



JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHIEF FINANCIAL OFFICER
52 Chambers Street, New York, NY 10007

SCHOOL ALLOCATION MEMORANDUM NO. 47, FY09

DATE: October 28, 2008

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

FROM: Susan Olds, Executive Budget Director

SUBJECT: **Carl D. Perkins Career and Technical Education Improvement Act IV
(Vocational and Technical Allocation, VATEA)**

The Career and Technical Education (CTE) Division in the Office of Portfolio Development is allocating VTEA funds to provide supplemental funding to strengthen the CTE programs and increase opportunities available for secondary education students in New York City and to improve the quality of those programs. High quality CTE programs integrate a rigorous academic curriculum with career and technical training to ensure that students have the knowledge and competencies to succeed in college and/or careers.

These funds supplement the Department of Education's tax levy instructional funding as outlined in School Allocation Memorandum #1:

http://schools.nyc.gov/offices/d_chanc_oper/budget/dbor/allocationmemo/fy08_09/FY09_PDF/AM_FY09_SAM1.html

Perkins IV VATEA allocations are a result of schools' VATEA proposals developed based on the 2008-2009 application guidelines. Table #2 outlines individual schools 2009 Perkins allocations which were generated based on the schools' proposals and the 2008-2009 allocation plan developed by the CTE division.

Schools and ISC's/CFN will receive their school-specific budget proposals in a separate attachment sent by the CTE Division through the ISC/CFN. These budget proposals are to guide the scheduling of items in Galaxy and for all spending. If modifications are required, they must be requested through your ISC/CFN budget team and will be monitored by Senior Grants Officers in conjunction with the CTE program office.

For auditing purposes, schools are required to keep accurate records of their expenditures.

School Allocations

The VTEA allocation is based on school/program eligibility as outlined in the VTEA Application Guidelines, ongoing accountability for expected student and program outcomes, and mandated requirements of the Perkins IV Act. Eligible programs must have the following elements:

- Rigorous standards for graduation, reflecting 21st century competencies
- A cohesive sequence of academic courses paired with CTE courses and integrated content as appropriate, building to both basic and enhanced competencies.
- Specific mechanisms that connect the entire high school program to a related industry and postsecondary pathway.
- Designed to culminate with a recognized credential or certificate and explicit postsecondary opportunities.

The distribution of VTEA to schools is guided by a formula that is based on the number of students enrolled in an eligible Program of Study with additional weighting given as follows:

- The program’s tier, a designation that accounts for the level of operating expense of a program
- Whether a program is State approved or has been submitted to the DOE/SED and is pending State approval
- Whether a school is designated as a CTE high school.
- For more information about VTEA allocation and guidelines, go to our website at: <http://schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/CTE/>

For effective implementation of funding it is important to adhere to the following time line:

ACTION	DEADLINE TO CENTRAL
OTPS Scheduling in Galaxy	September 22, 2008
Budget Modifications	December 15, 2008
Purchase Orders deadline for expenditures	January 31, 2009
FAMIS Orders Deadline for Equipment Purchases	January 31, 2009
SIPP (IMPREST) Expenditure	May 31, 2009
Per Session Expenditures Deadline	June 19, 2009

Note: Deadlines above will be strictly adhered to in order to ensure appropriate planning and spending of these limited resources. Funds are subject to retrieval and re-allocation as appropriate and in accordance with these deadlines.

Perkins IV funding is based on the following allowable programs, mandated activities and multiple activities. **Note:** All scheduling and spending of your allocation must be aligned with the proposed program application and budget submitted for the 2008-2009 school year. All requests for modifications must be requested through your ISC/CFN budget team and will be monitored by Senior Grants Officers in conjunction with the CTE program office. Specific procedures will be forwarded under separate cover.

Allowable Programs and Services:

Proposals for funding must improve career and technical education and be targeted to and focused on at least some of the nine mandated activities described below such as: program improvement; technology expansion; professional development; and relationship building with business, industry and postsecondary institutions.

