



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHIEF FINANCIAL OFFICER
52 Chambers Street, New York, NY 10007

SUSAN OLDS

Acting Chief Financial Officer

SCHOOL ALLOCATION MEMORANDUM NO. 25, FY07

DATE: June 20, 2006

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

FROM: Susan Olds

SUBJECT: NINTH GRADE INTERVENTION

Selected high schools are being provided with resources to enhance academic intervention services (AIS) for at risk ninth-graders.

These high schools will:

- Identify ninth grade students who are most at risk including:
 - incoming students at level one or low two on the NYS 8th grade mathematics and/or English Language Arts tests (*Scale Scores below 658 on 8th grade state ELA and 681 for the 8th grade state math assessment – Jan 2005, May 2005. click on <http://www.emsc.nysed.gov/osa/concht/home.html> for the latest on the 8th grade NYS exams*).
 - students who are repeating the 9th grade
 - students who have completed two years of high school and have **not** earned enough prerequisites to sit for a Regents examination.
- Design appropriate supplementary interventions for targeted students.

Implementing academic intervention services in schools requires thoughtful and careful planning and execution. Ninth grade students who enter high school under-prepared for high school work are most at risk of dropping out of school. Teachers must engage in active instructional techniques and use a wide variety of instructional strategies as appropriate. Schools must refer to their approved Comprehensive Educational Plan (CEP) and consult with their Local Instructional Superintendent for guidance in determining the most appropriate use of these funds.

Allowable Uses of Funds

This allocation category affords considerable flexibility in how funds may be used. The following are examples of appropriate models:

- extension of the school day to enable longer blocks of instruction; the school should clearly designate the students and the specific subjects, amounts of time, and AIS strategies.
- additional periods during the school day or after school to infuse AIS supports into subject area instruction;
- professional development to help teachers of target students implement the program and/or support students in other academic areas
- expansion of literacy or math instruction by adding instructional time using scientifically based instructional strategies such as Read 180, Wilson Reading or Great Leaps
- in-school support time for teachers to diagnose student needs and refine program plans
- purchase of instructional materials; a clear plan to train teachers in their use must be in place. Purchase must supplement, not replace, the current instructional or AIS program.

Scheduling Funds in GALAXY

Funds should be scheduled in the allocation category: [TL NINTH GRADE INTERVENTION](#). The following are the allowable Galaxy cost factors:

- ASST PRINCIPAL (10 MONTH)
- ASST PRINCIPAL (12 MONTH)
- COACH - LITERACY
- COACH - MATH
- CURRICULUM & STAFF DEVELOPMENT CONTRACTS
- EDUCATIONAL CONSULTANTS
- F-STATUS - TEACHER
- GUIDANCE COUNSELOR
- GUIDANCE COUNSELOR - PER SESSION
- NON-CONTRACTUAL SERVICES
- PREP PERIOD COVG
- SUPERVISOR PER SESSION
- SUPPLIES - GENERAL
- TEACHER - REGULAR GRADES
- TEACHER - REGULAR GRADES - PER DIEM
- TEACHER - REGULAR GRADES - PER SESSION
- TEXTBOOKS
- TRANSPORTATION OF STAFF – NON CONTRACT

Allocation Methodology

Allocations are distributed based on number of entering ninth graders at the school, historical data, and a profile of the entering class. Based on historical data of students entering these schools below standard (using English Language Arts data available through the school report cards), the allocation detailed in the attached table was established.

Recordkeeping Requirements

All schools must maintain the following records for review

- Comprehensive Educational Plans, which must describe how these funds are being used.
- Documents related to OTPS expenditures
- List of targeted students

- Sign in sheets and agendas for staff development and/or parent involvement activities

Program Plans

Schools are required to prepare appendix 5 of the school's CEP (Secondary School Intervention – 9th Grade), describing the program and the intended use of these funds. Please email or fax a copy of this appendix to the attention of Jean-Claude Brizard (jbrizar@nycboe.net, 212-374-5763).

Questions should be directed to Jean-Claude Brizard at jbrizar@nycboe.net.

Attachment

Cc: Carmen Fariña
Jean-Claude Brizard
Andres Alonso
Brian Osborne
Laura Kotch
Sharon Rencher
Evelyn Castro
Anne Wolf
Local Instructional Superintendents
Regional Directors of School Improvement
Senior Grant Officers

Table: Ninth Grade Intervention

Region	Location	Allocation	School
01	10X660	\$72,655	GRACE H DODGE VHS
02	11X545	19,873	BRONX AEROSPACE H.S.
02	12X543	9,744	HS FOR VIOLIN AND DANCE
03	25Q425	132,189	JOHN BOWNE HS
03	26Q435	125,804	MARTIN VAN BUREN HS
04	30Q450	118,404	LONG ISLAND CITY HS
04	24Q485	112,004	GROVER CLEVELAND HS
04	30Q445	107,748	WM CULLEN BRYANT HS
06	22K495	119,004	SHEEPSHEAD BAY HS
06	17K625	63,702	PAUL ROBESON HS
07	21K400	66,402	LAFAYETTE HS
07	20K485	50,825	HS OF TELECOMMUNICATIONS
05	27Q480	119,354	JOHN ADAMS HS
08	13K488	17,713	BROOKLYN PREPARATORY HIGH SCHOOL
08	14K610	63,922	AUTOMOTIVE HIGH SCHOOL
08	16K455	100,656	BOYS AND GIRLS HS
10	03M492	200,000	MLK JR HS LAW,ADVOC & COMM JUS
Total		\$1,499,999	