



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. 76, FY06

DATE: October 21, 2005

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

FROM: Bruce E. Feig

SUBJECT: **Autonomy Zone Professional Development Equivalent**

This memorandum provides additional resources to the schools in the Citywide Autonomy Zone. It is encouraged that the funds be used to support professional development to help teachers become highly qualified. However, after assessing your school's needs, these funds can be used to support other Title I allowable activities such as direct services to students, parent involvement and student support services. Examples of allowable uses of funds include:

- Professional development activities such as workshop series, mentoring/team teaching, study groups and tuition reimbursement
- Per session for teachers attending training to become highly qualified
- Additional teachers for push in or pull out academic intervention services
- Extension of the school day to enable longer blocks of instruction coupled with more intensive support
- Parent workshops focused on supporting student achievement

Title I funds will be allocated to Title I schools and PCEN funds to those schools that are not eligible for Title I services. Because Title I and PCEN are reimbursable funding sources, there are funding source requirements which are described in this memorandum. Additionally, grant funding from the Gates Foundation will be used to supplement the funding to each school. These funds have already been posted to Galaxy via the transfer utility.

Autonomy Zone schools that are Title I Schoolwide Programs (SWP) can use the funds for any activity allowable to a Title I SWP. The Autonomy Zone schools that are Title I Targeted Assistance (TA) or non-Title I (receiving PCEN funds) need to adhere to the guidelines for a Title I TA program. **The reimbursable funding sources, Title I and PCEN, require that all services must supplement the school's current instructional programs.** These funds may not replace services that are either mandated or currently provided in the school with tax-levy funding.

Schools need to assess their needs and then determine whether to supplement (not replace) an existing program with these funds or create a new program. After determining the use of the funds, the form included at the end of this memo must be filled out and added as an addendum to the schools Comprehensive Education Plan (CEP). A copy of the form must be submitted to the Senior Grant Officer responsible for your school because the ROC will incorporate the activities into the District Comprehensive Educational Plan.

Funds may only be used for supplemental activities that are allowable according to Title I regulations. Funds must:

- Support activities that have scientifically-based research of effectiveness.
- Support activities that are supplemental by either creating a new program or adding additional resources to an existing supplemental program.

Allocation Methodology

Allocations are based on the number of Title I eligible students per school. Title I schools will receive Title I funding using a per capita of \$40.43 for each Title I eligible student. The Title I funding will be augmented with PCEN and grant dollars to bring each school's allocation to \$15,000. Please note that non-Title I schools will receive PCEN and grant funds only.

Central has not accounted for fringe. Please include fringe in your budget plan.

Funds should be scheduled in the following Galaxy allocation categories:

[Title I Autonomous Zone PD](#)
[PCEN Autonomous Zone PD](#)

BEF:BGF:ST

Attachments: Form 1 – Title I/PCEN Plan for Professional Development Equivalent
Form 2 – Budget Narrative
Table 1 – Allocation Table

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Evelyn Castro
Senior Grant Officers
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Local Instructional Superintendents (LIS)

FORM 1 - TITLE I PLAN FOR PROFESSIONAL DEVELOPMENT EQUIVALENT

Region/District _____ School _____ Allocation _____

Name of Person Preparing the Form _____

Telephone number _____ E-mail address _____

Principal's Signature _____

WRITTEN NEEDS ASSESSMENT

In this box describe how you conducted your needs assessment for determining the use of this allocation and describe your finding(s)..

PROPOSED WRITTEN SUPPLEMENTAL SERVICES

In this box, describe the services you plan to provide with this allocation.

FORM 2 - BUDGET NARRATIVE: What you will buy with the funds and how you will use what you budget?

Examples:

- Per Session: Bulk job for teachers attending a training session
- Contractual services: purchase of services to provide professional development

Budget Category	Explanation
Per Session/Bulk Jobs including fringe benefits	
Purchased services	
Supplies and materials	
Local travel for staff	
TOTAL Must equal your allocation. (Central has already set aside indirect cost and collective bargaining funding on your behalf.)	