Mandated Activities

(NYSED: <http://www.emsc.nysed.gov/funding/PerkinsGuideFinal07.htm>)

- i. Strengthen the academic and career and technical skills of students participating in CTE programs by strengthening the academic and CTE components of these programs through the integration of academics with CTE programs through a coherent sequence of courses to ensure learning in the core academic and career and technical education subjects
- ii. Link CTE at the secondary and postsecondary level, including by offering the relevant elements of not less than one program of study
- iii. Provide students with strong experience in and understanding of all aspects of an industry, which should include work-based learning experiences
- iv. Develop, improve or expand the use of technology in CTE, which may include:
 - training of CTE personnel to use technology, which may include distance learning;

- providing CTE students with the skills needed to enter technology and telecommunications fields; or
 - encouraging schools to collaborate with high technology industries to offer internships and mentoring programs.
- v. Provide in-service and pre-service professional development programs to teachers, faculty, administrators, and career guidance and academic CTE counselors on topics including:
- effective integration of academics and CTE
 - effective teaching skills based on research,
 - effective practices to improve parental and community involvement;
 - effective use of scientifically-based research and data to improve instruction
 - provision of programs that ensure that teachers and CTE personnel stay current with all aspects of the industry;
 - involvement of internship programs that provide relevant business experience to teachers; and
 - programs designed to train teachers specifically in the use and application of technology.
- vi. Develop and implement evaluations of the CTE programs carried out with Perkins funds, including an assessment of how the needs of special populations are being met.
- vii. Initiate, improve, expand and modernize quality CTE programs, including relevant technology.
- viii. Provide services and activities that are of sufficient size, scope and quality to be effective.
- ix. Provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in CTE programs, for high skill, high wage, high demand occupations that will lead to self-sufficiency.

Allowable Expenditures

VTEA funds may only be used for activities allowable as indicated in the guidelines outlined above. VTEA funding is meant to supplement, not supplant. Item identification and codes for Personnel Services (PS), Other than Personnel Services (OTPS) and Equipment are provided in the application. You will need to select relevant item(s), amounts and provide a brief purpose.

All expenditures must further student achievement by supporting program objectives, including related activities and outcomes.

Note: Given the restrictions and limitations of VTEA funds, it is not advisable to use funding towards annual salaries. If you have a specific situation please contact the CTE office for guidance.

Examples of allowable expenditures

- Computer equipment and software
- Equipment (including computers) acquisition, installation, repair and maintenance. **Equipment expenditures (code 315) are limited to no more than 25% of the total budget.**
- Instructional supplies and materials
- CTE related testing materials
- Other supplemental services to improve access to CTE programs and services, including curriculum modification, equipment modification, classroom modification and instructional aids and devices
- Travel in the US specifically related to the NYCDOE mission and program objectives in CTE.
- Supplemental staff, including instructors, technicians, aides, tutors, signers, note takers, and interpreters for special population students.

Examples of non-allowable expenditures

- Acquisition of equipment for administrative or personal use;
- Acquisition of furniture (e.g., bookcases, chairs, desks, file cabinets, tables) unless it is an integral part of an equipment workstation or to provide reasonable accommodations to CTE students with disabilities;
- Food services/ refreshments/ banquets/ meals;
- Remodeling not directly connected to accessibility to CTE instruction or services or to the use of project-purchased equipment;
- Payment for memberships in professional organizations;
- Pre-vocational educational activities;
- Purchase of promotional favors, such as bumper stickers, pencils, pens, or T-shirts;
- Subscriptions to journals or magazines that are not trade-related;
- Travel outside the United States;
- Any expenditure for students not enrolled in CTE programs, including career exploration.

Performance Goals for 2008-09

In your proposal you were required to identify up to 8 expected outcomes relevant to your Program of Study and identify the type of assessment tool that would be used. Below are possible objectives that may have been identified along with the performance levels required by the New York State Education Department.

Performance Indicator 1: Academic and Technical Attainment

- 83 % of completers will pass all applicable Regents examinations. Completers with Individual Education Plan will pass the Regents Competency Tests.
- 82 % of completers will achieve a course grade average of 80% for all courses in CTE sequence.

Performance Indicator 2: Graduation

- 95% of completers will attain a high school diploma in the year in which they are designated as program completers.

Performance Indicator 3: Postsecondary Education

- 95 % of completers will be placed in postsecondary education or advance training, employment or the military.

