



THE NEW YORK CITY DEPARTMENT OF EDUCATION
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SCHOOL ALLOCATION MEMORANDUM NO. 36, FY07

DATE: May 26, 2006

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

FROM: Susan Olds

SUBJECT: **ASA FOR CENTRALLY FUNDED EXCESS STAFF**

For school year 2006-2007, the Department is expanding Principal autonomy through the decentralized hiring authority granted in the recently negotiated UFT contract agreement. The new contract eliminates all the following transfer plans: seniority, integration, clinical and School Based Option (SBO). In their place is a new hiring process under which current staff can apply to be considered to fill vacancies in schools.

Changes in the UFT contract provide greater opportunities to Principals, but they also demand corresponding accountability. Schools will only reap the full benefit of the contract reforms if principals excess staff only when necessary and appropriate, and give fair consideration to excess teachers applying for vacancies. Maintaining a large number of staff in excess would result in an extraordinary cost to the system, thereby limiting the funding we could otherwise provide to schools for a variety of other purposes.

Staff placed in excess will remain on school budgets until they are hired into regular vacancies in other schools or leave the system, unless school budgets cannot adequately fund *both* these excess teachers and *basic* instructional programs.

Requesting ASA for Centrally Funded Excess Staff (CFES)

Schools may request ASA for Centrally Funded Excess Staff (ASA/CFES) if they do not have adequate funding to support these staff. These staff will remain on the school's Table of Organization in the Excess Section. Schools can select a Galaxy menu option on the icon menu called "Request Central Funding."

Guidelines have been developed to ensure that the same criteria are used throughout the Department to evaluate funding requests. While guidelines will promote consistency in allocating these resources, each school's budget will be considered in its entirety when applying the guidelines. These guidelines include:

1. Schools eligible to receive ASA/CFES allocations should meet the following thresholds:
 - *Per Pupil* OTPS budget not to exceed: \$123 (excludes OTPS Startup for new schools)
 - *Per Pupil* Per Session budget not to exceed: \$74
 - Paid coverage (Per Diem and Prep) budget not to exceed:
 - 8 days unless past history warrants more
 - The availability of excess staff in the school, whether centrally- or school-funded, will be considered as part of the school's resources for absence coverage
 - F-status teachers only if job can't be done within license of excess teacher(s)
2. Scheduled vacancies must be inappropriate for proposed excess staff.

3. Non-teacher scheduled vacancies should support *existing* school programs only.
4. Any unscheduled balances will be reviewed to determine if they are appropriate to fund proposed excess staff, except that school budgets must also:
 - Accommodate returns from leave and sabbatical;
 - Accommodate Register Loss Set Aside.
5. Increases in the levels of support staff will be reviewed.

ASA for Centrally Funded Excess Staff is a loan to schools and is subject to repayment. The impact of receiving ASA/CFES includes:

1. Schools with ASA/CFES funded staff will be restricted in the amount of ASA register growth they can receive.
2. Schools with ASA/CFES funded staff will still be required to fund the "register loss set aside" if applicable.
3. Schools with ASA/CFES funded staff will need to apply any mid-year adjustment increments to self-fund CFES staff.
4. Schools with ASA/CFES funded staff will be ineligible to participate in the Surplus Rollover Program unless the ASA/CFES is fully repaid.
5. Schools with ASA/CFES funded staff will have vacancies created throughout the school reviewed to determine whether ASA/CFES funded staff can be placed into these vacancies.
6. Schools with ASA/CFES funded staff will have all modifications reviewed to ensure that accruals that become available during the school year are applied to offset ASA/CFES funded staff costs whenever feasible.
7. Teachers on schools Tables of Organization who are funded with ASA/CFES and who are not selected to fill a regular vacancy by the opening of school may be assigned as a full-time substitute in their school or another school in their district or superintendency, where the need for substitutes is greatest, until they are able to secure a regular position
 - Schools with ASA/CFES funded staff who are assigned as full-time substitutes in their schools will have their per diem budgets reduced to help offset the cost of these staff..

Please contact your ROC if you have questions regarding this SAM. Thank you.