

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, 2001 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 district, high school district 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 Board of Education recognizes the difficulty of realizing operational savings from marginal register losses.

B.2 **REGISTER**

The October 31, 2001 register audit will not be completed for several weeks. In order not to delay the midyear allocation adjustments any further, register extrapolations have been done. As such, the registers presented in this memorandum are preliminary and will most certainly change once the audit is finalized.

The Auditor General found over 5,500 potential long term absentees (no shows). Preliminary review has indicated 2,000 to be long term absentees. Additionally, more than 11,000 late discharges are being questioned. The magnitude of this number could have significant financial impact on school district entitlements. For purposes of expediting the midyear adjustments, it will be assumed that 25% of these late discharges will be removed from the final October 31st register.

It is hoped that the preliminary register will negate the need for major allocation changes later in the year. However, until that time, districts are advised to proceed with caution. To help districts in their fiscal planning, enrollment data by school is provided in Section F.

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 6,000 special education inclusion pupils. Preliminary October 31, 2001 registers are reporting 8,200 inclusion pupils, or

2,200 students more than anticipated. Inclusion pupils represent approximately \$22.4 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. In the latter case, the geographic district is not always the district serving the student. For example, the geographic community school district is listed instead of the high school district for many District 75 pupils participating in high school inclusion classes. Best efforts have been made to credit districts with the pupils they serve. This is the same observation made last year. At that time it was expected that over time the quality of information would improve. It would appear that achieving that goal is still some years ahead.

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 \$4.8 million in community school districts and \$1.5 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 2003 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

- 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
- B:6 Estimate of Questionable November Discharges That Will Affect the October 31, 2001 Register

