



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. 92, FY07

DATE: January 8, 2007

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

FROM: Susan Olds, Executive Budget Director

SUBJECT: **Special Education Benchmark Intervention**

The Department of Education's Office of School Improvement (OSI), a division of the Office of Special Education Initiatives, has identified five schools in each region for technical assistance in improving instructional outcomes for students with disabilities. The purpose of this intervention is to increase the movement of each school toward the achievement of the established benchmarks which measure the instructional, procedural, and operational aspects of special education service delivery.

This allocation memorandum provides funds to enable these selected schools to effect systemic changes which will enhance the quality of programs and services for students with disabilities.

All selected schools will:

- Collaborate with the OSI team to develop an action plan, inclusive of short term actions and long term goals, which address movement toward achievement of the benchmarks
- Actively participate in the implementation of the aforementioned action plan
- Designate appropriate personnel to serve as liaisons for each aspect of the action plan
- Offer availability of a computer and phone to the OSI team for all necessary communications
- Plan for full integration of the action plans into the school's program design and operational procedures
- Provide the OSI team with all pertinent information needed to provide relevant technical assistance
- Schedule funds in Galaxy in accordance with the approved action plan. Changes in spending must be done upon consultation with the OSI team and the LIS.
- Maintain all documentation regarding spending related to the action plan at the school site

Allowable Program Activities:

Funds must be used to support the action plans agreed upon and approved by the LIS and the Senior Instructional Manager of Special Education Initiatives. The following are examples of allowable activities:

Per Session for:

- Common planning time for teams of teachers before or after school
- Supervised study groups to develop, modify and/or adapt curriculum for LRE settings
- Teacher attendance at LRE/PPT meetings before or after school
- After school and/or Saturday tutoring

Paid Preps for:

- Classroom coverage for teachers to participate in inter-visitation to model programs
- Classroom coverage for teachers to attend conferences

Training Rate for:

- Attendance at professional development workshops not available during school hours

Professional Development opportunities such as:

- Math and Literacy consultants providing direct classroom assistance and consultation
- School-based workshops on CTT, PBIS, Differentiated Instruction, IEP Development and Implementation, Curriculum-based Assessment, Research-based ELA and Mathematics Instructional Methodologies, Pre-referral Strategies, Instruction for ELLs

Professional Resources such as:

- Books and videos which support the implementation and best practice of CTT, PBIS, Differentiated Instruction, IEP Development and Implementation, Curriculum-based Assessment, Research-based ELA and Mathematics Instructional Methodologies and Pre-referral Strategies, Instruction for ELLs
- Classroom materials which support the implementation of the instructional methodologies in which teachers have been trained through this initiative

Parent Involvement Activities such as:

- Workshops which provide information regarding school programs, supports and services
- Programs which encourage parental participation in their child's educational program

Allocation Methodology

Selected schools are allocated \$15,000 for the implementation of this project. Funds should be scheduled in the "TL Instructional Programs" or the "TL Instructional Programs HS" allocation category.

Required Action Plans

The action plans which address the identified benchmarks in need of improvement must be signed by the Local Instructional Superintendent and Principal. Once signed, one copy must be kept at the school as part of the school's Comprehensive Educational Plan and one copy given to the OSI team. Schools may not encumber funds without the sign-off of the Principal and LIS.

Attachment

c: Andres Alonso
Brian Osborne
Linda Wernikoff
Regional Administrator of Special Education (RASE)

Special Education Benchmark Intervention

Region	School	School Name	Allocation
01	09X219	IS 219 NEW VENTURE SCHOOL	15,000
01	10X046	PS 046 EDGAR ALLAN POE	15,000
01	10X390	MS 390	15,000
01	10X391	MS 391	15,000
01	10X440	DEWITT CLINTON HS	15,000
02	08X123	JHS 123 JAMES M. KIERNAN	15,000
02	11X096	PS 096 RICHARD RODGERS	15,000
02	11X144	JHS 144 MICHAELANGELO	15,000
02	11X415	CHRISTOPHER COLUMBUS HS	15,000
02	12X690	MONROE ACADEMY - BUSINESS/LAW	15,000
03	25Q201	PS 201 KISSENA	15,000
03	26Q435	MARTIN VAN BUREN HS	15,000
03	28Q157	JHS 157 STEPHEN A HALSEY	15,000
03	28Q470	JAMAICA HS	15,000
03	29Q231	IS 231 MAGNETECH 2000	15,000
04	24Q068	PS 068 CAMBRIDGE	15,000
04	30Q126	IS 126 THE ASTORIA	15,000
04	32K349	IS 349 MATH, SCIENCE & TECH.	15,000
04	30Q502	HS FOR INFORMATION TECHNOLOGY	15,000
04	32K545	EBC-HS FOR PUB SERVICE (BUSH)	15,000
05	19K328	PS 328 PHYLLIS WHEATLEY	15,000
05	19K660	WM H MAXWELL VHS	15,000
05	23K323	PS/IS 323	15,000
05	27Q197	PS 197 THE OCEAN SCHOOL	15,000
05	27Q400	AUGUST MARTIN HS	15,000
06	17K002	M S 002	15,000
06	17K061	M S 061 GLADSTONE H. ATWELL	15,000
06	18K268	PS 268 EMMA LAZARUS	15,000
06	18K415	SAMUEL J. TILDEN HS	15,000
06	22K495	SHEEPSHEAD BAY HS	15,000
07	20K445	NEW UTRECHT HS	15,000
07	20K505	F.D. ROOSEVELT HS	15,000
07	31R027	IS 027 ANNING S PRALL	15,000
07	31R031	PS 031 WILLIAM T DAVIS	15,000
07	31R072	IS 072 ROCCO LAURIE	15,000
08	13K571	UPPER ACADEMY AT PS 9	15,000
08	13K605	GEORGE WESTINGHOUSE	15,000
08	14K050	JHS 050 JOHN D WELLS	15,000
08	15K154	PS 154 WINDSOR TERRACE	15,000
08	15K497	SCHOOL FOR INTERNATL.STUDIES	15,000
09	02M460	WASHINGTON IRVING HS	15,000
09	02M625	HS COMMUNICATION GRAPHIC ART	15,000
09	04M206	PS 206 JOSE CELSO BABOSA	15,000
09	04M635	ENVIRONMENTAL SCIENCE SEC SCH	15,000
09	07X223	MS 223/THE LABORATORY SCHOOL OF FINANCE	15,000
10	03M054	JHS 054 BOOKER T. WASHINGTON	15,000
10	03M241	PS 241 FAMILY ACADEMY	15,000

Special Education Benchmark Intervention

Region	School	School Name	Allocation
10	05M195	I S 195 ROBERTO CLEMENTE	15,000
10	05M685	BREAD & ROSES INTEGRATED HS	15,000
10	06M008	PS 008 LUIS BELLIARD	15,000

750,000