



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. 27, FY07

DATE: June 29, 2006

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

FROM: Susan Olds

SUBJECT: ACHIEVE NOW ACADEMY ALLOCATION

This memorandum presents resources to support the continuation of the Achieve Now Academy Program (formerly called Twilight Academy). The FY'07 budget contains \$2.45 Million in support of this venture. Guidelines and allocations for the program were promulgated in the June 29, 2006 memorandum from the Executive Director of the Office of Youth Development and School-Community Services entitled "Achieve Now Academy – Program Guidelines" (see attachment). The allocation is intended to support the Office of Youth Development's goal of providing expanded educational and disciplinary options for schools. Achieve Now Academy allocations are displayed on the attached table. School allotments are based on the criteria developed by the Office of Youth Development and School-Community Services in conjunction with the Regional Student Placement, Youth, and Family Support Services (SPYFSS) Offices. The Principals of each school will need to consult with the Office of Youth Development to fully schedule the allocation. Allowable costs are detailed in Galaxy. Instructional materials should be limited to the purchase of materials for math and reading test preparation, career awareness boards and interest surveys, and drug-and-alcohol-abuse and violence-prevention professional development materials. Funds should be scheduled in the allocation category: [TL ACHIEVE NOW](#).

Attachments

Cc: Michele Cahill
Andres Alonso
Brian Osborne
Shane Santo Mulhern
Kathryn Piller
Steven Higgins
Directors of Student Placement, Youth, and Family Support Services

Table: Achieve Now Academy Allocation

Region	Location	Amount	School Name
01	10X440	\$350,000	DeWitt Clinton High School
04	24Q485	350,000	Grover Cleveland High School
05	27Q400	350,000	August Martin High School
06	22K495	350,000	Sheepshead Bay High School
07	21K620	350,000	William E Grady Vocational High School
09	07X655	350,000	Samuel Gompers High School
10	03M470	350,000	Louis D. Brandeis High School
GRAND TOTAL		\$2,450,000	



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JOEL I. KLEIN, *Chancellor*

Office of Youth Development and School-Community Services

52 Chambers Street, Room 320, New York, NY 10007

June 29, 2006

TO: Geraldine Ambrosio, Dominick Scarola, Anthony Cromer, Reesa Levy, Stephen Jackson, Joyce Mills-Kittrell, Eloise Messineo

CC: Amanda Lurie, Jaime Cobham, Marjorie Elliott, Phyllis Marino, Karen Ditolla, Brian Kaplan, Franklin Caesar

FROM: Shane Mulhern, Executive Director, Office of Youth Development and School-Community Services

SUBJECT: Achieve Now Academy – Program Guidelines

I am writing to follow-up with you on the information provided to you at the April meeting on Achieve Now Academy and to provide you with further guidelines for the program since your school will continue its participation in the 2006-2007 school year. This memo delineates guidelines for the structure of the program. While we have already discussed these guidelines and while you have already written your application to reflect how the program will follow them, we think it is helpful to have them on hand as you continue to fine tune your program design to best serve the needs of your students.

The most important information to keep in mind at this point in time is related to the budget and planning process for the upcoming year. First, I want to clarify that you will receive \$350,000 in funding from central in order to continue this program. An allocation memo is being prepared and will be sent to you shortly with detailed information. Second, please note that our office will be in touch with you over the summer to review your program plan, as you detailed it in your application, and to discuss any support services that you feel might be necessary to get the academy off to a strong start in September.

Thank you for your continued efforts in providing the best services to our students. If you have any questions at this time, please do not hesitate to contact Kathryn Piller at kpiller@nycboe.net or (212) 374-5210.

Sincerely,
Shane

ACHIEVE NOW ACADEMY – PROGRAM GUIDELINES

I. Is Achieve Now Academy right for you?

The success of Achieve Now Academy in your school depends on three key elements:

- Principal interest, leadership and commitment
- High school need
- Ability to provide adequate space and facilities for Achieve Now Academy so that a separate and personalized environment can be developed for students

In addition, preliminary data suggests that within the population of repeating 9th graders, the following students will find the most success in the program.

- Students who have been in 9th grade for 2 or 3 years prior to entry
- Students who enter Achieve Now with 2-8 credits

It is important to note that Achieve Now is not an attendance program and should not be selected on the basis of improving the attendance for selected students or for reconnecting LTAs to school.

II. General Program Structure

Achieve Now Academies are developed along the following guidelines:

- Run for a full school day (5.5 hours), 5 days per week on an alternate schedule; usually from approximately 1:30 – 7:00 pm but program can begin no earlier than 1:00 pm.
- 4 cycles correspond to quarter and semester dates so that program is in sync with the day school in terms of credit accumulation and entry.
- Students can only enter the program at the beginning of a cycle.
- The program is voluntary. Students are generally expected to stay for one year but they may leave at any time and exceptions can be made for longer terms where appropriate.

