

SUMMARY OF SCHOOL ALLOCATION MEMORANDUM NO. 52, FY08

ACHIEVE NOW ACADEMY ALLOCATION

Summary

This allocation provides funding to support academies that operate for a full-school day on an alternate schedule from 1:30-7:30 pm.

Purpose

This allocation supports the goal of providing expanded educational and disciplinary options for schools. The program allows for rapid credit accumulation for students that are over-age and under-credited and encourages at-risk students to remain in school.

Restrictions on Funds

Allowable costs are detailed in Galaxy. Purchase of instructional materials should be limited to materials for math and reading test preparation, career development boards, interest surveys, drug-and-alcohol-abuse and violence-prevention professional development materials.

Allocation Formula

Each of the seven participating schools receives \$350,000.

Technical Information

The principals of each school will need to consult with their respective Integrated Service Center to fully schedule the allocation.



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. 52, FY08

DATE: August 9, 2007

TO: **COMMUNITY SUPERINTENDENTS, INTEGRATED SERVICE CENTERS
and SCHOOL PRINCIPALS**

FROM: Susan Olds, Executive Budget Director

SUBJECT: **ACHIEVE NOW ACADEMY ALLOCATION**

This memorandum presents resources to support the continuation of the Achieve Now Academy Program (formerly called Twilight Academy). The FY'08 budget contains \$2.45 Million in support of this venture. Guidelines and school allocations for the program are attached.

The allocation is intended to support the Office of School and Youth Development's goal of providing expanded educational and disciplinary options for schools. School allotments are based on the criteria developed by the Office of School and Youth Development in conjunction with the Integrated Service Center (ISC) Office of Youth Development's Senior Youth Development Directors. The Principals of each school will need to consult with the ISC to fully schedule the allocation. Allowable costs are detailed in Galaxy.

Purchase of instructional materials should be limited to materials for math and reading test preparation, career development boards, interest surveys, drug-and-alcohol-abuse and violence-prevention professional development. Funds should be scheduled in the "**TL ACHIEVE NOW**" allocation category.

LOCATION	AMOUNT	SCHOOL NAME
10x440	\$350,000	DeWitt Clinton High School
24Q485	350,000	Grover Cleveland High School
27Q400	350,000	August Martin High School
22K495	350,000	Sheepshead Bay High School
21K620	350,000	William E Grady Vocational High School
07X655	350,000	Samuel Gompers High School
02M460	350,000	Washington Irving High School
TOTAL	\$2,450,000	

SO: ydr

Cc: Marcia Lyles
Lisa Dare
Elayna Konstan
Harmon Unger
Robert Weiner
Anthony Orzo
Jennifer Hogan
ISC OYD Senior Youth Development Directors

ACHIEVE NOW ACADEMY – PROGRAM GUIDELINES

I. **Achieve Now Academy success**

The success of Achieve Now Academy in your school depends on three key elements:

- Principal interest, leadership and commitment
- Demonstrated need
- Ability to provide adequate space and facilities for Achieve Now Academy so that a separate and personalized environment can be developed for students

In addition, preliminary data suggests that within the population of repeating 9th graders, the following students will find the most success in the program.

- Students who have been in 9th grade for 2 or 3 years prior to entry
- Students who enter Achieve Now with 2-8 credits

It is important to note that Achieve Now is not an attendance program and should not be selected on the basis of improving the attendance for selected students or for reconnecting LTAs to school.

II. **General Program Structure**

Achieve Now Academies are developed along the following guidelines:

- Run for a full school day (5.5 hours), 5 days per week on an alternate schedule; usually from approximately 1:30 – 7:00 pm, but the principal may design a slightly modified schedule that fits the needs of its students.
- 4 cycles correspond to quarter and semester dates so that program is in sync with the day school in terms of credit accumulation and entry.
- Students can only enter the program at the beginning of a cycle.
- The program is voluntary. Students are generally expected to stay for one year but they may leave at any time and exceptions can be made for longer terms where appropriate.

III. **Professional Development and Training**

The success of Achieve Now Academy depends on a committed staff that is prepared to work on an alternate schedule and meet the individual needs of students that often have many behavioral and discipline problem. As such, it is important the staff training take place prior to the implementation of Achieve Now and that staff have the opportunity to meet together as a team on an ongoing basis to share ideas, discuss issues with the program or individual students and trouble-shoot.