Performance Indicator 4: Student Engagement

- 28 % of completers will be members of the non traditional gender for the selected program.

Others

- We recommend including additional measurable outcomes on a relevant industry assessment, percent completing the sequence, other post secondary articulation goals, attendance goals, etc. See below for examples.

Other Sample Performance Indicators:

- 86% of students will demonstrate proficiency in the NOCTI Workplace Readiness exam as compared to 82% last year.
- 97% of all students enrolled and complete the course will receive a passing class grade of 65% or higher as compared to 95 % the previous year.
- 92% of students will improve their literacy skills as measured by the improvement on their English Regents Examination, an increase of 2% from 90% to 92%.
- 86% of graduating students will attend post secondary institutions as compared to 84% last year
- Student attendance will increase to 91% as opposed to 88% last year

- 84% of graduating seniors will pass all of their Regents exams as compared to 81% last year

Federal Civil Rights Compliance

Please refer to the below link for information on the Federal Civil Rights Compliance and the 2008-2009 Performance Goals as provided by New York State Education Department:

<http://www.emsc.nysed.gov/cte/perkins4/home.html>

Allocations must be scheduled in the allocation category **VATEA or VATEA CW.**

Attachment

SO: ydr

Cc: Garth Harries
Gregg Bethell
Miriam Sondheimer
Vincent Clark
Marcia Lyles
Eric Nadelstern
Jo Ellen Lynch
Iris Blanc
Debra Lesser
Regina Flannery
John Becker

TABLE 1

FY09 VTEA SPENDING PLAN

VTEA GRANT AWARD		\$14,870,748
D.84 CENTRAL		\$1,815,543
	3.00% Set Aside CB	\$47,670
	3.10% Indirect Cost	\$56,282
D.84 Central Total Allocation		\$1,919,495
D.50 Special Education Initiatives, Central		
	Placement & Referral	\$719,530
	3.10% Indirect Cost	\$22,305
D.50 Special Education Initiatives, Central Total Allocation		\$741,835
D.75 Special Education School Programs, Citywide		
	Special Education Programs	\$473,233
	3.10% Indirect Cost	\$14,670
D.75 Special Education School Programs, Citywide Total Allocation		\$487,903
Schools, Citywide		
	Schools' Program Requests	\$10,449,524
	3.10% Indirect Cost	\$324,102
Schools, Citywide Total Allocation		\$10,773,626
Success via Apprenticeship (SVA) SAM		
	CTE Intern Teacher Salaries - Assigned to CTE Schools	\$908,640
	3.10% Indirect Cost	\$28,168
Success via Apprenticeship (SVA) SAM		\$936,808
Available Balance		\$11,081

