



JOEL I. KLEIN, *Chancellor*

DIVISION OF FINANCIAL PLANNING AND MANAGEMENT  
52 Chambers Street, New York, NY 10007

## SCHOOL ALLOCATION MEMORANDUM NO. 04a, FY10

**DATE:** October 19, 2009

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

**FROM:** Ling Tan- Executive Director

**SUBJECT:** **ASA CENTRALLY FUNDED EXCESS for REGISTER LOSS-REVISED**

This memorandum replaces guidelines and process formerly released under "SAM No. 4 ASA for Centrally Funded Excess". The revised SAM addresses procedures regarding schools use under the newly created "ASA Centrally Funded Excess for Register Loss".

Guidelines within will be applicable **only** to excesses due to register changes. Requests for CFES to support potential excesses due to other causes will not be accepted. Ultimately, the goal is to determine whether a school which excesses a teacher has sufficient funding to cover the cost of the teacher while also supporting basic instructional needs.

Schools will be *considered* for CFES for Register Loss only if they experience a register loss of at least seven percent when compared to the projected October 31, 2009 register. The school must also demonstrate to the CFN/ISC Budget Liaison that all means to set aside funding have been exhausted (eg. reduction in OTPS, per diem, per session etc)

### **Recommended analyses for determining if a school can cover a need:**

Requests for CFES will be reviewed in light of the following financial guidelines in order to determine feasibility of schools self-funding register loss excesses:

- *Per Pupil* Per session budget not to exceed : \$55
- *Per Pupil* OTPS budget minimum: not to exceed \$100 and not to exceed prior year's *per pupil* commitment
- Per Diem – equal to or less than prior year committed amount
- Scheduled vacancies must be inappropriate for proposed excess staff
- The *Per Pupil* total of the following positions added together is not to exceed \$405
  - Non-Mandated Paras
  - School Aides
  - School Secretaries
  - Family Workers (DC37)
  - F-Status positions (note: schools should only have f-status teachers if the job cannot be done within license of an excess teacher)
  - H-Bank administration (excluding Parent Coordinators)

- Any unscheduled or uncommitted balances should be reviewed to determine if they are appropriate to fund excess staff; except that school budgets must also
  - Accommodate returns from leaves and sabbatical
  - Accommodate Register Loss Set Aside

**ASA CFES for Register Loss is a loan to schools and is subject to repayment.**

The impact of receiving ASA/CFES Register Loss includes:

1. Schools with ASA/CFES Register Loss funded staff will be required to fund the “register loss set aside”.
2. Schools with ASA/Register Loss funded staff will have vacancies created throughout the school reviewed to determine whether ASA/CFES for Register Loss funded staff can be placed into these vacancies.
3. Schools with ASA/CFES Register Loss funded staff will have all modifications reviewed to ensure that accruals that become available during the school year are applied to offset ASA/CFES for Register Loss funded staff costs whenever feasible.
4. Schools with ASA/CFES Register Loss funded staff will not be transferred to the school's Excess section on the Table of Organization. Principals will determine the teacher's program (e.g., class consolidation for absence coverage or other appropriate instructional programs).
5. ASA/CFES Register Loss funded staff will be those employees identified in conformance with personnel rules for excessing; i.e., least senior within license.

Please contact your CFN/ISC Budget liaison if you have any questions regarding this SAM.