



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. 79, FY07

DATE: November 8, 2006

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

FROM: Susan Olds, Executive Budget Direct

SUBJECT: **5th and 7th Grade Prep Academy**

The Department of Education is continuing last year's Grade 5 and 7 Prep Academy program. The 5th and 7th Grade Prep Academy is a supplementary, extended-week program that provides students with the skills, knowledge, and support that they need before moving on to the next grade. This memorandum provides program guidelines and allocations for the three funding sources supporting the program: Title I, PCEN, and tax-levy. The 5th and 7th Grade Prep Academy will be held on 12 Saturdays and 6 holiday dates from November 18 to March 10. Eligible participants are those grade 5 and grade 7 students at risk of not meeting the criteria for promotion from fifth or seventh grade. Additional information about program implementation appeared in the Principal's Weekly newsletter of October 31st, which may be accessed at: <http://www.nycboe.net/schools/principals/weekly/20061031/PrepAcademy.aspx>.

All participating regions and ROCs will:

- continue the 5th and 7th Grade Prep Academy program to meet the needs of students at risk of not meeting promotional standards at the end of grade 5; regions may modify last year's program design
- use the transfer utility to allocate Title I/PCEN resources to the program sites that have already been selected (see above link)
- monitor program implementation

Funding Sources and Guidelines

The 5th and 7th Grade Prep Academy is funded through three sources – Federal Title I, PCEN, and Tax Levy. The cost factors for each are detailed in Galaxy and reflect the elements of the program allowable by each fund source. Please note that:

- The following costs must be funded by tax-levy: special education teacher, nurse, professional development facilitator, regional supervisor, wraparound program, IEP paraprofessional, and school aide.
- Funds must be scheduled in proportion to the numbers of students and the Title I status of their feeder schools. For example, of 100 students who are eligible to attend a program at a host site, 65 attend Title I feeder schools and 35 attend non-Title I feeder schools. The academic program would be supported by 65% Title I funding and 35% PCEN funding.

- Title I and PCEN may only pay for costs associated with instructional components of the program. *This program is a targeted assistance program and the applicable Title I and PCEN guidelines must be adhered to.*
- Resources allocated in this memorandum are for the exclusive use of the 5th and 7th Grade Prep Academy initiative. Program accruals may not be used for other purposes.

Allocations

The regional allocations are presented on the attached table. Tax-levy expenditures have been anticipated. The split in funding between Title I and PCEN is based on the numbers of eligible students and the Title I or non-Title I status of their feeder schools. Allocations for the 5th and 7th Grade Prep Academy will be made through the Transfer Utility based on Instructional Leadership Division site selection and program design, Operations Directors will need to sub-allocate/schedule the funds. Funds may be scheduled in either school or district "S" locations and scheduling must reflect the anticipated numbers of students and the Title I status of feeder schools. Funds may not be scheduled in regional (District 96) locations.

Because Title I and PCEN are reimbursable programs, fringe benefits must be scheduled for the two funding sources--but not tax levy. Funds may be expended through June 30, 2007.

Each region is receiving three allocations that encompass the 5th and 7th grades. For purposes of accountability, funds must be scheduled by grade. The following are the six allocation categories for the program.

<u>Fund Source</u>	<u>Allocation Category</u>	<u>Where to Schedule</u>
TITLE I GR 5 PREP 7	GRADE 5 PREP ACADEMY-TITLE I	School or District "S" Location (not Regional Offices)
PCEN GR 5 PREP 7	GRADE 5 PREP ACADEMY-PCEN	School or District "S" Location (not Regional Offices)
TL GRADE 5 PREP (tax levy)	TL GRADE 5 PREP ACADEMY	No Restriction
TITLE I GR 7 PREP 7	GRADE 7 PREP ACADEMY-TITLE I	School or District "S" Location (not Regional Offices)
PCEN GR 7 PREP 7	GRADE 7 PREP ACADEMY-PCEN	School or District "S" Location (not Regional Offices)
TL GRADE 7 PREP (tax levy)	TL GRADE 7 PREP ACADEMY	No Restriction

Documentation/Audits

Title I and PCEN are subject to city, state, and federal audit and all appropriate records must be maintained. These include:

- List of participating students and their feeder schools
- List of Title I and PCEN funded staff
- Documentation of student progress
- Full documentation of activities and expenditures

Regions are required to update their Regional District Comprehensive Educational Plans to describe the 5th and 7th Grade Prep Academy for the 2005-06 school year. DCEP funding addendums will be revised through the FS-10A budget and narrative process.

