



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

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OFFICE OF THE CHANCELLOR  
52 Chambers Street – New York, NY 10007

SUSAN OLDS  
*Acting Chief Financial Officer*

## **SCHOOL ALLOCATION MEMORANDUM 16, FY07**

DATE: May 17, 2006

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

FROM: Susan Olds

SUBJECT: **Host Campus Allocations**  
Revised as of May 17, 2006

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As a host principal located on a large campus, you are a leader of a significant secondary reform strategy that is taking place in 21 campuses across the city. Large campus schools are phasing out or decreasing their size as new small schools are growing in their place. By this September the New York City Department of Education (DOE) will have opened almost 200 new small schools as part of this initiative and many of them will reside on large campuses. As this transformation from large high school to a complex of small schools takes place, your leadership as host principal becomes critical to its success.

The purpose of this memo is to apprise you of your Host Campus Allocation funding for 2006-2007, and to outline requirements for your proposal and budget.

### FUNDING PRE-REQUISITE:

Every campus with two schools or more must create an active, democratic Building Council structure. As a pre-requisite to receiving a host campus allocation, host campuses must produce council minutes and agendas documenting their Building Council Meetings. Issues such as shared space, shared campus-wide staffing, campus security and shared best practices are typical agenda items. All voices of participating principals are equal and norms must be established to sustain this administrative governance structure

### FUNDING STATUS:

The following four situations are fundable this year:

- The seven campuses planning to phase out in June 2007 and beyond will receive a host allocation formula. They must have an active, democratic Building Council, and must create a Host Phase-out Plan that individualizes graduation programs and placements for their exiting student population. These plans address our citywide

goal to successfully graduate these students through accelerated programs of credit accumulation, alternative placements and customized academic and social supports. **(Respond to 1 and 2 below: Evander Childs, Thomas Jefferson, Springfield Gardens, Walton, Harry Van Arsdale, Erasmus Humanities, Erasmus Business/Tec, Stevenson)**

- The three campuses who share space with two or more small schools whose host is continuing will receive a host allocation formula. They must have an active, democratic Building Council and they must address the needs of struggling students campus-wide, with the goal of improving the graduation rate for the campus as a whole. **(Respond to 1 and 3 below: Columbus, Lehman, and JFK).**
- The eight campuses who will exit their host school in June of 2006 will receive a one-time base allocation to support them in the year following phase-out. This allocation acknowledges the temporary uncovered campus-wide costs of small schools that are not grown to full size with commensurate funding. **(Respond to 1 and 4 below: Roosevelt, Taft, Seward, Park West, Prospect, Wingate, Bushwick, Erasmus Science/Math)**
- All campuses with two or more schools sharing a campus have a legal responsibility to provide transcripts to their past and present students. This function will be funded as an hourly budget addition to serve all schools on each campus. **(Respond to 1 and 5 below: All schools that receive Funds for Transcript Maintenance in the Allocation Table below.)**

#### YOUR CAMPUS MANAGEMENT PROPOSAL:

Please respond to the appropriate questions for your status as defined in the three bullets above. This will constitute your proposal narrative and budget.

Your completed Campus Management proposal must be submitted no later than **May 15<sup>th</sup>**. The submission should include approval signatures of all members of the Building Council and LIS. These plans should be addressed to: Jean Claude Brizard, Executive Director of Secondary Schools, [jbrizar@nycboe.net](mailto:jbrizar@nycboe.net) (212) 374-6933.

1. **Describe your Building Council norms (how often do you meet, what topics have you addressed/plan to address, who convenes the council, how do you reach consensus?) Please include a set of recent agendas and minutes as documentation. Please draw on the attachment—*Top Ten Building Council Tasks*. Please include a budget with your response.**
2. **Describe your individualized phase-out plan for exiting students? How do you plan to support achievement and accelerated credit accumulation for students enrolled in your host school? Please include a budget with your response.**

- 3. Describe your plan to address the needs of struggling students campus-wide, with the goal of improving the graduation rate for the campus as a whole. Please include a budget with your response.**
- 4. Describe your campus plan to address campus-wide staffing and service needs during your first year of post-phase-out? Please include a budget with your response.**
- 5. Describe how you will provide a transcript retrieval service for all campus students past and present. Please include a budget with your response.**

On behalf of the New York City Department of Education, we thank you for your dedication and commitment to providing high quality education for all students on your school campus. We believe this funding allocation will lend support to your efforts to meet the instructional needs of your students. We look forward to receiving your proposal and to working with you to develop and implement strategies that ensure positive experiences for everyone in your school community.

cc: Local Instruction Superintendent

Attach: Allocation Table  
Campus Management Plan Signature Page  
Top Ten Building Council Tasks

