



**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 NO. 25, FY06**

**DATE:** May 11, 2005

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

**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 Educational Plan (CEP) to improve student achievement. Title I funds will provide supplementary resources to 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 (including consultant fees, per session, per diem, conferences); strategies to increase parental involvement; the purchase of supplemental instructional materials, books, 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, 2004 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; \$300 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 schools removed from the SURR list for two years, 75% for phase-out schools -- subject to loss limits, 60% for schools removed from the SURR list for three years; and 70% for newly-identified SURR schools (as of January 2005).
- 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 \$200,000 in schools currently on the SURR list, \$100,000 in small schools previously removed from the SURR list and \$300,000 in large schools previously removed from the SURR list.
  - Gains: \$325,000 in large schools and \$200,000 in small schools.
  - Schools removed from the SURR list will be capped at last year's funding level

Funds should be scheduled in the following Allocation Categories:

Title I Status	Fund Source
Title I School	SURR Title I
Non-Title I School	SURR PCEN

Schools are also instructed to complete the attached *SURR Allocation Budget Narrative Form*, describing the intended use of these funds. This form must be submitted for approval to the attention of Sharon Rencher by fax (212-374-5760) or email ([srenche@nycboe.net](mailto:srenche@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 table  
SURR Allocation Budget Narrative Form

cc: Carmen Farina  
Andres Alonso  
Brian Osborne  
Laura Kotch  
Sharon Rencher  
Evelyn Castro  
Anne Wolf  
Local Instructional Superintendents  
Regional Directors of School Improvement  
Senior Grant Officers

