



THE NEW YORK CITY DEPARTMENT OF EDUCATION
JOEL I. KLEIN, Chancellor

OFFICE OF THE CHIEF FINANCIAL OFFICER
52 Chambers Street, New York, NY 10007

BRUCE E FEIG
Chief Financial Officer

SCHOOL ALLOCATION MEMORANDUM 30, FY05

DATE: August 17, 2004

TO: **INSTRUCTIONAL LEADERSHIP DIVISION SUPERINTENDENTS,
SCHOOL PRINCIPALS and REGIONAL OPERATION CENTER (ROC)
DIRECTORS**

FROM: Bruce E. Feig

SUBJECT **SCHOOLS UNDER REGISTRATION REVIEW (SURR) SUPPORT
ALLOCATION**

This memorandum provides resources for Schools Under Registration Review (SURR) to support implementation of each school's approved Comprehensive Education Plan (CEP) to improve student achievement. Title I funds will support CEP implementation in Title I schools. PCEN funds will provide the comparable support in non-Title I buildings. Allocations are presented on the attached table.

Guidelines for SURR Allocations

Schools must refer to their approved Comprehensive Educational Plan (CEP) or SURR Redesign Plan and consult with their Local Instructional Superintendent for guidance in determining the most appropriate use of these funds to support improved student achievement in the area(s) of SURR identification. Specifically, these funds may be used to support: direct services to students (including the hiring—in Title I schoolwide program schools only—of professional staff to reduce class size or in all schools to provide academic intervention services); professional development activities; strategies to increase parental involvement; the purchase of instructional materials, supplies, and equipment; and other purposes that will further support school improvement efforts.

Allocation Methodology

Allotments are distributed based on a pupil per capita using October 31, 2003 audited registers. A register floor of 500 students per school was established to provide a minimum allocation for small schools. Allocations were based on the following per capita differential approach:

- Grade level served: \$100 for elementary schools; \$150 for middle schools, and \$600 for high schools,

- SURR status: 100% for current SURR schools, 80% for schools removed from the SURR list for one year, 75% for phase-out schools—subject to loss limits, 70% for newly funded schools, and 60% for schools removed from the SURR list for two years.
- Funding level: Last year's allocation was maintained, to the extent possible, for continuing SURR schools to ensure programmatic continuity. This was achieved by capping gains and losses for individual schools as follows:
 - Losses: limited to \$350,000 in large schools currently on the SURR list, \$125,000 in small schools previously removed from the SURR list and \$500,000 in large schools previously removed from the SURR list.
 - Gains: \$250,000 in large schools and \$125,000 in small schools.

Funds should be scheduled in the following Allocation Categories: [SURR Title I](#) or [SURR PCEN](#).

Schools are also instructed to complete the attached *SURR Allocation Budget Narrative Form*, describing your intended use of these funds. This form must be submitted for approval to the attention of Sharon Rencher by fax (212-374-5902) or email (srenche@nycboe.net) by August 31, 2004. Schools may schedule funds, but may not expend them until formal approval of the budget narrative has been confirmed.

Attachments: Allocation table
SURR Allocation Budget Narrative form

BF:MG:BGF

Cc: Andres Alonso
Brian Osborne
Sharon Rencher
Anne Wolf
Local Instructional Superintendents
Senior Grant Officers