## FY07 HOST SCHOOLS ALLOCATION

<b>Phase-out Schools</b>			
Region	Location	Allocation Amount	School
01	10X430	\$231,460	Walton HS
02	08X450	\$310,140	Adlai E. Stevenson HS
02	11X425	\$207,340	Evander Childs HS
03	29Q420	\$118,520	Springfield Gardens HS
05	19K435	\$136,860	Thomas Jefferson HS
06	17K469	\$155,360	Erasmus Campus
08	14K640	\$113,000	Harry Van Arsdale HS
<b>Sub-total</b>		<b>\$1,272,680</b>	
<b>Host Campuses</b>			
Region	Location	Allocation Amount	School
01	10X475	\$250,000	John Kennedy HS
02	08X405	\$250,000	Herbert Lehman HS
02	11X415	\$250,000	Christopher Columbus HS
05	27Q465	\$137,860	Far Rockaway
09	02M440	\$250,000	Bayard Rustin Educational Complex
<b>Sub-total</b>		<b>\$1,137,860</b>	
<b>Funds for Transcript Maintenance</b>			
Region	Location	Allocation Amount	School
02	12X550	\$15,000	James Monroe HS Campus
03	29Q492	\$15,000	Campus Magnet
08	14K474	\$15,000	Grand Street Campus
08	15K463	\$15,000	John Jay HS Campus
09	07X547	\$15,000	South Bronx HS Campus
10	03M494	\$15,000	Martin Luther King HS Campus
10	06M468	\$15,000	George Washington HS Campus
13	02M519	\$15,000	Julia Richman Educational Complex
13	12X403	\$15,000	Morris HS Campus
<b>Sub-total</b>		<b>\$135,000</b>	
<b>High Schools Closing June 2006 - One Time Funding</b>			
Region	Location	Allocation Amount	School
01	10X412	\$100,000	Bronx High School Of Business
01	10X437	\$100,000	Fordham Hs For The Arts
04	32K549	\$100,000	Bushwick Hs For Social Justice
06	17K537	\$100,000	High School For Youth And Community Development
06	17K547	\$100,000	Bklyn. Acad. For Sci. & Env.
09	02M542	\$100,000	Manhattan Bridges High School
09	02M543	\$100,000	New Design High School
13	17K546	\$100,000	Hs Public Service; Heroes Of Tomorrow
<b>Sub-total</b>		<b>\$800,000</b>	
<b>Sub-total</b>		<b>\$3,345,540</b>	
<b>Fringe</b>		<b>\$310,968</b>	
<b>Grand Total</b>		<b>\$3,656,508</b>	

## **Campus Management Plan Signature Page**

We have reviewed this plan and approve its submission for funding.

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Print/Type Name of Host School Principal	Signature	Date
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Print/Type Name of School Principal	Signature	Date
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Print/Type Name of LIS	Signature	Date
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## **TOP TEN BUILDING COUNCIL TASKS**

### ***Generating Building Council Norms (1)***

- When, where and how often do you meet?
- Who facilitates meetings, creates agendas and minutes?
- What does “sufficient consensus” look like in action?
- How are the building management tasks distributed?
- Who is the external spokesperson of the Building Council?

### ***Aligning School Missions and Campus Vision (2)***

- What is each school’s autonomous instructional mission?
- What is the vision of the campus as a whole?
- How are the two related?

### ***Learning to Use Consensus Tools (3)***

- What communication tool does your Council use that support consensus?
- How does your Council reach consensus when there are deep conflicts?
- How do you give each other feedback?

### ***Agreeing on Space Plans: Dedicated and Common (4)***

- What are the minimal classroom spaces that each school needs?
- Where are the common spaces and what are their uses?
- What does the initial space agreement look like?
- What process will you follow to reach a final space agreement for the campus?
- Is this an incubation or permanent placement?
- Have facility modifications been communicated to staff?
- Who will approve and schedule the work?

### ***Activating Common Spaces (5)***

- What are your campus schools’ needs for common space?
- What are your campus priorities and schedules?
- What are the creative options?
- What is the plan for supervision, particularly after school hours and weekends?

### ***Agreeing on Campus Budgets: Staff and Services (6)***

- Which positions are shared by the campus as a whole?
- Whom do they report to? Whose budget pays, what percent?
- Which services will be shared? Whose budget pays?
- How will you use the Host School Allocation?

### ***Customizing the role of the Principal Manager (7)***

- What are the customized internal duties, external duties?
- Which duties are delegated or distributed to equals?
- Do you have a local communication plan?
- What sites do you plan to visit to observe other Principal Managers in action?

### ***Maintaining a Consistent Campus Culture (8)***

- How will you design a campus action plan that meets the safety needs of all schools on the campus?
- How will you maintain a consistent campus culture of discipline?
- How will you create a prioritized, shared building use approach for after- hours?

### ***Transitioning Phase-Out School (9)***

- What strategies is the campus investing in for over/under-credited students?
- What is the plan for host school transition, if applicable? (Teacher center, budget, staff, students, etc.)
- What is the phase-out plan for distributing management duties to the small school principals?

### ***Launching Campus Professional Development (10)***

- How can all schools on campus learn from each other?
- How can PD resources be shared and autonomous cultures retained?
- What activities would promote this on your campus?