## FY2006 SCHOOLS UNDER REGISTRATION REVIEW (SURR) PROGRAM SUPPORT

Region	Location Codes	Name	SURR Status	Allocation
01	09X117	I.S.117 JOSEPH H WADE	SURR - Identified 1/02	<b>\$323,100</b>
01	09X004	PS 004 CROTONA PARK WEST	Former SURR - Removed 1/05	<b>78,225</b>
01	09X055	PS 055 BENJAMIN FRANKLIN	Former SURR - Removed 1/05	<b>52,160</b>
01	09X064	PS 064 PURA BELPRE	Former SURR - Removed 1/05	<b>114,975</b>
01	09X219	CIS 219	SURR - Identified 1/04	<b>222,900</b>
01	09X229	I S 229 ROLAND PATTERSON	Former SURR - Removed 1/05	<b>59,430</b>
01	09X230	PS 230	SURR - Identified 1/05	<b>37,870</b>
01	10X143	JHS 143 JOHN PETER TETARD	SURR - Identified 12/00	<b>315,300</b>
01	10X306	PS 306	Former SURR - Removed 1/04	<b>184,080</b>
01	10X315	PS 315 LAB SCHOOL	Former SURR - Removed 1/05	<b>75,000</b>
01	10X396	PS 396	SURR - Identified 1/05	<b>35,000</b>
01	10X399	MS 399	SURR - Identified 1/04	<b>239,100</b>
01	10X410	WILLIAM HOWARD TAFT HS	SURR - Identified 12/00 (PO)	<b>1,021,416</b>
01	10X435	THEODORE ROOSEVELT HS	SURR - Identified 12/00 (PO)	<b>2,157,448</b>
02	08X140	PS 140 EAGLE	SURR - Identified 1/00	<b>50,000</b>
02	08X450	ADLAI E. STEVENSON	Former SURR - Removed 1/03	<b>1,956,456</b>
02	12X006	PS 006 WEST FARMS	Former SURR - Removed 1/04	<b>64,500</b>
02	12X067	PS 067 MOHEGAN SCHOOL	Former SURR - Removed 1/04	<b>56,700</b>
02	12X098	JHS 098 HERMAN RIDDER	Former SURR - Removed 1/04	<b>74,760</b>
02	12X158	I S 158 THEODORE GATHINGS	SURR - Identified 12/00	<b>170,700</b>
02	12X198	PS 198	Former SURR - Removed 1/05	<b>40,000</b>
02	12X690	MONROE ACADEMY - BUSINESS/LAW	Former SURR - Removed 1/05	<b>266,400</b>
02	12X692	Monroe Academy for Visual Arts	SURR - Identified 1/05	<b>200,000</b>
03	29Q192	IS 192 THE LINDEN	SURR - Identified 1/02	<b>294,900</b>
03	29Q498	HUMANITIES & ARTS MAGNET HS	Former SURR - Removed 1/05	<b>240,000</b>
04	32K349	IS 349 MATH, SCIENCE & TECH.	SURR - Identified 1/04	<b>172,500</b>
05	19K013	PS 013 ROBERTO CLEMENTE	Former SURR - Removed 1/04	<b>47,775</b>
05	19K292	JHS 292 MARGARET S DOUGLAS	Former SURR - Removed 1/05	<b>145,050</b>
05	19K302	JHS 302 RAFAEL CORDERO	Former SURR - Removed 1/05	<b>178,950</b>
05	19K420	FRANKLIN K LANE HIGH SCHOOL	SURR - Identified 1/03	<b>2,726,599</b>
05	19K435	THOMAS JEFFERSON HS	SURR - Identified 1/04 (PO)	<b>523,800</b>
05	19K660	WM H MAXWELL VHS	SURR - Identified 1/04	<b>575,000</b>
05	23K645	EBC-HS FOR PUB SERVICE-EASTNY	SURR - Identified 1/03	<b>300,000</b>
05	27Q043	PS 043	Former SURR - Removed 1/04	<b>95,550</b>
05	27Q045	PS 045 CLARENCE WITHERSPOON	Former SURR - Removed 1/04	<b>37,500</b>
05	27Q198	JHS 198 BENJAMIN N CARDOZO	SURR - Identified 1/00 (PO)	<b>112,500</b>
05	27Q465	Far Rockaway HS	SURR - Identified 1/05	<b>325,000</b>
06	17K390	M S 390 MAGGIE L. WALKER	SURR - Identified 1/00 (PO)	<b>206,100</b>
06	17K391	I S 391 MAHALIA JACKSON	SURR - Identified 12/97 (PO)	<b>112,500</b>
06	17K470	GEORGE W WINGATE HS	SURR - Identified 1/02 (PO)	<b>333,700</b>
06	18K252	IS 252 ARTHUR S SOMMERS	Former SURR - Removed 1/04	<b>72,960</b>
07	31R031	PS 031 WILLIAM T DAVIS	Former SURR - Removed 1/04	<b>26,160</b>
08	13K258	JHS 258 DAVID RUGGLES	SURR - Identified 1/02	<b>203,700</b>
08	14K033	JHS 033 MARK HOPKINS	SURR - Identified 1/00 (PO)	<b>112,500</b>