Figure B-1

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

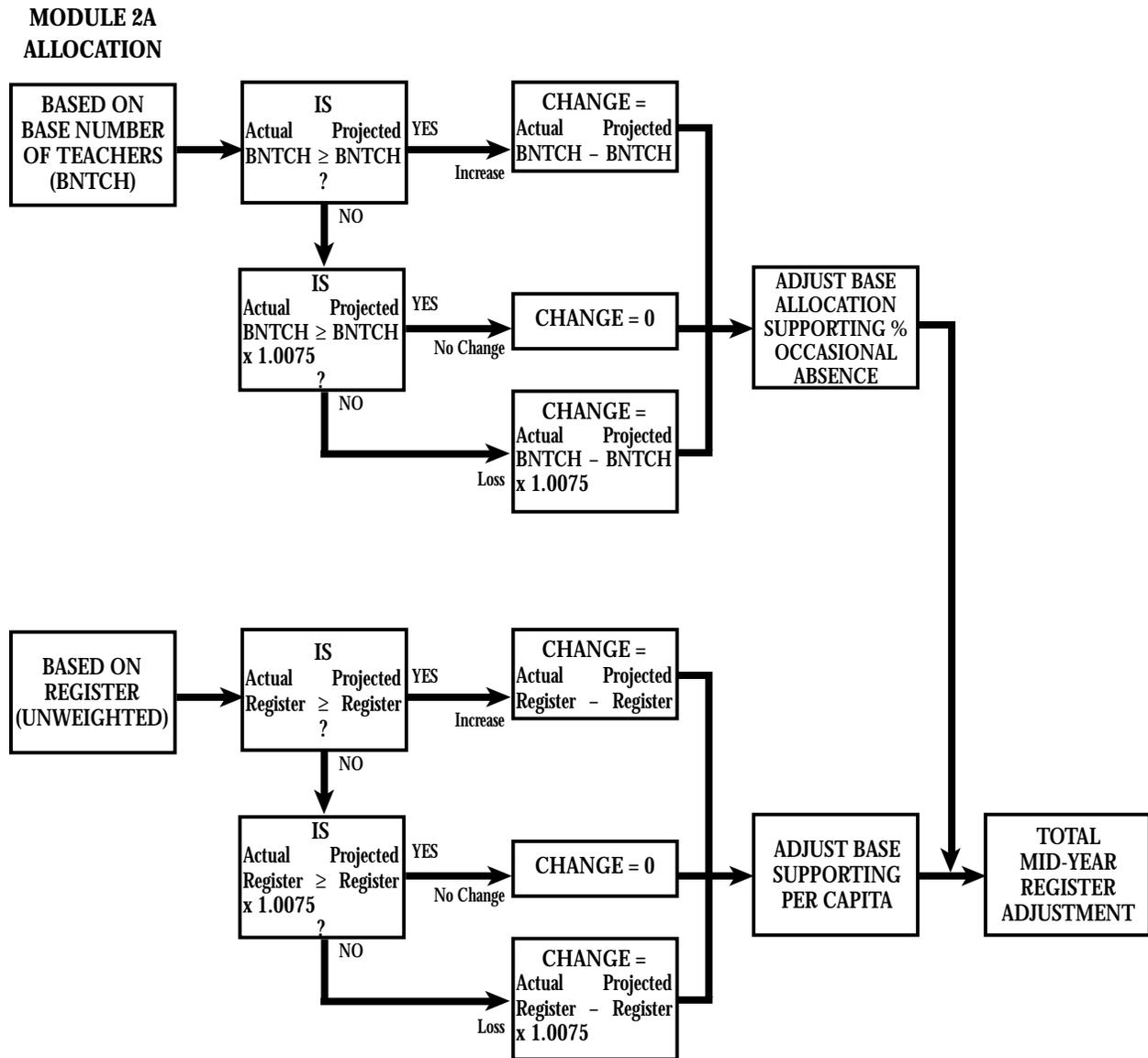


Figure B-2

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
MID-YEAR MODULE 2 ALLOCATION ADJUSTMENT

<u>CSD</u>	<u>BASE</u>	<u>PERCENT</u>	<u>ABSENCE</u>	<u>PER CAPITA</u>	<u>TOTAL</u>	<i>Average Teacher Salary</i>	<i>Daily Substitute Rate</i>
1	(\$25,807)	(\$1,290)	(\$514)	(\$1,740)	(\$29,351)	\$49,628	\$123.55
2	(432,436)	(21,622)	(9,047)	(65,424)	(528,529)	46,349	121.21
3	838,548	41,927	16,785	147,204	1,044,464	47,699	119.35
4	258,995	12,950	5,658	49,068	326,671	43,972	120.08
5	85,330	4,267	1,850	19,140	110,587	43,759	118.56
6	0	0	0	0	0	45,084	128.05
7	1,117,281	55,864	27,305	127,716	1,328,166	43,695	133.48
8	631,837	31,592	15,638	87,696	766,763	45,620	141.14
9	389,858	19,493	9,123	73,428	491,902	44,403	129.89
10	139,481	6,974	3,144	23,664	173,263	45,286	127.58
11	246,128	12,306	5,395	29,928	293,757	46,527	127.49
12	121,524	6,076	3,061	14,268	144,929	43,557	137.16
13	183,003	9,150	4,074	35,844	232,071	44,964	125.13
14	(257,411)	(12,871)	(5,895)	(43,848)	(320,025)	45,479	130.18
15	(652,925)	(32,646)	(13,260)	(70,296)	(769,127)	47,520	120.63
16	0	0	0	0	0	43,572	123.00
17	649,063	32,453	13,920	115,884	811,320	46,131	123.67
18	(154,314)	(7,716)	(3,472)	(28,536)	(194,038)	45,121	126.91
19	657,447	32,872	15,220	101,268	806,807	46,169	133.60
20	638,079	31,904	13,834	106,140	789,957	47,832	129.63
21	0	0	0	0	0	49,744	119.75
22	0	0	0	0	0	46,963	117.71
23	34,921	1,746	814	15,660	53,141	43,112	125.60
24	(861,876)	(43,094)	(19,110)	(148,944)	(1,073,024)	46,065	127.67
25	300,565	15,028	4,933	38,976	359,502	54,549	111.90
26	0	0	0	0	0	53,537	114.15
27	0	0	0	(1,392)	(1,392)	46,901	128.40
28	0	0	0	0	0	48,683	121.45
29	446,528	22,326	8,998	56,376	534,228	48,483	122.12
30	(909,433)	(45,472)	(19,378)	(152,772)	(1,127,055)	47,317	126.03
31	481,425	24,071	8,299	60,204	573,999	52,962	114.12
32	745,888	37,294	16,700	124,584	924,466	45,096	126.21
81	0	0	0	0	0	48,772	114.12
85	512	26	10	66,468	67,016	51,158	128.87
91	18,769	938	393	3,132	23,232	43,649	114.15
Total	\$4,690,980	\$234,546	\$104,478	\$783,696	\$5,813,700	\$47,121	\$125.01
Rates		5.00%	8 Days	\$348.00			

TABLE B: 2
MIDYEAR REGISTER ADJUSTMENT: HIGH SCHOOLS

PRELIMINARY OCTOBER 31, 2001 REGISTER

General education plus special education inclusion pupils.