IV. **Technical Assistance**

The central Office of School and Youth Development and the Integrated Service Center's Office of Youth Development can provide technical assistance and serve as a resource to you as you implement your Achieve Now Academy. The OYD team will work you're your school to ensure a smooth implementation. In the Fall of 2007, we will also facilitate an opportunity for all the principals with Achieve Now Academies in their schools to meet in order to share best practices and arrange site visits among schools. OYD also has connections to technical assistance providers that you might choose to contract on an as-needed basis.

V. **Budget Considerations**

One of the first considerations for creating a successful Achieve Now Academy within your school is to understand the budget for the program and also decide whether your school can find the necessary funding. Achieve Now Academy is a program of the school. Therefore, there should be three main funding streams that contribute to the program:

- **Per Pupil Allocation:** The funds attached to each student should follow them into this program once they are selected.
- **Additional School Allocation:** School Principals have the discretion to budget additional money for Achieve Now
- **Central Allocation:** \$350,000

Template example:**FUNDING SOURCES**

Number of Students your program will serve ~ 80-100	
Approximate Per Pupil Allocation:	\$
Total Per Pupil Allocation:	\$
Other Funding:	\$
Achieve Now Academy Allocation:	\$350,000
TOTAL BUDGET ALLOCATION	\$

VI. Staffing and Supervision

The staffing model developed for Achieve Now is an important factor in the program's success as well as its long term sustainability. In its first year, teachers were paid per session for teaching classes but there was high turnover in the staff – often due to burnout because of working in both the day school and in the program. The following staffing model might be a possible way to balance the needs of the staff and students.

Funding Sources		
Per Pupil Allocation (based on 80 students)		\$304,000
Achieve Now Allocation		\$350,000
Total Allocation		\$654,000
Expenditures		
Staffing	Cost Per Cycle	Total Cost
1 Supervisor (AP Full time)	\$26,250	\$105,000
1 Dean (6 hours)	\$9,033	\$36,132
2 Teachers (Full time)	\$30,500	\$122,000
4 Teachers (Per Session)	\$36,132	\$144,528
1 Full Time Guidance Counselor	\$20,000	\$80,000
2 Guidance Counselors (Per Session)	\$6,409	\$25,637
.5 Lateness/Attendance Dean	\$4,516	\$18,064
1 Aide (Per Session)	\$3,535	\$14,140
Principal Per Session (Fixed)	\$1,250	\$5,000
Total Cost	\$136,375	\$550,501
BALANCE	NA	\$103,499

VII. Enrollment and Student Selection

The student selection process is one of the most essential parts of creating a successful program and students must be selected according to the following guidelines:

- Approximately **80-100** students can be in the program
- Achieve Now Academy is a voluntary program. Students cannot be placed in the program if they do not want to be.
- Students selected are:
 - Repeating 9th graders
 - Attending school (LTAs cannot be put into the program)

Schools should coordinate outreach efforts to students and their families prior to the new school year so the program can begin on the first day of school in September.

VIII. Data collection

As in 2006-2007, we will continue to collect data on the Achieve Now Academies and evaluate the success of this innovative program to improve student achievement. We will provide you with a template at the start of the school to collect program data on a quarterly basis.

IX. Curriculum

Achieve Now Academies are designed to have four (4) cycles over the course of the academic year instead of the regular two semesters. These 4 cycles allow for quick credit accumulation and greater flexibility to meet the course needs of the students in the program.

The following guidelines should be considered when shaping the program's curriculum:

- How will the program offer courses that meet the diverse needs of the students?
- What courses will be taught and do we have the teachers necessary?
- Will students be prepared to take Regents Exams?
- Will students accumulate enough credits to rejoin the day school at the appropriate grade level?

X. Student Support

Guidance is an essential part of the Achieve Now program and special attention should be paid to the variety of options that might exist for incorporating guidance activities into the curriculum and schedule. Students are expected to meet with a guidance counselor or social worker on an individual basis each week. In addition, other supports might include:

- Group counseling
- Career awareness skills
- Study skills
- Anger management and bullying prevention
- Peer counseling
- Collaboration with a Community-Based Organization

XI. Transitioning Back to Day School

Ultimately, the goal of an Achieve Now Academy is to get students to a point where they can transition back into day school and experience continued success in their regular school environment. It is therefore important that schools and program staff develop a comprehensive transition plan for students that will ease their transition. Elements of the plan should include:

- Individual guidance planning
- Explanation of alternative options students might pursue depending on their level of credit and/or needs (e.g. Transfer Schools, YABCs,)
- Coordination with day school guidance counselors
- Possible collaboration with a Community-Based Organization