FY2005 SCHOOLS UNDER REGISTRATION REVIEW (SURR) PROGRAM SUPPORT

01	09X055	PS 055 BENJAMIN FRANKLIN	SURR - Identified 1/00	\$75,300
01	09X004	PS 004 CROTONA PARK WEST	SURR - Identified 1/02	78,225
01	09X064	PS 064 PURA BELPRE	SURR - Identified 12/00	114,975
01	09X117	I.S.117 JOSEPH H WADE	SURR - Identified 1/02	109,515
01	09X215	KAPPA	SURR - Identified 1/04	158,340
01	09X229	I S 229 ROLAND PATTERSON	SURR - Identified 12/00	59,430
01	10X143	JHS 143 JOHN PETER TETARD	SURR - Identified 12/00	174,900
01	10X315	PS 315 LAB SCHOOL	SURR - Identified 12/00	75,000
01	10X399	MS 399	SURR - Identified 1/04	90,615
01	10X435	THEODORE ROOSEVELT HS	SURR - Identified 12/00 (PO)	2,357,448
01	10X410	WILLIAM HOWARD TAFT HS	SURR - Identified 12/00 (PO)	1,221,416
02	08X140	PS 140 EAGLE	SURR - Identified 1/00	51,000
02	12X158	I S 158 THEODORE GATHINGS	SURR - Identified 12/00	58,800
02	12X198	PS 198	SURR - Identified 11/98	40,040
02	12X690	MONROE ACADEMY - BUSINESS/LAW	SURR - Identified 1/03	300,000
03	29Q192	IS 192 THE LINDEN	SURR - Identified 1/02	159,750
03	29Q498	HUMANITIES & ARTS MAGNET HS	SURR - Identified 1/03	261,691
04	32K349	IS 349 MATH, SCIENCE & TECH.	SURR - Identified 1/04	56,385
05	19K292	JHS 292 MARGARET S DOUGLAS	SURR - Identified 12/00	145,050
05	19K302	JHS 302 RAFAEL CORDERO	SURR - Identified 1/00	178,950
05	23K275	IS 275 THELMA J. HAMILTON	SURR - Identified 12/00 (PO)	56,250
05	27Q198	JHS 198 BENJAMIN N CARDOZO	SURR - Identified 1/00 (PO)	56,250
05	19K420	FRANKLIN K LANE HIGH SCHOOL	SURR - Identified 1/03	2,726,599
05	19K660	WM H MAXWELL VHS	SURR - Identified 1/04	250,000
05	19K435	THOMAS JEFFERSON HS	SURR - Identified 1/04 (PO)	250,000
05	23K645	EBC-HS FOR PUB SERVICE-EASTNY	SURR - Identified 1/03	300,000
06	17K390	M S 390 MAGGIE L. WALKER	SURR - Identified 1/00	140,850
06	17K391	I S 391 MAHALIA JACKSON	SURR - Identified 12/97 (PO)	45,281
06	17K470	GEORGE W WINGATE HS	SURR - Identified 1/02 (PO)	533,700
08	13K258	JHS 258 DAVID RUGGLES	SURR - Identified 1/02	108,900
08	14K033	JHS 033 MARK HOPKINS	SURR - Identified 1/00	75,000
08	15K088	JHS 088 PETER ROUGET	SURR - Identified 1/02	144,000
08	15K378	MS 378 CARROLL GARDENS C.S	SURR - Identified 12/00 (PO)	56,250
08	16K028	PS 028 THE WARREN	SURR - Identified 11/98	35,000
08	15K497	SCHOOL FOR INTERNATL.STUDIES	SURR - Identified 1/04	125,000
09	01M509	CMSP-MARTE VALLE SEC. SCHOOL	SURR - Identified 1/02	366,000
09	07X184	I S 184 RAFAEL C Y MOLINA	SURR - Identified 1/00	143,250
09	02M535	PARK WEST HIGH SCHOOL	SURR - Identified 1/03 (PO)	1,749,746
09	02M531	REPERTORY SCHOOL	SURR - Identified 1/04	125,000
10	05M092	PS 092 MARY MCLEOD BETHUNE	SURR - Identified 1/02	35,000
10	05M172	POWELL MS FOR LAW & SOC JUSTIC	SURR - Identified 1/04	70,455
10	05M195	I S 195 ROBERTO CLEMENTE	SURR - Identified 12/00	139,050
10	05M275	I S 275	SURR - Identified 1/00	75,000
79	79R470	CONCORD HS	SURR - Identified 11/98	199,706
01	10X306	PS 306	Former SURR - Removed 1/04	184,080
02	12X006	PS 006 WEST FARMS	Former SURR - Removed 1/04	72,800