FY06 Autonomous Zone Professional Development

Region	Location	School Name	Title I	PCEN	Gates Grant QC: 60179	Total
1	09X231	THE EAGLE ACADEMY FOR YOUNG MEN	\$2,992	\$8,519	\$3,489	\$15,000
1	09X239	THE URBAN ASSEMBLY ACADEMY FOR HISTORY AND CITIZENSHIP FOR YOUNG MEN	2,951	8,548	3,501	15,000
2	12X286	FANNIE LOU HAMER MIDDLE SCHOOL	5,256	6,913	2,831	15,000
2	12X245	NEW DAY ACADEMY	3,922	7,859	3,219	15,000
2	08X269	BRONX STUDIO SCHOOL	2,992	8,519	3,489	15,000
2	08X278	PEACE AND DIVERSITY ACADEMY	3,720	8,002	3,278	15,000
2	12X682	FANNIE LOU HAMER FREEDOM HS	15,000	0	0	15,000
2	08X530	BANANA KELLY COLLABORATIVE HIGH SCHOOL	9,299	4,044	1,657	15,000
2	12X403	BRONX INTERNATIONAL HIGH SCHOOL	9,420	3,959	1,621	15,000
2	11X265	BRONX LAB SCHOOL	3,517	8,146	3,337	15,000
3	25Q263	THE FLUSHING INTERNATIONAL HIGH SCHOOL	3,396	8,232	3,372	15,000
4	30Q580	BACCALAUREATE SCHOOL FOR GLOBAL EDUCATION	0	10,641	4,359	15,000
4	24Q530	INTERNATIONAL HS	14,919	57	24	15,000
4	24Q560	ROBERT WAGNER JR SECONDARY SCHOOL FOR ARTS & TECHNOLOGY	0	10,641	4,359	15,000
4	24Q520	MIDDLE COLLEGE HS	10,876	2,926	1,198	15,000
6	22K337	INTERNATIONAL HIGH SCHOOL @ KCC	2,628	8,777	3,595	15,000
6	17K533	SCHOOL FOR DEMOCRACY AND LEADERSHIP	3,841	7,916	3,243	15,000
6	17K524	THE INTERNATIONAL HIGH SCHOOL @ PROSPECT HEIGHTS	3,720	8,002	3,278	15,000
6	17K531	THE SCHOOL FOR HUMAN RIGHTS	3,679	8,031	3,290	15,000
6	17K546	HIGH SCHOOL FOR PUBLIC SERVICE	4,973	7,113	2,914	15,000
6	17K544	INTERNATIONAL ARTS BUSINESS SCHOOL	6,833	5,794	2,373	15,000
6	17K590	MIDDLE COLLEGE HS @ MEDGAR EVERS	0	10,641	4,359	15,000
8	13K670	BENJAMIN BANNEKER	0	10,641	4,359	15,000
8	14K685	EL PUENTE ACADEMY FOR PEACE AND JUSTICE	4,205	7,658	3,137	15,000
9	02M294	HIGH SCHOOL FOR HISTORY AND COMMUNICATION	2,951	8,548	3,501	15,000
9	07X427	COMMUNITY SCHOOL FOR SOCIAL JUSTICE	7,803	5,106	2,091	15,000
9	01M696	BARD EARLY COLLEGE	0	10,641	4,359	15,000
9	04M497	CENTRAL PARK EAST I ELEMENTARY	4,003	7,801	3,196	15,000
9	02M407	INSTITUTE FOR COLLABORATIVE EDUCATION	0	10,641	4,359	15,000
9	02M449	VANGUARD HS	9,299	4,044	1,657	15,000
9	02M298	PACE HIGH SCHOOL	3,356	8,260	3,384	15,000
9	02M225	ELLA BAKER ELEMENTARY SCHOOL	0	10,641	4,359	15,000
9	02M565	URBAN ACADEMY	0	10,641	4,359	15,000
9	02M519	TALENT UNLIMITED HS	0	10,641	4,359	15,000
9	02M459	MANHATTAN INTERNATIONAL HS	9,380	3,990	1,630	15,000
10	03M299	THE SCHOOL FOR ARTS, IMAGINATION & INQUIRY	2,628	8,777	3,595	15,000
10	03M479	BEACON HS	0	10,641	4,359	15,000
10	05M304	MOTT HALL HIGH SCHOOL	4,245	7,630	3,125	15,000
10	05M283	THEATRE LAB SCHOOL	2,709	8,719	3,572	15,000

FY06 Autonomous Zone Professional Development

Region	Location	School Name	Title I	PCEN	Gates Grant QC: 60179	Total
10	03M307	URBAN ASSEMBLY SCHOOL FOR MEDIA STUDIES	3,113	8,433	3,454	15,000
79	79M560	CITY AS SCHOOL	0	10,641	4,359	15,000
79	79M570	SATELLITE ACADEMY HS	26,765	0	0	26,765
		Total	\$194,391	\$317,374	\$130,000	\$641,765