



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. 75, FY06

DATE: October 20, 2005

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

FROM: Bruce E. Feig

SUBJECT: **5th and 7th Grade Prep Academy**

The Department of Education is expanding last year's Grade 5 Prep Academy to include students in grade 7 who are at risk of not meeting new promotion criteria. The 5th and 7th Grade Prep Academy is a supplementary, extended-week program that provides students with the skills, knowledge, and support that they need before moving on to the next grade. This memorandum provides program guidelines and allocations for the three funding sources supporting the program: Title I, PCEN, and tax-levy. The 5th and 7th Grade Prep Academy will be held on 16 Saturdays and 3 holiday dates from October 29 to March 25. Eligible participants are those grade 5 and grade 7 students at risk of not meeting the criteria for promotion from fifth or seventh grade. Additional information about program implementation appeared in the Principal's Weekly newsletter of October 11th, which may be accessed at: <http://www.nycboe.net/Schools/Principals/PrincipalsWeekly.aspx>

All participating regions and ROCs will:

- continue the 5th Grade Prep Academy program to meet the needs of students at risk of not meeting promotional standards at the end of grade 5; regions may modify last year's program design
- design a Grade 7 Academy program to address the needs of seventh graders at risk of not meeting promotional standards
- use the transfer utility to allocate Title I/PCEN resources to the program sites that have already been selected (see above link)
- monitor program implementation

Funding Sources and Guidelines

The 5th and 7th Grade Prep Academy is funded through three sources – Federal Title I, PCEN, and Tax Levy. The cost factors for each are detailed in Galaxy and reflect the elements of the program allowable by each fund source. Please note that:

- The following costs must be funded by tax-levy: special education teacher, nurse, professional development facilitator, regional supervisor, wraparound program, IEP paraprofessional, and school aide.
- Funds must be scheduled in proportion to the numbers of students and the Title I status of their feeder schools. For example, of 100 students who are eligible to attend a program at a host site, 65 attend Title I feeder schools and 35 attend non-Title I feeder schools. The academic program would be supported by 65% Title I funding and 35% PCEN funding.
- Title I and PCEN may only pay for costs associated with instructional components of the program. *This program is a targeted assistance program and the applicable Title I and PCEN guidelines must be adhered to.*
- Resources allocated in this memorandum are for the exclusive use of the 5th and 7th Grade Prep Academy initiative. Program accruals may not be used for other purposes.

Allocations

See the attached table for regional allocations. Tax-levy expenditures have been anticipated. The split in funding between Title I and PCEN is based on the numbers of eligible students and the Title I or non-Title I status of their feeder schools. Allocations for the 5th and 7th Grade Prep Academy will be made through the Transfer Utility. Based on Instructional Leadership Division site selection and program design, Operations Directors will need to sub-allocate/schedule the funds. Funds may be scheduled in either school or district “S” locations and scheduling must reflect the anticipated numbers of students and the Title I status of feeder schools. Funds may not be scheduled in regional (District 96) locations.

Because Title I and PCEN are reimbursable programs, fringe benefits must be scheduled for the two funding sources--but not tax levy. Central has already set aside funds for indirect costs and collective bargaining. Funds may be expended through June 30, 2006.

Each region is receiving three allocations that encompass the 5th and 7th grades. For purposes of accountability, funds must be scheduled by grade. The following are the six allocation categories for the program.

<u>Fund Source</u>	<u>Allocation Category</u>	<u>Where to Schedule</u>
TITLE I GR 5 PREP 6	GRADE 5 PREP ACADEMY-TITLE I	School or District "S" Location (not Regional Offices)
PCEN GR 5 PREP 6	GRADE 5 PREP ACADEMY-PCEN	School or District "S" Location (not Regional Offices)
TL GRADE 5 PREP (tax levy)	TL GRADE 5 PREP ACADEMY	No Restriction
TITLE I GR 7 PREP 6	GRADE 7 PREP ACADEMY-TITLE I	School or District "S" Location (not Regional Offices)
PCEN GR 7 PREP 6	GRADE 7 PREP ACADEMY-PCEN	School or District "S" Location (not Regional Offices)
TL GRADE 7 PREP (tax levy)	TL GRADE 7 PREP ACADEMY	No Restriction

Documentation/Audits

Title I and PCEN are subject to city, state, and federal audit and all appropriate records must be maintained. These include:

- List of participating students and their feeder schools
- List of Title I and PCEN funded staff
- Documentation of student progress
- Full documentation of activities and expenditures

Regions are required to update their Regional District Comprehensive Educational Plans to describe the 5th and 7th Grade Prep Academy for the 2005-06 school year. DCEP funding addendums will be revised through the FS-10A budget and narrative process.