FY' 2009 Vocational and Technical Education Act (VATEA) Allocation

School Allocation

LOCATION			
DIST	CODE	SITE NAME	SUB TOTAL
01	01M515	LOWER EAST SIDE PREPARATORY HIGH SCHOOL	21,842
02	02M288	FOOD AND FINANCE HIGH SCHOOL	101,982
02	02M420	High School for Health Professions and Human Services	24,269
02	02M440	BAYARD RUSTIN EDUCATIONAL COMPLEX	34,030
02	02M460	WASHINGTON IRVING HIGH SCHOOL	48,207
02	02M489	HIGH SCHOOL OF ECONOMICS AND FINANCE	9,723
02	02M519	TALENT UNLIMITED HIGH SCHOOL	44,280
02	02M520	MURRY BERGTRAUM HIGH SCHOOL FOR BUSINESS CAREERS	87,909
02	02M529	JACQUELINE KENNEDY ONASSIS HIGH SCHOOL	6,444
02	02M600	HIGH SCHOOL OF FASHION INDUSTRIES	166,338
02	02M615	CHELSEA CAREER AND TECHNICAL E	104,512
02	02M620	NORMAN THOMAS HIGH SCHOOL	123,871
02	02M625	High School of Graphic Communication Arts	313,219
02	02M630	ART AND DESIGN HIGH SCHOOL	205,923
02	02M655	LIFE SCIENCES SECONDARY SCHOOL	16,786
03	03M299	High School for Arts, Imagination and Inquiry	27,567
03	03M470	LOUIS D. BRANDEIS HIGH SCHOOL	29,330
03	03M479	BEACON HIGH SCHOOL	59,505
03	03M485	FIORIELLO H. LAGUARDIA HIGH SCHOOL	101,980
03	03M494	HIGH SCHOOL OF ARTS AND TECHNOLOGY	27,330
06	06M540	A. PHILIP RANDOLPH CAMPUS HIGH SCHOOL	43,899
06	06M692	High School for Mathematics, Science & Engineering at City College	53,004
07	07X600	Alfred E. Smith Career and Technical Education HS	264,842
07	07X655	Samuel Gompers Career and Technical Education HS	207,256
08	08X405	HERBERT H. LEHMAN HIGH SCHOOL	107,901
08	08X530	BANANA KELLY HIGH SCHOOL	25,898
08	08X650	Jane Addams High School for Academic Careers	305,355
10	10X284	BRONX SCHOOL OF LAW AND FINANCE	54,826
10	10X368	IN-TECH ACADEMY (M.S. / HIGH SCHOOL)	85,321
10	10X412	BRONX HIGH SCHOOL OF BUSINESS	16,504
10	10X433	High School for Teaching and the Professions	29,139
10	10X437	FORDHAM HIGH SCHOOL FOR THE ARTS	49,673
10	10X438	Fordham Leadership Academy for Business & Technology	19,609
10	10X440	DEWITT CLINTON HIGH SCHOOL	13,774
10	10X475	JOHN F. KENNEDY HIGH SCHOOL	97,950
10	10X660	GRACE DODGE CAREER AND TECHNICAL	247,914
11	11X275	HIGH SCHOOL OF COMPUTERS AND TECHNOLOGY	207,020
11	11X415	CHRISTOPHER COLUMBUS HIGH SCHOOL	39,914
11	11X455	HARRY S. TRUMAN HIGH SCHOOL	68,320
13	13K430	BROOKLYN TECHNICAL HIGH SCHOOL	73,547
13	13K499	ACORN COMMUNITY HIGH SCHOOL	40,390
13	13K605	GEORGE WESTINGHOUSE CAREER AND	206,632
14	14K477	SCHOOL FOR LEGAL STUDIES	18,395
14	14K478	ENTERPRISE, BUSINESS & TECHNOLOGY HS	145,192
14	14K558	Williamsburg High School for Architecture and Design	87,381
14	14K610	AUTOMOTIVE HIGH SCHOOL	328,507

