



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHIEF FINANCIAL OFFICER
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BRUCE E FEIG
Chief Financial Officer

SCHOOL ALLOCATION MEMORANDUM NO. 18, FY06

DATE: May 11, 2005

TO: **INSTRUCTIONAL LEADERSHIP DIVISION SUPERINTENDENTS,
REGIONAL OPERATION CENTER EXECUTIVE DIRECTORS, and
SCHOOL PRINCIPALS**

FROM: Bruce E. Feig

**SUBJECT: SCHOOL RESTRUCTURING: SMALL LEARNING COMMUNITIES
ALLOCATION**

Restructuring large middle and high schools into small learning communities (SLC) is a major component of the Chancellor's educational reform. The program goal is to improve student academic performance through the establishment of small, safe, nurturing and academically rigorous learning environments. Student populations will be grouped into several small themed learning communities. Each community will have a dedicated teaching staff, guidance and director. Pupils remain in their community with the same teaching staff for the duration of their stay at the school.

This memorandum provides supplemental resources for schools that are restructuring into smaller learning communities to help support the additional initial cost of implementing program goals. Title I funds will provide supplemental support to Title I schools implementing SLCs for the first time in September '05. PCEN funds will provide the comparable support in non-Title I buildings implementing SLCs for the first time in September '05. To support schools participating in last year's initiative, tax levy will continue to support second-year implementation of SLCs (middle schools that were funded for SLC implementation in September '04). Allocations are presented on the attached table.

Guidelines for Small Learning Communities (SLC) Allocations

Implementing smaller learning communities in schools require thoughtful and careful planning and execution. Too often, schools focus on the structures of SLCs and personalization where what is also clearly needed is a real focus on curriculum and classroom instruction. Teachers must engage in active instructional techniques and use a wide variety of instructional strategies as appropriate. Schools must refer to their approved School Restructuring Plan and/or Comprehensive Educational Plan (CEP) and consult with their Local Instructional Superintendent for guidance in determining the most appropriate use of these funds to support the additional initial cost of implementation of program goals. Specifically, these funds may be used to support: professional development activities (including consultant fees, per session, per diem, conferences); the purchase of

supplemental instructional materials, professional books and supplies; strategies to increase parental and student involvement; partially funded guidance counselor (over and above the basic staffing requirement); and/or partially funded assistant principal—in Title I Schoolwide Program schools only—or teacher/director to guide the instructional planning. (Please note that Schoolwide Program schools may budget no more than .5 AP positions across all Title I funding sources.) These funds may only be used for activities related specifically to the development and implementation of the SLC reform.

Allocation Methodology

Allotments are distributed based on a pupil per capita using October 31, 2004 audited registers. Allocations were based on the following per capita differential approach:

- New Small Learning Communities (starting in Sept '05):
Year 1
 \$157/student for elementary & middle schools
 \$125/student for high schools
 (Current plan is for per capita to phase down annually, for a total of three years incremental support.)
- Schools implementing a Comprehensive School Reform Program (CSR) that are also implementing SLCs for the first time in September '05 will receive 50% of the SLC per capita allocation.
- Middle School SLCs that were funded last year will receive 66% of last year's SLC funding level.

Funds should be scheduled in the following Allocation Categories:

Implementation	Title I Status	Fund Source
Implementing SLCs for 1 st time in September 2005	Title I SWP	Title I SLC SWP 6
Implementing SLCs for 1 st time in September 2005	Title I TA	Title I SLC TA 6
Implementing SLCs for 1 st time in September 2005	Non-Title I	PCEN SLC 6
2 nd year of Implementation of SLCs	All schools	Tax Levy

Schools are also instructed to complete the attached *Small Learning Communities Allocation Budget Narrative Form*, describing the intended use of these funds. This form must be submitted for approval to the attention of Jean-Claude Brizard by fax (212-374-5902) or email (jbrizar@nycboe.net) by June 30, 2005. Schools may schedule funds, but may not expend them until formal approval of the budget narrative has been confirmed.

Attachments: Allocation Tables 1 and 2

Small Learning Communities Allocation Budget Narrative Form

c: Carmen Farina
 Andres Alonso
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 Jean-Claude Brizard
 Sharon Rencher

Evelyn Castro
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 Community Superintendent/Local Instructional Superintendents
 Regional Directors of School Improvement
 Senior Grant Officers

