



THE NEW YORK CITY DEPARTMENT OF EDUCATION
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OFFICE OF THE CHIEF FINANCIAL OFFICER
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SUSAN OLDS
Acting Chief Financial Officer

SCHOOL ALLOCATION MEMORANDUM NO. 45, FY07

DATE: June 1, 2006

TO: **INSTRUCTIONAL LEADERSHIP DIVISION SUPERINTENDENTS
REGIONAL OPERATION CENTER EXECUTIVE DIRECTORS**

FROM: Susan Olds

SUBJECT: SPECIALIZED HIGH SCHOOL INSTITUTE (SHSI) ALLOCATION

The Specialized High School Institute (SHSI), formerly the Math/Science Institute, began in 1995. Its goal has been and will continue to be increasing the percentage of under-represented students attending the seven specialized high schools: Bronx High School of Science; Brooklyn Technical High School; Stuyvesant High School; the High School for Math, Science and Engineering at City College; Queens High School for Sciences at York College; Staten Island Technical High School, and High School of American Studies at Lehman College.

Formerly run centrally at four of the specialized high schools, beginning in July 2005, SHSI was reorganized so that each of the ten instructional regions took over the program. The intent of this restructuring effort was to increase the number of participating students. Geographically, it was difficult for many students from the far reaches of the city to travel by public transportation to take part in the program at the four sites. Now the SHSI is situated at 20 sites rather than four, and there are one to three sites for the program in each of the ten regions. This has resulted in a dramatic increase in the numbers of students engaged in the program.

The Regional SHSI programs are supported with New York State Magnet Funds. The grant period is July 1, 2006 to June 30, 2007. These funds will not rollover after June 2007. This legislation prohibits use of funds for school secretaries, student aides performing clerical functions, and all indirect costs. (Regions are aware of these program rules and have planned their programs around them.) Allowable Galaxy cost factors are:

- Computer Services Consultants
- Curriculum & Staff Development Contracts
- Educational Consultants
- Educational Software
- Equipment - General
- Guidance Counselor - Per Session
- Library Books
- Non-Contractual Services
- Office Temp Services - Contractual
- Printing Services - Contractual
- School Social Worker - Per Session
- Supervisor Per Session
- Supplies - General
- Teacher - Regular Grades - Per Session
- Textbooks
- Transportation Of Pupils - Contractual
- Transportation Of Staff - Non-Contract

Each region needs to submit a summary of their program including the following information:

- The general plan for the program
- The materials and resources utilized to support all parts of the program
- How many sites are in the region and the site names/numbers
- How many students are at each site and the attendance %
- How many students are in the first year of the program
- How many students are in the second year of the program
- How many administrators and teachers in the region
- The minority % of all students broken down by: American Indian or Alaskan Native, Pacific Islander, Black, and Hispanic, White and Asian
- The regional plans to track the SHSI students in terms of how many are successful in admission to one of the SHS and the breakdown of sub-groups of students doing so
- A budget of how funds will be spread with specific items, hours, and amounts

Please send the summary to Sandy Ferguson in the Office of Secondary School Reform at SFerguson@nycboe.net.

Funds will be allocated via the transfer utility. State magnet school funds must be scheduled in district office locations. It is recommended that each region select one district as the program's "home". SHSI programs must be described in this district's magnet school application for the 06/07 school year.

2006-07 Magnet School Allocations for the Specialized High School Institute (SHSI)

ROC	Region	Amount	ROC Total
A	09	\$279,990	\$559,980
	10	279,990	
B	01	279,990	559,980
	02	279,990	
C	03	279,990	279,990
D	04	279,990	559,980
	05	279,990	
E	08	279,990	279,990
F	06	279,990	559,980
	07	279,990	
Total		\$2,799,900	\$2,799,900

Allocation Category: [Specialized High School Institute](#)
Fund Source: [MAGNET SCHOOLS 05 7](#)

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