District	Academic	Vocational/ Specialty 2	Specialty Level 3	Specialty Level 4	Sub-Total Module 2	Needs Assessment	Total Register
71	27,348	7,727	3,038	2,372	40,485	143	40,628
72	27,136	4,912	2,707	0	34,755	159	34,914
73	40,500	5,357	0	251	46,108	0	46,108
74	8,247	0	0	0	8,247	0	8,247
76	28,552	5,330	4,070	0	37,952	153	38,105
77	59,249	4,938	2,987	0	67,174	351	67,525
79	23,884	0	0	0	23,884	8,416	32,300
92	832	0	0	0	832	0	832
93	458	0	0	0	458	0	458
94	484	0	0	0	484	0	484
Total	216,690	28,264	12,802	2,623	260,379	9,222	269,601
<i>Weighted Currlm Index</i>	<i>6.78</i>	<i>7.74</i>	<i>7.30</i>	<i>9.15</i>			

MODULE 2 ALLOCATION ADJUSTMENT

District	PRELIM REGISTER OCT 31, 2001				BASE NUMBER OF TEACHERS				MODULE 2 ALLOCATION ADJUSTMENT				District
	Actual (Mod 2)	Projected (BOR#1)	Change	Change after HH 0.75%	Actual +34;C/s Sz +5;Pds Tch Instr	Projected (BOR#1)	Change	Change after HH 0.75%	Average Tchr Salary	Base	Per Capita \$774	TOTAL Adjustment	
71	40,485	39,583	902	902	1,700.63	1,659.44	41.19	41.19	\$49,652	\$2,045,166	\$698,148	\$2,743,314	71
72	34,755	32,714	2,041	2,041	1,422.13	1,339.26	82.87	82.87	49,170	4,074,718	1,579,734	5,654,452	72
73	46,108	45,593	515	515	1,872.65	1,852.23	20.42	20.42	50,321	1,027,555	398,610	1,426,165	73
74	8,247	8,191	56	56	328.91	326.68	2.23	2.23	45,916	102,393	43,344	145,737	74
76	37,952	37,379	573	573	1,556.16	1,530.95	25.21	25.21	51,075	1,287,601	443,502	1,731,103	76
77	67,174	67,546	(372)	0	2,716.08	2,729.61	(13.53)	0.00	51,655	0	0	0	77
79	23,884	24,992	(1,108)	(929)	952.55	996.83	(44.28)	(37.00)	47,191	(1,746,067)	(719,046)	(2,465,113)	79
92	832	900	(68)	(62)	33.18	35.89	(2.71)	(2.00)	41,217	(82,434)	(47,988)	(130,422)	92
93	458	447	11	11	18.27	17.83	0.44	0.44	55,489	24,415	8,514	32,929	93
94	484	536	(52)	(48)	19.30	21.38	(2.08)	(2.00)	54,246	(108,492)	(37,152)	(145,644)	94
Total	260,379	257,881	2,498	3,059	10,619.86	10,510.10	109.76	131.36	\$49,920	\$6,624,855	\$2,367,666	\$8,992,521	Total

* BOR#1 counts reflect adjustments of Aug 25 (Bard) & Sept. 25 (Monroe Academies).