FY' 2009 Vocational and Technical Education Act (VATEA) Allocation

School Allocation

LOCATION			
DIST	CODE	SITE NAME	SUB TOTAL
14	14K632	FRANCES PERKINS ACADEMY	29,326
15	15K519	COBBLE HILL SCHOOL OF AMERICAN	69,362
15	15K656	BROOKLYN HIGH SCHOOL OF THE ARTS	5,177
16	16K455	BOYS AND GIRLS HIGH SCHOOL	55,805
17	17K382	ACADEMY FOR COLLEGE PREPARATION	13,575
17	17K408	ACADEMY OF HOSPITALITY AND TOURISM	92,110
17	17K539	HIGH SCHOOL FOR SERVICE & LEARNING at Erasmus	9,233
17	17K543	SCIENCE, TECHNOLOGY AND RESEARCH	31,718
17	17K600	CLARA BARTON HIGH SCHOOL	196,857
17	17K625	PAUL ROBESON HIGH SCHOOL	107,775
18	18K500	CANARSIE HIGH SCHOOL	101,259
18	18K617	High School for Innovation in Advertising and Media	28,994
19	19K420	FRANKLIN K. LANE HIGH SCHOOL	175,473
19	19K615	TRANSIT TECH CAREER AND TECHNICAL EDUCATION	399,725
19	19K618	Academy of Innovative Technology	29,158
19	19K660	W. H. MAXWELL CAREER AND TECHNICAL EDUCATION	118,455
20	20K445	NEW UTRECHT HIGH SCHOOL	107,910
20	20K485	HIGH SCHOOL OF TELECOMMUNICATIONS	20,626
20	20K490	FORT HAMILTON HIGH SCHOOL	82,717
20	20K505	FRANKLIN DELANO ROOSEVELT HIGH SCHOOL	2,410
21	21K348	HIGH SCHOOL OF SPORTS MANAGEMENT	30,817
21	21K410	ABRAHAM LINCOLN HIGH SCHOOL	63,339
21	21K525	EDWARD R. MURROW HIGH SCHOOL	37,257
21	21K540	JOHN DEWEY HIGH SCHOOL	113,704
21	21K559	LIFE ACADEMY HIGH SCHOOL FOR FILM & MUSIC	31,040
21	21K620	WILLIAM E. GRADY CAREER AND TECHNICAL EDUCATION	340,286
21	21K690	BROOKLYN STUDIO SECONDARY SCHOOL	21,850
22	22K405	MIDWOOD HIGH SCHOOL	51,839
22	22K425	JAMES MADISON HIGH SCHOOL	78,217
22	22K495	SHEEPSHEAD BAY HIGH SCHOOL	77,735
24	24Q264	ACADEMY OF FINANCE AND ENTERPRENEURSHIP	42,891
24	24Q455	NEWTOWN HIGH SCHOOL	113,936
24	24Q485	GROVER CLEVELAND HIGH SCHOOL	45,659
24	24Q550	HIGH SCHOOL FOR ARTS AND BUSIN	17,329
24	24Q600	QUEENS VOCATIONAL AND TECHNICAL HS	358,575
24	24Q610	AVIATION CAREER & TECHNICAL EDUCATION	185,800
25	25Q285	WORLD JOURNALISM PREPARATORY:	38,404
25	25Q425	JOHN BOWNE HIGH SCHOOL	75,339
25	25Q460	FLUSHING HIGH SCHOOL	43,809
25	25Q525	TOWNSEND HARRIS HIGH SCHOOL	43,475
27	27Q400	AUGUST MARTIN HIGH SCHOOL	89,752
27	27Q410	BEACH CHANNEL HIGH SCHOOL	26,731
27	27Q465	FAR ROCKAWAY HIGH SCHOOL	22,607
27	27Q475	RICHMOND HILL HIGH SCHOOL	13,648
27	27Q480	JOHN ADAMS HIGH SCHOOL	80,051
27	27Q650	High School for Construction Trades, Engineering	204,501

FY' 2009 Vocational and Technical Education Act (VATEA) Allocation

School Allocation

LOCATION			
DIST	CODE	SITE NAME	SUB TOTAL
28	28Q440	FOREST HILLS HIGH SCHOOL	73,545
28	28Q470	JAMAICA HIGH SCHOOL	29,098
28	28Q505	HILLCREST HIGH SCHOOL	228,949
28	28Q620	THOMAS A. EDISON CAREER AND TECHNICAL EDUCATION	349,222
29	29Q272	GEORGE WASHINGTON CARVER HIGH SCHOOL	30,765
29	29Q496	BUSINESS, COMPUTER APPLICATION	47,763
30	30Q227	I.S. 227 LOUIS ARMSTRONG	10,966
30	30Q301	ACADEMY for CAREERS in TELEVISION and FILM	29,054
30	30Q445	WILLIAM CULLEN BRYANT HIGH SCHOOL	53,648
30	30Q450	LONG ISLAND CITY HIGH SCHOOL	26,147
30	30Q501	FRANK SINATRA SCHOOL OF THE ARTS	9,811
30	30Q502	INFORMATION TECHNOLOGY HIGH SCHOOL	37,069
30	30Q555	NEWCOMERS HIGH SCHOOL	15,479
31	31R440	NEW DORP HIGH SCHOOL	44,484
31	31R445	PORT RICHMOND HIGH SCHOOL	89,591
31	31R450	CURTIS HIGH SCHOOL	163,712
31	31R455	TOTTENVILLE HIGH SCHOOL	224,971
31	31R460	SUSAN E. WAGNER HIGH SCHOOL	23,441
31	31R600	RALPH R. MCKEE CAREER AND TECH	280,786
31	31R605	STATEN ISLAND TECHNICAL HIGH SCHOOL	55,159
32	32K551	NEW YORK HARBOR SCHOOL	42,443
79	79M645	School of Co-Op Technical Education	204,776
79	79Q535	ISLAND ACADEMY @ RIKERS	59,177
Grand Total			\$10,449,524