



JOEL I. KLEIN, *Chancellor*

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

SCHOOL ALLOCATION MEMORANDUM NO. 68, FY09

DATE: October 17, 2008

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 Initiatives (OSEI) has identified 50 schools throughout the City for collaboration and technical assistance aimed at improving instructional outcomes for students with disabilities. Teams from OSEI 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 team from OSEI 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 for 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 LRE settings;
- Teacher attendance at LRE/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 CTT, PBIS, Differentiated Instruction, IEP Development and Implementation, Curriculum-based Assessment, Research-based ELA and Mathematics Instructional Methodologies, Pre-referral Strategies, Instruction for 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 were allocated \$10,000 for the implementation of this project. Funds should be scheduled in the **TL One-Time Allocations** or **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 OSEI team assigned to the school.

SO: ydr

Attachment

Cc: Linda Wernikoff

FY09 Special Education Planning Grant

District	Location	School Name	Allocation
01	01M034	P.S. 034 FRANKLIN D. ROOSEVELT	10,000
02	02M400	HIGH SCHOOL FOR ENVIRONMENTAL	10,000
02	02M420	High School for Health Professions and Human Services	10,000
03	03M258	M.S. 258 COMMUNITY ACTION SCHOOL	10,000
03	03M415	Wadleigh Secondary School for the Performing & Visual Arts	10,000
04	04M007	P.S. 007 SAMUEL STERN	10,000
04	04M096	P.S. 096 JOSEPH LANZETTA	10,000
06	06M319	M.S. 319 - MARIA TERESA	10,000
06	06M326	M.S. 326 - Writers Today & Leaders Tomorrow	10,000
06	06M328	M.S. 328 - MANHATTAN MIDDLE SCHOOL	10,000
08	08X131	J.H.S. 131 ALBERT EINSTEIN	10,000
08	08X301	M.S. 301 PAUL L. DUNBAR	10,000
09	09X229	I.S. 229 ROLAND PATTERSON	10,000
09	09X232	I.S. 232	10,000
10	10X254	I.S. 254	10,000
10	10X439	Bronx High School for Law and Community Service	10,000
10	10X660	GRACE DODGE CAREER AND TECHNICAL	10,000
11	11X181	I.S. 181 PABLO CASALS	10,000
12	12X211	P.S. 211	10,000
12	12X684	WINGS ACADEMY	10,000
13	13K499	ACORN COMMUNITY HIGH SCHOOL	10,000
15	15K136	I.S. 136 CHARLES O. DEWEY	10,000
15	15K448	Brooklyn Secondary School for Collaborative Studies	10,000
16	16K385	School of Business, Finance & Entrepreneurship	10,000
16	16K534	UPPER SCHOOL @ P.S. 25	10,000
17	17K246	I.S. 246 WALT WHITMAN	10,000
17	17K587	MIDDLE SCHOOL FOR THE ARTS	10,000
17	17K625	PAUL ROBESON HIGH SCHOOL	10,000
18	18K252	I.S. 252 ARTHUR S. SOMMERS	10,000
19	19K364	I.S. 364 GATEWAY	10,000
20	20K062	J.H.S. 062 DITMAS	10,000
20	20K223	J.H.S. 223 THE MONTAUK	10,000
20	20K485	HIGH SCHOOL OF TELECOMMUNICATIONS	10,000
22	22K240	ANDRIES HUDDE	10,000
23	23K073	P.S. 073 THOMAS S. BOYLAND	10,000
23	23K298	P.S. 298 DR. BETTY SHABAZZ	10,000
24	24Q610	AVIATION CAREER & TECHNICAL EDUCATION	10,000
25	25Q164	P.S. 164 QUEENS VALLEY	10,000
26	26Q415	BENJAMIN N. CARDOZO HIGH SCHOOL	10,000
26	26Q430	FRANCIS LEWIS HIGH SCHOOL	10,000
27	27Q202	J.H.S. 202 ROBERT H. GODDARD	10,000
27	27Q226	J.H.S. 226 VIRGIL I. GRISSOM	10,000
27	27Q480	JOHN ADAMS HIGH SCHOOL	10,000
28	28Q190	J.H.S. 190 RUSSELL SAGE	10,000
28	28Q217	J.H.S. 217 ROBERT A. VAN WYCK	10,000
30	30Q204	I.S. 204 OLIVER W. HOLMES	10,000
31	31R002	I.S. R002 GEORGE L. EGBERT	10,000
31	31R440	NEW DORP HIGH SCHOOL	10,000
32	32K162	J.H.S. 162 THE WILLOUGHBY	10,000
32	32K383	J.H.S. 383 PHILLIPPA SCHUYLER	10,000
	Total		500,000