Attachments

SO:bjf

c: Andres Alonso
Brian Osborne
Lisa Dare
Local Instructional Superintendents (LIS)
Regional Intervention Specialists
Evelyn Castro
Linda Curtis-Bey
Medea McEvoy
Esther Friedman
Sharon Rencher
Anne Wolf
Kathy Titakis
Senior Grants Officers (SGO)

Grade 5 Prep Academy by Region

AC:	TL GRADE 5 PREP ACADEMY	GRADE 5 PREP ACADEMY-PCEN	GRADE 5 PREP ACADEMY-TITLE I	
FS:	TL GRADE 5 PREP	PCEN GR 5 PREP 7	TITLE I GR 5 PREP 7	
Region	Tax Levy	PCEN	Title 1	Total
1	163,590	159,574	454,171	777,335
2	133,248	132,068	375,887	641,203
3	95,029	90,516	257,621	443,166
4	114,826	109,441	311,487	535,754
5	121,596	120,488	342,929	585,013
6	96,629	91,750	261,134	449,513
7	88,868	83,169	236,712	408,749
8	102,090	100,265	285,368	487,723
9	86,777	81,936	233,204	401,917
10	115,326	110,674	314,997	540,997
Total	1,117,979	1,079,881	3,073,510	5,271,370

Grade 5 Prep Academy by ROC

AC:	TL GRADE 5 PREP ACADEMY	GRADE 5 PREP ACADEMY-PCEN	GRADE 5 PREP ACADEMY-TITLE I	
FS:	TL GRADE 5 PREP	PCEN GR 5 PREP 7	TITLE I GR 5 PREP 7	
ROC	Tax Levy	PCEN	Title 1	Total
A	\$202,103	\$192,610	\$548,201	\$942,914
B	296,838	291,642	830,058	1,418,538
C	95,029	90,516	257,621	443,166
D	236,422	229,929	654,416	1,120,767
E	102,090	100,265	285,368	487,723
F	185,497	174,919	497,846	858,262
Total	\$1,117,979	\$1,079,881	\$3,073,510	\$5,271,370

Grade 7 Prep Academy by REGION				
AC:	TL GRADE 7 PREP ACADEMY	GRADE 7 PREP ACADEMY-PCEN	GRADE 7 PREP ACADEMY-TITLE I	
FS:	TL GRADE 7 PREP	PCEN GR 7 PREP 7	TITLE I GR 7 PREP 7	
Region	Tax Levy	PCEN	Title 1	Total
1	\$173,259	\$166,432	\$499,295	\$838,986
2	135,640	128,174	384,524	648,338
3	82,291	67,587	202,761	352,639
4	178,412	171,696	515,090	865,198
5	154,737	143,488	430,466	728,691
6	142,593	134,052	402,156	678,801
7	162,721	147,048	441,144	750,913
8	172,543	162,871	488,615	824,029
9	121,196	115,854	347,561	584,611
10	144,601	137,612	412,835	695,048
Total	\$1,467,993	\$1,374,814	\$4,124,447	\$6,967,254

Grade 7 Prep Academy by ROC				
AC:	TL GRADE 7 PREP ACADEMY	GRADE 7 PREP ACADEMY-PCEN	GRADE 7 PREP ACADEMY-TITLE I	
FS:	TL GRADE 7 PREP	PCEN GR 7 PREP 7	TITLE I GR 7 PREP 7	
Region	Tax Levy	PCEN	Title 1	Total
A	\$265,797	\$253,466	\$760,396	\$1,279,659
B	308,899	294,606	883,819	1,487,324
C	82,291	67,587	202,761	352,639
D	333,149	315,184	945,556	1,593,889
E	172,543	162,871	488,615	824,029
F	305,314	281,100	843,300	1,429,714
Total	\$1,467,993	\$1,374,814	\$4,124,447	\$6,967,254