Table 1			
FY06 School Restructuring Small Learning Communities Allocation			
New Small Learning Communities (starting in Sept '05)			
Region	DBN	School Name	Allocation
01	10X020	PS/MS 20 George J Werdann	\$219,982
01	10X045	MS 45 Thomas C. Giordano	\$236,112
01	10X095	PS/MS 95 Sheila Mencher	\$116,169
02	11X415	CHRISTOPHER COLUMBUS HS	\$288,812
02	12X129	PS 129 TWIN PARKS UPPER	\$52,851
02	11X455	HARRY S TRUMAN HS	\$425,875
02	11X144	* JHS 144 MICHAELANGELO	\$220,651
04	24Q005	Q005	\$275,407
04	24Q073	IS 073 FRANK SANSIVIERI	\$313,672
04	24Q125	IS 125 THE WOODSIDE	\$289,306
04	30Q010	IS 010 HORACE GREELY	\$167,818
04	30Q230	IS 230	\$194,415
04	32K296	JHS 296 THE HALSEY	\$182,232
04	32K349	* IS 349 MATH, SCIENCE & T	\$98,578
04	24Q089	* PS 089 ELMHURST	\$270,926
05	19K013	PS 013 ROBERTO CLEMENTE	\$111,536
05	27Q226	MS 226 VIRGIL I GRISSOM	\$167,990
05	27Q410	BEACH CHANNEL HS	\$328,022
05	27Q465	FAR ROCKAWAY HS	\$153,833
05	27Q400	AUGUST MARTIN HS	\$231,875
05	27Q475	RICHMOND HILL HS	\$407,250
05	19K420	* FRANKLIN K LANE HIGH SCHOOL	\$363,127
07	31R061	I S 061 WILLIAM A MORRIS	\$222,900
09	02M520	MURRY BERGTRAUM H.S.	\$396,604
09	07X031	PS 031 WILLIAM L GARRISO	\$134,529
09	07X049	PS 049 WILLIS AVE	\$106,731
09	07X162	* JHS 162 LOLA RODRIGUEZ DE	\$179,412
10	05M172	POWELL MS FOR LAW & SOC J	\$53,365
10	06M004	PS 004 DUKE ELLINGTON	\$115,654
10	06M008	PS 008 LUIS BELLIARD	\$60,229
10	06M028	PS 028 WRIGHT BROTHERS	\$218,095
10	06M098	PS 098M Shorackappock	\$63,661
10	06M153	PS 153M ADAM CLAYTON POWE	\$207,285
TOTAL			\$6,874,904

* School did not receive Comprehensive School Reform (CSR) Grant for FY06

Table 2**FY06 School Restructuring
Small Learning Communities Allocation****Middle Schools that were Funded for SLC Implementation in September 2004**

Region	DBN	School Name	Allocation
01	09X117	JHS 117 JOSEPH H WADE	\$232,304
01	09X166	JHS 166 ROBERTO CLEMENTE	\$258,440
01	10X080	MS 80 Isobel Rooney Sch	\$250,025
01	10X118	MS 118 William W. Niles	\$260,717
04	24Q061	IS 061 LEONARDO DA VINCI	\$301,802
04	24Q077	IS 077	\$262,994
04	24Q093	IS 093 RIDGEWOOD	\$277,547
04	30Q126	IS 126 THE ASTORIA	\$217,058
04	30Q141	IS 141 THE STEINWAY	\$246,065
04	30Q145	PS 145	\$322,592
04	30Q204	IS 204 OLIVER W HOLMES	\$233,294
04	32K162	JHS 162 THE WILLOUGHBY	\$207,356
05	27Q198	JHS 198 BENJAMIN N CARDOZ	\$173,894
07	31R049	I S 049 BERTHA A DREYFUS	\$241,016
08	13K117	JHS 117 FRANCIS SCOTT KEY	\$192,011
08	13K258	JHS 258 DAVID RUGGLES	\$209,930
08	13K265	JHS 265 SUSAN S MCKINNEY	\$209,732
08	14K050	JHS 050 JOHN D WELLS	\$200,822
08	16K143	MS 143 PERFORMING & FINE	\$175,973
09	02M440	HS FOR HUMANITIES	\$354,212
10	06M143	JHS 143 ELEANOR ROOSEVELT	\$295,169
10	06M218	I S 218 SALOME URENA	\$280,517
TOTAL			\$5,403,470

**SMALL LEARNING COMMUNITIES ALLOCATION BUDGET NARRATIVE FORM
FY '06**

Region/District _____ Total Allocation \$ _____

School _____

Budget Category	Explanation of how proposed expenditures will support the school's reorganization into smaller learning communities. (Must be clearly related to the implementation of strategies described in the school's CEP.)
<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><i>Allowable cost factors:</i></p> <ul style="list-style-type: none"> • assistant principal (SWP ONLY) • teacher trainer • per session supervisor, teacher, guidance, social worker • f-status supervisor, guidance, social worker, teacher • guidance counselor, social worker • prep period coverage • teacher per diem (to release staff for professional development) <p>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><i>Allowable cost factors:</i></p> <ul style="list-style-type: none"> • curriculum & staff dev contracts • educational consultants <p>Enter Subtotal</p>	
<p>Supplies and Materials <i>Include instructional materials, computer software, library books and equipment items under \$5,000 per unit.</i></p> <p><i>Allowable cost factors:</i></p> <ul style="list-style-type: none"> • library books • textbooks • supplies • non-contractual services <p>Enter Subtotal</p>	

<p>Travel Expenses <i>Include conference costs and travel of staff between instructional sites.</i></p> <p><i>Allowable cost factors:</i></p> <ul style="list-style-type: none"> • <i>local travel</i> 	
<p>Enter Subtotal</p>	