



**THE NEW YORK CITY DEPARTMENT OF EDUCATION**

JOEL I. KLEIN, *Chancellor*

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

**SCHOOL ALLOCATION MEMORANDUM NO. 68, FY07**

**DATE:** September 25, 2006  
**TO:** **INSTRUCTIONAL LEADERSHIP DIVISION (ILD) SUPERINTENDENTS, REGIONAL OPERATION CENTER EXECUTIVE DIRECTORS, and SCHOOL PRINCIPALS**  
**FROM:** Susan Olds, Executive Budget Director  
**SUBJECT:** **TITLE I SUPPLEMENTARY EDUCATIONAL SERVICES (SES)**

The New York State Education Department has approved District 30 (Region 4), District 23 (Region 5), and District 20 (Region 7) to provide Title I Supplemental Educational Services (SES) to eligible students in their respective regions. As a result, Title I start-up funds are now being provided to these districts.

The table below lists the selected districts and their allotments. Regional Operational Centers (ROC) should consult with the Regional Superintendent when scheduling funds. **The ROCs also should modify security profiles of secretaries at program sites to access the associated bulk jobs.** Allotments were placed in the district office “S” location code in the allocation category, “**TITLE I SES**”. Please refer to the “Allocation Methodology” section for further budgeting information.

ROC	Location	Start-Up Amount	Location Name	Program Name
D	23KS23	\$305,893	ROC D: Queens Plaza – District Office 23	K-12 Learning Academy
D	30QS30	\$747,517	ROC D: Queens Plaza – District Office 30	Excellence Everyday
F	20KS20	\$500,688	ROC F: Ocean Terrace – District Office 20	Knowledge Plus Academy
	<b>Total</b>	<b>\$1,554,098</b>		

**Title I SES Programs**

SES programs, which are mandated by the No Child Left Behind Act of 2001 under Title I, provide tutoring in English Language Arts/Reading and/or mathematics to students who are eligible for free lunch and who attend Title I schools that have not made Adequate Yearly Progress for three or more years and that the New York State Education Department (NYSED) has identified as in Need of Improvement-Year 2, in Corrective Action or Restructuring.

As Title I SES is a program mandated by the No Child Left Behind Act, there are specific program requirements described in this memorandum. Participating districts will comply with all applicable Federal, State, and local health, safety, and civil rights laws.

## **Title I SES Requirements**

SES is a Title I funded individual or small group tutoring program; providers apply to and are approved by the New York State Education Department. It is a parent driven initiative and it is the role and responsibility of parents of eligible students to select the provider best able to meet the needs of the child and the family. Parents can best do this when they have complete and accurate information about all approved provider programs. The district may serve only eligible students whose parents have selected and enrolled in the district SES program. Parents may select only one provider program for each eligible child for the entire school year, and may select a different provider for each eligible child in the family. SES tutoring is a requirement

under NCLB and is not to be confused with Academic Intervention Services, a requirement of the New York State Education Department, or an individual school's Title I after school services.

### **All participating districts will:**

- Implement the SES program described in the state-approved Title I SES application.
- Recruit eligible students in the same manner as other SES providers by advertising and marketing their program to parents.
- Make space available to at least one other provider in the buildings in which the district program will be offered.
- Monitor student participation; maintain accurate attendance records utilizing the ATS system.
- Maintain ongoing communication with parents regarding student attendance and progress in their home language to the extent practicable.

### **Allowable Program Activities**

Funds must be used to implement Title I Supplemental Educational Services to eligible students whose parents have selected the district as their preferred provider for this program. Each district has submitted to NYSED a plan which has been approved. The following are examples of allowable activities:

- Teacher per session to provide small group instruction in literacy and/or math using approaches described in the approved plan; professional development for staff who will deliver the program; and, professional time for teachers to prepare reports and meet with parents of participating students
- Acquisition of instructional materials to support the approved instructional approach
- Building-level program supervision
- Program related services of a secretary and school aide
- Opening fees and security for Saturday and holiday programs
- A district SES program coordinator

### **Responsibilities of a Supplemental Educational Services Provider**

NCLB requires that all Title I SES providers, including district providers, do the following:

1. Ensure that the instruction provided and the content are consistent with those of the LEA and State and are aligned with State learning standards in the areas of English language arts (including reading) and/or mathematics.

