



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. 81, FY07

DATE: December 19, 2006

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

FROM: Susan Olds, Executive Budget Director

SUBJECT: **ELL (English Language Learners) Parent Allocation**

The Office of English Language Learners (ELLs) allocates Title III funds to support a minimum of one annual Regional conference for parents of ELLs. These funds supplement the Title III parental involvement funds already available to your schools.

Regional conferences give ELL parents the opportunity to receive information and resources so that they can fully participate in their child's education. Also, high participation rates of ELL parents in your region will help your schools meet No Child Left Behind (NCLB) mandates and Title III requirements. Under NCLB, schools must create parent-school accountability by allowing parents of ELLs to access information about their children's educational goals and build parent's capacity to improve upon their children's education. Similarly, under Title III, schools must implement effective activities to engage parents of ELLs in their children's education to help ELLs succeed in school. These requirements are reflected in the NYCDOE's Children First ELL directives and new accountability efforts, emphasizing the importance of ensuring the city's parents of ELLs are informed and engaged.

Each region must adhere to the following guidelines when using the OELL Regional Parent Conference Allocation.

- Regional Conference should be held between December 2006 and May 2007.
- Regional conference should have the maximum number of parents of ELLs according to the ELL student data.
- Conferences should have a general session with a keynote speaker.
- Workshops should be provided in the languages that meet the needs of the community.
- Conference flyers should be disseminated in different languages throughout the community.
- The General Session should have interpreters in the languages of the community.
- Collaboration between the ELL RIS and Director of Parent Support is required (see attached proposal).

At a minimum, the following topics should be presented:

- Parent Choice for ELL programs
- ELL Language Allocation Policy
- CR Part 154 and Title III
- How to help your child with Math
- How to help your child with Literacy
- How to help your child with the ELA test
- High School admissions process
- High School graduation requirements
- ELL Assessments

- Small Schools and ELLs
- Assessment your child receives (ELA, Math, NYSESLAT, Regents)

Required Documents:

Regions are required to submit the proposal and budget narrative (attached) in order to receive the parent conference allocation. Please send the required documents to Lissette Colón at Lcolon3@schools.nyc.gov by **Friday, December 15, 2006**.

Please be advised that Regions are required to submit copies of attendance sheets and agendas the day after the event. If you have any questions please email Ms. Colón or call at 212.374.0265.

Allocations are listed in the table below. Allotments will be placed in the "Title III LEP" allocation category.

Region	Location	Allocation
1	10XS10	\$13,000
2	11XS11	\$13,000
3	25QS25	\$13,000
4	30QS30	\$13,000
5	19KS19	\$13,000
6	22KS22	\$13,000
7	20KS20	\$13,000
8	14KS14	\$13,000
9	02MS02	\$13,000
10	06MS06	\$13,000
75	97MS97	\$13,000
Total		\$143,000

SO:ks

c: Andres Alonso
 Brian Osborne
 Maria Santos
 Evelyn Castro
 Anne Wolf
 Judith Dean
 Regional Superintendents
 Local Instructional Superintendents
 Senior Grants Officers (SGO)