Attachments
BEF:BGF:ST

c: Carmen Farina
Andres Alonso
Brian Osborne
Local Instructional Superintendents (LIS)
Regional Intervention Specialists
Evelyn Castro
Debra Lamb
Esther Friedman
Sharon Rencher
Anne Wolf
Kathy Titakis
Senior Grants Officers (SGO)

GRADE 5 PREP ACADEMY ALLOCATION TABLE

SUMMARY BY REGION

ROC	Region	Tax Levy	Title I	PCEN	Regional Total
B	01	\$215,004	\$793,428	\$10,154	\$1,018,586
B	02	181,534	622,292	45,743	849,569
C	03	129,355	355,067	83,053	567,475
D	04	152,644	480,755	22,104	655,503
D	05	146,040	483,171	34,347	663,558
F	06	161,646	547,862	48,583	758,091
F	07	147,602	357,977	52,041	557,620
E	08	152,655	523,071	30,100	705,826
A	09	127,834	385,905	44,808	558,547
A	10	164,073	553,519	23,880	741,472
Grand Total		\$1,578,387	\$5,103,047	\$394,813	\$7,076,246

SUMMARY BY REGIONAL OPERATION CENTER

Allocation TL GRADE 5 PREP GRADE 5 PREP GRADE 5 PREP
Category: ACADEMY ACADEMY-TITLE I ACADEMY-PCEN

Fund
Source: TL GRADE 5 PREP TITLE I GR 5 PREP 6 PCEN GR 5 PREP 6

ROC	Tax Levy	Title I	PCEN	ROC Location
A	\$291,907	\$939,424	\$68,688	ROC A: 333 7th Ave
B	396,538	1,415,720	55,897	ROC B: Fordham Plaza
C	129,355	355,067	83,053	Roc C: Qns, Linden Pl
D	298,684	963,926	56,451	ROC D: Queens Plaza
E	152,655	523,071	30,100	ROC E: 131 Livingston St
F	309,248	905,839	100,624	ROC F: Ocean Terr
Total	\$1,578,387	\$5,103,047	\$394,813	

GRADE 7 PREP ACADEMY ALLOCATION TABLE

SUMMARY BY REGION

ROC	Region	Tax Levy	Title I	PCEN	Regional Total
B	01	\$323,513	\$1,320,275	\$22,049	\$1,665,837
B	02	261,006	1,020,817	82,783	1,364,606
C	03	144,822	378,172	192,643	715,637
D	04	227,128	905,172	35,723	1,168,023
D	05	244,923	963,077	56,855	1,264,855
F	06	209,621	761,700	129,169	1,100,491
F	07	202,948	708,781	95,956	1,007,685
E	08	208,469	825,613	28,195	1,062,277
A	09	172,671	663,914	61,002	897,587
A	10	212,069	830,476	57,844	1,100,389
Grand Total		\$2,207,170	\$8,377,997	\$762,219	\$11,347,386

SUMMARY BY REGIONAL OPERATION CENTER

Allocation TL GRADE 7 PREP GRADE 7 PREP GRADE 7 PREP
Category: ACADEMY ACADEMY-TITLE I ACADEMY-PCEN

Fund
Source: TL GRADE 7 PREP TITLE I GR 7 PREP 6 PCEN GR 7 PREP 6

ROC	Tax Levy	Title I	PCEN	ROC Location
A	\$384,740	\$1,494,390	\$118,846	ROC A: 333 7th Ave
B	584,519	2,341,092	104,832	ROC B: Fordham Plaza
C	144,822	378,172	192,643	Roc C: Qns, Linden Pl
D	472,051	1,868,249	92,578	ROC D: Queens Plaza
E	208,469	825,613	28,195	ROC E: 131 Livingston St
F	412,569	1,470,481	225,125	ROC F: Ocean Terr
Total	\$2,207,170	\$8,377,997	\$762,219	