III. Budget Considerations

One of the first considerations for creating a successful Achieve Now Academy within your school is to understand the budget for the program and also decide whether your school can find the necessary funding. Achieve Now Academy is a program of the school. Therefore, there should be two main funding streams that contribute to the program:

- **Per Pupil Allocation:** The funds attached to each student should follow them into this program once they are selected.
- **Additional School Allocation:** School Principals have the discretion to budget additional money for Achieve Now
- **Central Allocation:** \$350,000

Example:

FUNDING SOURCES	
Number of Students your program will serve ~	80-100
Approximate Per Pupil Allocation:	\$
Total Per Pupil Allocation:	\$
Other Funding:	\$
Achieve Now Academy Allocation:	\$350,000
TOTAL BUDGET ALLOCATION	\$

IV. Staffing and Supervision

The staffing model developed for Achieve Now is an important factor in the program’s success as well as its long term sustainability. In its first year, teacher’s were paid per session for teaching classes but their was high turnover in the staff – often due to burnout because of working in both the day school and in the program. The following staffing model might be a possible way to balance the needs of the staff and students:

Funding Sources		
Per Pupil Allocation (based on 80 students)		\$304,000
Twilight Allocation		\$350,000
Total Allocation		\$654,000
Expenditures		
Staffing	Cost Per Cycle	Total Cost
1 Supervisor (AP Full time)	\$26,250	\$105,000
1 Dean (6 hours)	\$9,033	\$36,132
2 Teachers (Full time)	\$30,500	\$122,000
4 Teachers (Per Session)	\$36,132	\$144,528
1 Full Time Guidance Counselor	\$20,000	\$80,000
2 Guidance Counselors (Per Session)	\$6,409	\$25,637
.5 Lateness/Attendance Dean	\$4,516	\$18,064
1 Aide (Per Session)	\$3,535	\$14,140
Principal Per Session (Fixed)	\$1,250	\$5,000
Total Cost	\$136,375	\$550,501
BALANCE	NA	\$103,499

V. Enrollment and Student Selection

The student selection process is one of the most essential parts of creating a successful program and students must be selected according to the following guidelines:

- Approximately 80-100 students can be in the program
- Achieve Now Academy is a voluntary program. Students cannot be placed in the program if they do not want to be.

- Students selected are:
 - Repeating 9th graders
 - Attending school (LTAs cannot be put into the program)

Schools should coordinate outreach efforts to students and their families prior to the new school year so the program can begin on the first day of school in September.

VI. Curriculum

Achieve Now Academies are designed to have four (4) cycles over the course of the cycle instead of the regular two semesters. These 4 cycles allow for quick credit accumulation and greater flexibility to meet the course needs of the students in the program.

The following guidelines should be considered when shaping the program's curriculum:

- How will the program offer courses that meet the diverse needs of the students?
- What courses will be taught and do we have the teachers necessary?
- Will students be prepared to take Regents Exams?
- Will students accumulate enough credits to rejoin the day school at the appropriate grade level?

VII. Student Support

Guidance is an essential part of the Achieve Now program and special attention should be paid to the variety of options that might exist for incorporating guidance activities into the curriculum and schedule. Students are expected to meet with a guidance counselor or social worker on an individual basis each week. In addition, other supports might include:

- Group counseling
- Career awareness skills
- Study skills
- Anger management and bullying prevention
- Peer counseling
- Collaboration with a Community-Based Organization

VIII. Transitioning Back to Day School

Ultimately, the goal of an Achieve Now Academy is to get students to a point where they can transition back into day school and experience continued success in their regular school environment. While many students end up desiring to stay in the program for more than one year, every effort should be made to transition the majority of the students. It is therefore important that schools and program staff develop a comprehensive transition plan for students that will ease their transition. Elements of the plan should include:

- Individual guidance planning
- Explanation of alternative options students might pursue depending on their level of credit and/or needs (e.g. Transfer Schools, YABCs,)
- Coordination with day school guidance counselors

- Possible collaboration with a Community-Based Organization

IX. Professional Development and Training

The success of Achieve Now Academy depends on a committed staff that is prepared to work on an alternate schedule and meet the individual needs of students that often have many behavioral and discipline problem. As such, it is important the staff training take place prior to the implementation of Achieve Now and that staff have the opportunity to meet together as a team on an ongoing basis to share ideas, discuss issues with the program or individual students and trouble-shoot. The central Office of Youth Development can act as a valuable resource in this aspect and also has connections to technical assistance providers that you might choose to contract on an as-needed basis.