FY2005 SCHOOLS UNDER REGISTRATION REVIEW (SURR) PROGRAM SUPPORT

02	12X067	PS 067 MOHEGAN SCHOOL	Former SURR - Removed 1/04	58,240
02	12X098	JHS 098 HERMAN RIDDER	Former SURR - Removed 1/04	74,760
05	19K013	PS 013 ROBERTO CLEMENTE	Former SURR - Removed 1/04	53,840
05	27Q043	PS 043	Former SURR - Removed 1/04	101,760
05	27Q045	PS 045 CLARENCE WITHERSPOON	Former SURR - Removed 1/04	40,000
06	18K252	IS 252 ARTHUR S SOMMERS	Former SURR - Removed 1/04	72,960
07	31R031	PS 031 WILLIAM T DAVIS	Former SURR - Removed 1/04	26,160
08	14K049	JHS 049 WILLIAM J GAYNOR	Former SURR - Removed 1/04	69,720
08	14K610	Automotive HS	Former SURR - Removed 1/04	575,296
10	03M258	MS 258 COMMUNITY ACTION SCHL.	Former SURR - Removed 1/04	60,000
09	07X600	ALFRED E. SMITH VHS	Former SURR - Removed 1/03	756,937
02	08X450	ADLAI E. STEVENSON	Former SURR - Removed 1/03	2,256,456
08	14K477	HIGH SCHOOL OF LEGAL STUDIES	Former SURR - Removed 1/03	281,520
10	03M470	LOUIS D. BRANDEIS HS	Former SURR - Removed 1/03	1,713,488
10	03M415	WADLEIGH ARTS HIGH SCHOOL	Former SURR - Removed 1/03	535,532
GRAND TOTAL				\$20,506,666

Region	Total
01	\$4,699,244
02	2,912,096
03	421,441
04	56,385
05	4,158,699
06	792,791
07	26,160
08	1,470,686
09	3,140,933
10	2,628,525
79	199,706
Grand Total	\$20,506,666

SURR Allocation Budget Narrative FY 05

Region/District _____ Total Allocation \$ _____

School _____

Budget Category	Explanation of How Proposed Expenditures will Support Improved Student Achievement in the Area(s) of SURR Identification <i>(Must be clearly related to the implementation of strategies described in the school's approved CEP or Redesign Plan)</i>
<p>Professional Staff Salaries/Per Diem/Per Session <i>Include only Department of Education staff, including administrators, teachers, guidance counselors, paraprofessionals, etc. Do not include consultants here.</i></p> <p style="text-align: right;">Enter Subtotal</p>	
<p>Support Staff Salaries/Per Diem/Per Session <i>Include salaries for school aides (if appropriate), secretarial and clerical assistance, etc.</i></p> <p style="text-align: right;">Enter Subtotal</p>	
<p>Purchased Services <i>Include consultants, rentals, tuition, and other contractual services, such as admissions and transportation for students, and parent involvement expenses.</i></p> <p style="text-align: right;">Enter Subtotal</p>	

Budget Category	Explanation of How Proposed Expenditures will Support Improved Student Achievement in the Area(s) of SURR Identification <i>(Must be clearly related to the implementation of strategies described in the school's approved CEP or Redesign Plan)</i>
<p>Supplies and Materials <i>Include instructional materials, computer software, library books and equipment items under \$1,000 per unit.</i></p> <p style="text-align: right;">Enter Subtotal</p>	
<p>Travel Expenses <i>Include conference costs and travel of staff between instructional sites.</i></p> <p style="text-align: right;">Enter Subtotal</p>	
<p>Equipment <i>All equipment to be purchased in support of this project with a unit cost of \$1,000 or more should be itemized in this category. Equipment items under \$1,000 should be budgeted under Supplies and Materials.</i></p> <p style="text-align: right;">Enter Subtotal</p>	
<p>Enter Total of all Budget Categories <i>(Central has already accounted for the fringe benefits and indirect cost for the school. Do not include these items in your estimates.)</i></p>	

Name of person preparing this form _____

Telephone Number _____

Email Address _____

Principal's Signature _____

Local Instructional Superintendent's Signature _____