2. Enter into an agreement (see attached Agreement) with the LEA that includes:

- A statement of specific achievement goals for each student based upon the student's specific educational needs.
- A description of how the student's progress will be measured.

- A timetable for improving achievement.
- For eligible students with disabilities, the goals, method of measurement and timetable set forth in the agreement must be consistent with the student's individualized education program pursuant to the Individuals with Disabilities Education Act.
- The initiation date, frequency, and duration of services to be provided.
- The location where services will be provided.
- A description of how each eligible student's parents, teacher(s) and LEA will be regularly informed (at least quarterly) of the student's progress.
- A provision for termination of such agreement if the provider is unable to meet the academic achievement goals and timetables.
- A provision that the term of the agreement shall not exceed the end of the academic year in which the student first received such services (for purposes of supplemental educational services, academic year is defined as September 1 – August 31).
- A provision that the agreement shall terminate immediately upon the provider's removal from the NYSED's catalog of approved supplemental educational services providers.
- Payment provisions based on student attendance and delivery of supplemental educational services.
- An assurance from the provider that the identity of any student eligible for, or receiving, supplemental educational services will not be disclosed without the written permission of the parents of the student.
- A description of the program to be used.
- The experience and qualifications of staff responsible for the delivery of the instructional program, including an assurance that instruction will be provided under the general supervision of a New York State certified teacher.
- Provisions that subject all individuals employed by or otherwise associated with the approved provider, including support staff, etc., who have direct contact with students, to the fingerprint and criminal history record check pursuant to Education Law §§305(30), 1125(3), 1604(39), 1604(40), 1709(39), 1709(40), 1804(9), 1804(10), 1950(4)(II), 1950(4)(mm), 2503(18), 2503(19), 2554(25), 2554(26), 2590-h (20), 2854(3)(a-2), 2854(3)(a-3), 3035 and Part 87 of the regulations of the Commissioner of Education.
- A provision that the provider submit to the LEA a final written report, in a format prescribed by the State, that summarizes the progress of eligible students provided with supplemental educational services.

3. Provide parents of students receiving supplemental educational services, teachers and the appropriate LEA with information on the progress of the students in increasing achievement, in a format and, to the extent practicable, in a language or other mode of communication that parents can understand.

4. Supplemental educational services instruction and content are secular, neutral and nonideological.

5. Comply with all applicable Federal, State, and local health, safety, and civil rights laws.

## **Allocation Methodology**

Initial allocations are based on a projection of the total number of students likely to complete the Title I SES programs in each region. These are based on the total number of SES eligible students in Regions 4, 5 and 7; SES enrollment and attendance rates in those regions from 2005-06 and a maximum reimbursement of \$1,000 per eligible student. We further anticipate that the districts will have the capacity to serve 50% of those students.

Funds are being provided based on each district's State-approved Title I SES plan. Additional allocations will be made periodically and will be based on actual student attendance. Districts will only be reimbursed for the number of days that eligible, enrolled students attend the program. It is important to note that this may lead to the excessing of instructional, administrative and supervisory staff. Nevertheless, districts must always ensure adequate supervision and maintain the proper ratio of staff to students.

Because Title I is a reimbursable programs, fringe benefits must be scheduled. Collective bargaining has been accounted for centrally, and Title I law prohibits indirect costs on this allocation. Unlike previous Title I allocations, the Title I SES allocation will be subject to periodic adjustments.

For questions regarding this allocation memorandum, please contact Kathleen Lawrence at [klawren@schools.nyc.gov](mailto:klawren@schools.nyc.gov) or 212-374-6099. For questions regarding the Supplemental Educational Services Program, please contact Betty Arce at either [BArce@schools.nyc.gov](mailto:BArce@schools.nyc.gov) or (212) 374-6099.

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