TABLE B:3
CHANGE in GENERAL EDUCATION REGISTER
OCT 31, 2001: ACTUAL (PRELIMINARY) VS PROJECTED

<u>CSD</u>	<u>ACTUAL REGISTER (PRELIMINARY)</u>					<u>PROJECTED</u> <u>Register</u>	<u>CHANGE</u>	
	<u>Early Grd</u>	<u>Elementary</u>	<u>JHS T1</u>	<u>JHS NT1</u>	<u>Total</u>		<u>Unadjusted</u>	<u>after HH</u>
1	3,612	2,465	1,280	585	7,942	8,007	(65)	(5)
2	8,872	4,512	1,506	5,808	20,698	21,041	(343)	(188)
3	5,918	3,261	2,301	1,882	13,362	12,939	423	423
4	5,465	4,231	2,766	0	12,462	12,321	141	141
5	3,802	2,748	2,476	214	9,240	9,185	55	55
6	12,413	5,818	8,044	470	26,745	26,858	(113)	0
7	5,253	2,710	3,889	0	11,852	11,485	367	367
8	9,700	3,944	6,099	1,070	20,813	20,561	252	252
9	12,722	5,485	8,747	0	26,954	26,743	211	211
10	16,936	9,061	10,408	1,081	37,486	37,418	68	68
11	12,780	6,312	8,473	928	28,493	28,407	86	86
12	5,539	3,537	2,986	0	12,062	12,021	41	41
13	5,587	4,404	2,529	785	13,305	13,202	103	103
14	6,854	4,479	4,207	0	15,540	15,783	(243)	(126)
15	10,145	4,891	1,699	1,889	18,624	18,966	(342)	(202)
16	3,822	2,741	1,306	352	8,221	8,264	(43)	0
17	9,178	5,688	4,047	1,014	19,927	19,594	333	333
18	8,022	4,429	5,430	0	17,881	18,097	(216)	(82)
19	10,223	5,035	4,685	1,668	21,611	21,320	291	291
20	11,878	5,733	6,642	3,249	27,502	27,197	305	305
21	8,372	4,389	4,326	5,235	22,322	22,421	(99)	0
22	12,507	6,797	1,360	6,938	27,602	27,751	(149)	0
23	5,363	3,151	1,562	1,677	11,753	11,708	45	45
24	17,239	7,924	10,567	1,089	36,819	37,523	(704)	(428)
25	9,684	7,037	0	6,226	22,947	22,835	112	112
26	6,460	3,732	0	5,914	16,106	16,179	(73)	0
27	14,165	9,387	3,646	4,875	32,073	32,318	(245)	(4)
28	10,310	6,640	2,868	2,965	22,783	22,899	(116)	0
29	11,167	6,695	3,151	4,473	25,486	25,324	162	162
30	13,163	6,596	7,006	120	26,885	27,526	(641)	(439)
31	16,954	8,778	1,085	11,856	38,673	38,500	173	173
32	6,775	3,126	3,926	1,353	15,180	14,822	358	358
81	313	275	0	594	1,182	1,187	(5)	0
85	10,961	5,924	5,274	453	22,612	22,421	191	191
91	119	0	0	0	119	110	9	9
Total	312,273	171,935	134,291	74,763	693,262	692,933	329	2,252

TABLE B:4
CHANGE in BASE NUMBER OF TEACHERS (BNTch)
OCT 31, 2001: ACTUAL (PRELIMINARY) VS PROJECTED

<u>CSD</u>	<u>ACTUAL BASE No. of TEACHERS (PRELIMINARY)</u>					<u>PROJECTED</u> <u>BNTch</u>	<u>CHANGE</u>	
	<u>Early Grd</u>	<u>Elementary</u>	<u>JHS T1</u>	<u>JHS NT1</u>	<u>Total</u>		<u>Unadjusted</u>	<u>after HH</u>
1	173.38	92.44	59.73	24.82	350.37	353.52	(3.15)	(0.52)
2	425.86	169.20	70.28	246.40	911.74	927.91	(16.17)	(9.33)
3	284.06	122.29	107.38	79.84	593.57	575.99	17.58	17.58
4	262.32	158.66	129.08	0.00	550.06	544.17	5.89	5.89
5	182.50	103.05	115.55	9.08	410.18	408.23	1.95	1.95
6	595.82	218.17	375.39	19.94	1,209.32	1,215.60	(6.28)	0.00
7	252.14	101.62	181.49	0.00	535.25	509.68	25.57	25.57
8	465.60	147.90	284.62	45.39	943.51	929.66	13.85	13.85
9	610.66	205.69	408.19	0.00	1,224.54	1,215.76	8.78	8.78
10	812.93	339.79	485.71	45.86	1,684.29	1,681.21	3.08	3.08
11	613.44	236.70	395.41	39.37	1,284.92	1,279.63	5.29	5.29
12	265.87	132.64	139.35	0.00	537.86	535.07	2.79	2.79
13	268.18	165.15	118.02	33.30	584.65	580.58	4.07	4.07
14	328.99	167.96	196.33	0.00	693.28	704.14	(10.86)	(5.66)
15	486.96	183.41	79.29	80.14	829.80	849.76	(19.96)	(13.74)
16	183.46	102.79	60.95	14.93	362.13	363.56	(1.43)	0.00
17	440.54	213.30	188.86	43.02	885.72	871.65	14.07	14.07
18	385.06	166.09	253.40	0.00	804.55	814.00	(9.45)	(3.42)
19	490.70	188.81	218.63	70.76	968.90	954.66	14.24	14.24
20	570.14	214.99	309.96	137.84	1,232.93	1,219.59	13.34	13.34
21	401.86	164.59	201.88	222.09	990.42	993.55	(3.13)	0.00
22	600.34	254.89	63.47	294.34	1,213.04	1,219.24	(6.20)	0.00
23	257.42	118.16	72.89	71.15	519.62	518.81	0.81	0.81
24	827.47	297.15	493.13	46.20	1,663.95	1,695.14	(31.19)	(18.71)
25	464.83	263.89	0.00	264.13	992.85	987.34	5.51	5.51
26	310.08	139.95	0.00	250.90	700.93	704.15	(3.22)	0.00
27	679.92	352.01	170.15	206.82	1,408.90	1,419.42	(10.52)	0.00
28	494.88	249.00	133.84	125.79	1,003.51	1,006.05	(2.54)	0.00
29	536.02	251.06	147.05	189.76	1,123.89	1,114.68	9.21	9.21
30	631.83	247.35	326.95	5.09	1,211.22	1,239.52	(28.30)	(19.22)
31	813.79	329.17	50.63	502.98	1,696.57	1,687.48	9.09	9.09
32	325.20	117.22	183.21	57.40	683.03	666.49	16.54	16.54
81	15.02	10.31	0.00	25.20	50.53	50.81	(0.28)	0.00
85	583.13	246.22	246.12	19.22	1,094.69	1,094.68	0.01	0.01
91	5.71	0.00	0.00	0.00	5.71	5.28	0.43	0.43
Total	15,046.11	6,471.62	6,266.94	3,171.76	30,956.43	30,937.01	19.42	101.50

