







# 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. 74, FY08

**DATE:** December 18, 2007

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

**FROM:** Susan Olds, Executive Budget Director

**SUBJECT:** **Special Education Planning Grant**

---

The Office of Special Education School Improvement, reporting to the Office of Special Education Initiatives, has identified 50 schools throughout the City for collaboration and technical assistance aimed at improving instructional outcomes for students with disabilities. The Special Education School Improvement Teams work in a collegial way with participating schools to implement short-term actions and long-term strategies to benefit students with disabilities in the school. This allocation memorandum provides a \$10,000 grant to each participating school to enable the school to effect systemic changes which will enhance the quality of programs and services for students with disabilities.

The funds may be utilized to support various activities at the school related to this process. Common activities that the school and the Special Education School Improvement Team personnel assigned to each school will participate in include:

- § developing an action plan, inclusive of short term actions and long term goals, which addresses movement toward achievement of established benchmarks;
- § actively participating in the implementation of the aforementioned action plan;
- § designating appropriate school personnel to serve as liaisons for each aspect of the action plan;
- § planning the full integration of the action plans into the school's program design and operational procedures;
- § scheduling funds in Galaxy in accordance with the approved action plan; and
- § maintaining all documentation regarding spending related to the action plan at the school site.

### **Suggested Program Activities:**

Funds must be used to support the agreed upon action plans. 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 Least Restrictive Environment (LRE) settings;
- § Teacher attendance at LRE/Pupil Personnel Team (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 or inter-visitations to schools with model programs.

#### **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 Collaborative Team Teaching (CTT), Positive Behavioral Interventions and Supports (PBIS), Differentiated Instruction, Individualized Education Program (IEP) Development and Implementation, Curriculum-based Assessment, Research-based English Language Arts (ELA) and Mathematics Instructional Methodologies, Pre-referral Strategies, Instruction for English Language Learners (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 are 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 \$10,000 for the implementation of this project. Funds should be scheduled in the [“TL One-Time Allocations”](#) and [“TL One-Time Allocations HS”](#) allocation categories.

**Required Action Plans**

The utilization of the grant should be consistent with the school action plan. A copy of the plan must be kept at the school as part of the school's Comprehensive Educational Plan and one copy given to the Special Education School Improvement Team assigned to the school.

SO: dz

Attachment

c: Marcia Lyles  
Lisa Dare  
Linda Wernikoff

## Special Education Benchmark Intervention

District	School	School Name	Allocation
01	01M137	PS 137 JOHN L BERNSTEIN	10,000
01	01M140	PS 140 NATHAN STRAUS	10,000
01	01M509	CMSP-MARTE VALLE SEC. SCHOOL	10,000
02	02M440	HS FOR HUMANITIES	10,000
02	02M620	NORMAN THOMAS H.S.	10,000
03	03M044	JHS 044 WILLIAM J O'SHEA	10,000
03	03M246	MS 246M CROSSROADS SCHOOL	10,000
03	03M505	EDWARD A.REYNOLDS WEST SIDE HS	10,000
05	05M125	PS 125 RALPH BUNCHE	10,000
05	05M286	IS 286 RENAISSANCE MIL/LDRSHP	10,000
07	07X600	ALFRED E. SMITH VHS	10,000
08	08X093	PS 093 ALBERT G. OLIVER	10,000
08	08X650	JANE ADDAMS VHS	10,000
09	09X132	PS 132 GARRET A MORGAN	10,000
10	10X118	JHS 118 WILLIAM W NILES	10,000
10	10X206	IS 206 ANN MERSEREAU	10,000
10	10X414	J. LEVIN HS FOR MEDIA & COMM.	10,000
11	11X127	JHS 127 THE CASTLE HILL	10,000
12	12X217	SCHOOL OF PERFORMING ARTS	10,000
12	12X680	BRONX COALITION COMMUNITY HS	10,000
13	13K103	SATELLITE THREE @ PS 56	10,000
13	13K419	SCIENCE SKILLS CENTER	10,000
16	16K035	PS 035 STEPHEN DECATUR	10,000
16	16K057	JHS 057 WHITELAW REID	10,000
16	16K267	MS 267 MATH, SCIENCE & TECH.	10,000
17	17K138	PS 138 BROOKLYN	10,000
17	17K394	MS 394K	10,000
18	18K068	IS 068 ISAAC BILDERSEE	10,000
19	19k218	JHS 218 JAMES P SINNOTT	10,000
19	19K260	PS 260 BREUCKELEN	10,000
19	19K420	FRANKLIN K LANE HIGH SCHOOL	10,000
20	20K192	PS 192 BROOKLYN	10,000
21	21K540	JOHN DEWEY H.S.	10,000
22	22K078	JHS 078 ROY H MANN	10,000
22	22K425	JAMES MADISON HS	10,000
23	23K041	PS 041 FRANCIS WHITE	10,000
24	24Q061	IS 061 LEONARDO DA VINCI	10,000
24	24Q077	IS 077	10,000
24	24Q600	QUEENS VHS	10,000
27	27Q223	PS 223 LYNDON B JOHNSON	10,000
28	28Q030	PS 030 QUEENS	10,000
29	29Q116	PS 116 WILLIAM C. HUGHLEY	10,000
29	29Q138	PS 138 SUNRISE	10,000
29	29Q156	PS 156 LAURELTON	10,000
29	29Q498	HUMANITIES & ARTS MAGNET HS	10,000
30	30Q230	INTERMEDIATE SCHOOL 230	10,000
31	31R034	I S 034 TOTTEVILLE	10,000
31	31R075	I S 075 FRANK D PAULO	10,000

**Special Education Benchmark Intervention**

31	31R450	CURTIS HS	10,000
32	32K377	PS 377 ALEJANDRINA B DEGAUTIER	10,000

**500,000**