173.57	91.95	66.36	18.41	350.29	350.17	0.12	0.12
2	429.31	166.27	75.69	252.47	923.74	898.15	25.59	25.59
3	279.07	128.10	116.81	67.54	591.52	607.90	(16.38)	(11.94)
4	246.96	158.40	136.50	0.00	541.86	547.77	(5.91)	(1.85)
5	158.93	94.16	113.07	11.54	377.70	377.79	(0.09)	0.00
6	564.24	225.64	390.18	4.33	1,184.39	1,179.75	4.64	4.64
7	241.63	104.77	193.81	0.00	540.21	561.18	(20.97)	(16.92)
8	453.02	147.49	298.15	46.45	945.11	950.54	(5.43)	0.00
9	568.03	205.31	375.57	0.00	1,148.91	1,140.79	8.12	8.12
10	850.71	374.96	552.67	4.37	1,782.71	1,803.10	(20.39)	(7.02)
11	592.27	246.11	346.69	86.21	1,271.28	1,291.58	(20.30)	(10.77)
12	259.49	122.96	155.77	0.00	538.22	539.01	(0.79)	0.00
13	251.09	159.86	133.37	27.19	571.51	565.23	6.28	6.28
14	306.67	162.45	193.01	0.00	662.13	667.55	(5.42)	(0.45)
15	480.82	181.01	94.73	68.73	825.29	809.70	15.59	15.59
16	173.71	101.40	75.79	0.00	350.90	358.59	(7.69)	(5.06)
17	468.77	232.76	264.79	0.00	966.32	931.92	34.40	34.40
18	369.79	160.16	252.37	0.00	782.32	796.15	(13.83)	(7.96)
19	467.52	194.40	302.82	0.00	964.74	970.55	(5.81)	0.00
20	571.63	213.37	307.67	140.59	1,233.26	1,250.24	(16.98)	(7.73)
21	392.64	158.36	317.01	115.90	983.91	980.93	2.98	2.98
22	581.76	243.52	69.53	289.46	1,184.27	1,201.44	(17.17)	(8.29)
23	240.00	129.79	121.19	17.18	508.16	512.45	(4.29)	(0.48)
24	805.68	311.25	468.25	47.68	1,632.86	1,641.80	(8.94)	0.00
25	449.23	258.41	35.61	231.38	974.63	990.33	(15.70)	(8.39)
26	306.77	132.07	0.00	253.27	692.11	703.76	(11.65)	(6.46)
27	677.57	273.52	352.43	123.24	1,426.76	1,421.93	4.83	4.83
28	480.86	252.71	130.99	120.61	985.17	989.58	(4.41)	0.00
29	518.69	250.84	140.70	189.42	1,099.65	1,116.92	(17.27)	(9.02)
30	611.62	244.20	341.23	0.00	1,197.05	1,192.31	4.74	4.74
31	807.55	319.20	53.29	505.66	1,685.70	1,698.11	(12.41)	0.00
32	309.79	121.80	185.87	61.35	678.81	693.76	(14.95)	(9.86)
81	15.07	10.84	0.00	25.24	51.15	49.70	1.45	1.45
85	459.86	203.66	269.50	0.00	933.02	961.39	(28.37)	(21.37)
91	7.68	0.00	0.00	0.00	7.68	7.68	0.00	0.00
Total	14,572.00	6,381.70	6,931.42	2,708.22	30,593.34	30,759.75	(166.41)	(24.83)

Table B:5

SPECIAL EDUCATION INCLUSION PUPILS
added to
GENERAL EDUCATION ENROLLMENTS

<u>CSD</u>	<u>Midyr</u>	<u>Initial</u>	<u>Change</u>
1	218	270	(52)
2	236	148	88
3	63	194	(131)
4	99	162	(63)
5	169	100	69
6	237	240	(3)
7	259	240	19
8	372	354	18
9	313	238	75
10	313	296	17
11	363	325	38
12	111	96	15
13	153	131	22
14	98	106	(8)
15	358	332	26
16	77	97	(20)
17	315	301	14
18	220	166	54
19	191	185	6
20	355	296	59
21	259	289	(30)
22	881	844	37
23	145	166	(21)
24	579	594	(15)
25	286	203	83
26	32	24	8
27	250	186	64
28	162	79	83
29	147	114	33
30	340	220	120
31	324	238	86
32	103	162	(59)
81	12	17	(5)
85	308	308	0
91	0	0	0
71	28	61	(33)
72	48	70	(22)
73	515	87	428
74	0	0	0
76	94	143	(49)
77	124	132	(8)
79	61	49	12
92	0	0	0
93	0	0	0
94	0	0	0
TOTAL	9,218	8,263	955
<i>CSD</i>	<i>8,348</i>	<i>7,721</i>	<i>627</i>
<i>HS</i>	<i>870</i>	<i>542</i>	<i>328</i>

**Includes D75 Inclusion pupils*