## FY2006 SCHOOLS UNDER REGISTRATION REVIEW (SURR) PROGRAM SUPPORT

Region	Location Codes	Name	SURR Status	Allocation
08	14K049	JHS 049 WILLIAM J GAYNOR	Former SURR - Removed 1/04	<b>69,720</b>
08	14K477	HIGH SCHOOL OF LEGAL STUDIES	Former SURR - Removed 1/03	<b>281,520</b>
08	14K610	Automotive HS	Former SURR - Removed 1/04	<b>362,250</b>
08	15K088	JHS 088 PETER ROUGET	Former SURR - Removed 1/05	<b>144,000</b>
08	15K497	SCHOOL FOR INTERNATL.STUDIES	SURR - Identified 1/04	<b>302,400</b>
08	16K028	PS 028 THE WARREN	Former SURR - Removed 1/05	<b>35,000</b>
09	01M509	CMSP-MARTE VALLE SEC. SCHOOL	Former SURR - Removed 1/05	<b>279,840</b>
09	02M531	REPERTORY SCHOOL	SURR - Identified 1/04	<b>300,000</b>
09	02M535	PARK WEST HIGH SCHOOL	SURR - Identified 1/03 (PO)	<b>1,549,746</b>
09	02M625	Graphic Communication Arts HS	SURR - Identified 1/05	<b>325,000</b>
09	07X151	JHS 151	SURR - Identified 1/05	<b>105,000</b>
09	07X156	PS 156	SURR - Identified 1/05	<b>56,000</b>
09	07X184	I S 184 RAFAEL C Y MOLINA	SURR - Identified 1/00 (PO)	<b>207,225</b>
09	07X600	ALFRED E. SMITH VHS	Former SURR - Removed 1/03	<b>456,937</b>
10	03M258	MS 258 COMMUNITY ACTION SCHL.	Former SURR - Removed 1/04	<b>60,000</b>
10	03M415	WADLEIGH ARTS HIGH SCHOOL	Former SURR - Removed 1/03	<b>298,080</b>
10	03M470	LOUIS D. BRANDEIS HS	Former SURR - Removed 1/03	<b>1,413,488</b>
10	05M092	PS 092 MARY MCLEOD BETHUNE	Former SURR - Removed 1/05	<b>35,000</b>
10	05M172	POWELL MS FOR LAW & SOC JUSTIC	SURR - Identified 1/04	<b>195,600</b>
10	05M195	I S 195 ROBERTO CLEMENTE	Former SURR - Removed 1/05	<b>139,050</b>
10	05M275	I S 275	SURR - Identified 1/00 (PO)	<b>112,500</b>
79	79R470	CONCORD HS	Former SURR - Removed 1/05	<b>199,706</b>
<b>GRAND TOTAL</b>				<b>\$21,566,326</b>

**SURR ALLOCATION BUDGET NARRATIVE FORM  
FY 06**

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><b>Professional Staff Salaries/Per Diem/Per Session</b>  <i>Include only Department of Education staff, including administrators, teachers, and guidance counselors. Do not include consultants here.</i></p> <p><i>Allowable cost factors:</i></p> <ul style="list-style-type: none"> <li>• assistant principal (SWP ONLY)</li> <li>• teacher trainer</li> <li>• per session supervisor, teacher, guidance, social worker</li> <li>• f-status supervisor, guidance, social worker, teacher</li> <li>• guidance counselor, social worker</li> <li>• prep period coverage</li> <li>• teacher per diem (to release staff for professional development)</li> </ul> <p><b>Enter Subtotal</b></p>	
<p><b>Purchased Services</b>  <i>Include educational and parent involvement consultants and other contractual services, such as curriculum and staff development contracts.</i></p> <p><i>Allowable cost factors:</i></p> <ul style="list-style-type: none"> <li>• curriculum &amp; staff dev contracts</li> <li>• educational consultants</li> </ul> <p><b>Enter Subtotal</b></p>	
<p><b>Supplies and Materials</b>  <i>Include instructional materials, educational 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"> <li>• library books</li> <li>• textbooks</li> <li>• supplies</li> <li>• non-contractual services</li> </ul> <p><b>Enter Subtotal</b></p>	
<p><b>Travel Expenses</b></p>	

<b>Budget Category</b>	<b>Explanation of How Proposed Expenditures will Support Improved Student Achievement in the Area(s) of SURR Identification</b> <i>(Must be clearly related to the implementation of strategies described in the school's approved CEP or Redesign Plan)</i>
<p><i>Include conference costs, travel of staff between instructional sites, and parent involvement meetings.</i></p> <p><i>Allowable cost factors:</i></p> <ul style="list-style-type: none"> <li>• <i>local travel</i></li> <li>• <i>out of town travel</i></li> </ul> <p><b>Enter Subtotal</b></p>	
<p><b>Equipment</b></p> <p><i>All equipment to be purchased in support of this project with a unit cost of \$5,000 or more must be itemized in this category. Equipment items with a unit cost under \$5,000 should be budgeted under Supplies and Materials.</i></p> <p><b>Enter Subtotal</b></p>	
<p><b>Enter Total of all Budget Categories</b></p> <p><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** \_\_\_\_\_

**Reminder:** This form must be submitted for approval to the attention of Sharon Rencher by fax (212-374-5760) or email ([srenche@nycboe.net](mailto:srenche@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.