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	270	241	29
2	148	88	60
3	201	301	(100)
4	162	132	30
5	100	35	65
6	240	193	47
7	237	192	45
8	352	229	123
9	238	204	34
10	296	241	55
11	326	175	151
12	91	38	53
13	136	96	40
14	106	100	6
15	177	280	(103)
16	97	68	29
17	298	152	146
18	188	34	154
19	184	54	130
20	295	149	146
21	289	302	(13)
22	841	815	26
23	166	68	98
24	593	457	136
25	203	131	72
26	24	14	10
27	186	117	69
28	80	49	31
29	114	48	66
30	218	166	52
31	238	159	79
32	196	84	112
81	17	17	0
85	305	165	140
91	0	0	0
71	61	43	18
72	71	38	33
73	87	61	26
74	0	0	0
76	144	134	10
77	132	113	19
79	49	11	38
92	0	0	0
93	0	0	0
94	0	0	0
TOTAL	8,156	5,994	2,162
<i>CSD</i>	<i>7,612</i>	<i>5,594</i>	<i>2,018</i>
<i>HS</i>	<i>544</i>	<i>400</i>	<i>144</i>

**Includes D75 Inclusion pupils*

Table B:6

**Estimate of Questionable November Discharges
that will Affect the October 31, 2001 Registers**

<u>District</u>	<u>Elementary</u>	<u>Secondary</u>	<u>Special-Ed Citywide</u>	<u>Total Adjustment</u>
1	17	3	0	20
2	28	21	0	49
3	15	4	0	19
4	19	6	0	25
5	11	3	0	14
6	55	22	0	77
7	23	5	0	28
8	36	17	0	53
9	51	10	0	61
10	85	32	0	117
11	58	15	0	73
12	35	5	0	40
13	17	6	0	23
14	22	6	0	28
15	33	8	0	41
16	13	2	0	15
17	26	4	0	30
18	38	10	0	48
19	43	17	0	60
20	37	16	0	53
21	22	35	0	57
22	45	13	0	58
23	15	12	0	27
24	69	23	0	92
25	54	14	0	68
26	22	6	0	28
27	74	21	0	95
28	55	17	0	72
29	39	11	0	50
30	65	16	0	81
31	51	16	0	67
32	36	8	0	44
81	0	0	0	0
85	38	11	0	49
91	0	0	0	0
75	0	0	88	88
71	0	90	0	90
72	0	90	0	90
73	0	148	0	148
74	0	45	0	45
76	0	104	0	104
77	0	178	0	178
79	0	309	0	309
92	0	1	0	1
93	0	2	0	2
94	0	2	0	2
TOTAL	1,247	1,384	88	2,719
CSD	1,247	415	0	1,662
CW	0	0	88	88
HS	0	969	0	969

The Auditor General is questioning 11,000 November discharges. For purposes of expediting the midyear adjustments, it will be assumed that 25% of these discharges occurred in September/October. These estimates will be added to the October LTA counts, all counts tentative, pending the OAG's final report.