



JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHIEF FINANCIAL OFFICER  
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## SCHOOL ALLOCATION MEMORANDUM NO. 50, FY10

**DATE:** August 24, 2009

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

**FROM:** George Raab - Chief Financial Officer

**SUBJECT:** **VOCATIONAL AND TECHNICAL EDUCATION ACT (VATEA) ALLOCATION-REIVSED 09/04/09**

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The Office of Career and Technical Education (CTE) in the Division of Teaching and Learning is allocating VATEA 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 No.1:  
[http://schools.nyc.gov/offices/d\\_chanc\\_oper/budget/dbor/allocationmemo/fy09\\_10/FY10\\_PDF/AM\\_FY10\\_SAM1.html](http://schools.nyc.gov/offices/d_chanc_oper/budget/dbor/allocationmemo/fy09_10/FY10_PDF/AM_FY10_SAM1.html)

Perkins IV VATEA allocations are a result of schools' VATEA proposals developed based on the 2009-2010 application guidelines. Table 1 provides the Spending Plan for the program. Table 2 outlines individual schools 2010 Perkins allocations which were generated based on the schools' proposals and the 2009-2010 allocation plan developed by the CTE office.

Schools and the ISC's/CFN will receive their school-specific budget proposals in a separate attachment sent by the CTE Office 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 the 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 VATEA allocation is based on school/program eligibility as outlined in the VATEA 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 VATEA 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 VATEA allocation and guidelines, go to our website at: <http://schools.nyc.gov/ChoicesEnrollment/SpecialPrograms/CTE/Educators/>

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

<b>ACTION</b>	<b>TENTATIVE DEADLINE TO CENTRAL</b>
OTPS Scheduling in Galaxy	September 15, 2009
Budget Modifications	December 15, 2009
Purchase Orders deadline for expenditures	January 29, 2010
FAMIS Orders Deadline for Equipment Purchases	January 29, 2010
SIPP (IMPREST) Expenditure	May 31, 2010
Per Session Expenditures Deadline	June 19, 2010

**Note:** Finalized 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 2009-2010 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**

(NYSSED: <http://www.emsc.nysed.gov/cte/perkins4/docs/NYPerkinsIVGuide0508.htm> )

1. 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
2. Link CTE at the secondary and postsecondary level, including by offering the relevant elements of not less than one program of study

3. Provide students with strong experience in and understanding of all aspects of an industry, which should include work-based learning experiences
4. 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.
5. 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.
6. 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.
7. Initiate, improve, expand and modernize quality CTE programs, including relevant technology.
8. Provide services and activities that are of sufficient size, scope and quality to be effective.
9. 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**

VATEA funds may only be used for activities allowable as indicated in the guidelines outlined above. VATEA 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 VATEA 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 2009-10**

In your proposal you were required to identify up to eight 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 2009-2010 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**.

Attachment

GR:sdr

c: Santiago Taveras  
Gregg Bethel  
Miriam Sondheimer  
Eric Nadelstern  
Veronica Conforme  
Josh Thomases  
Dorita Gibson  
Iris Blanc  
Debra Lesser  
Regina Flannery

TABLE 1

*FY10 VTEA SPENDING PLAN*

<b>VTEA GRANT AWARD</b>			<b>\$14,820,455</b>
D.84 CENTRAL		\$	1,767,240.00
	Set Aside	\$	50,429.00
	3.20% Indirect Cost	\$	56,552.00
<b>D.84 Central Total Allocation</b>			<b>\$1,874,221</b>
<b>D.50 Special Education Initiatives, Central</b>			
	Placement & Referral	\$	717,278.00
	3.20% Indirect Cost	\$	22,953.00
<b>D.50 Special Education Initiatives, Central Total Allocation</b>			<b>\$740,231</b>
<b>D.75 Special Education School Programs, Citywide</b>			
	Special Education Programs	\$	471,674.00
	3.20% Indirect Cost	\$	14,774.00
<b>D.75 Special Education School Programs, Citywide Total Allocation</b>			<b>\$486,448</b>
<b>Schools, Citywide</b>			
	Schools' Program Requests	\$	10,441,794.00
	3.20% Indirect Cost	\$	292,625.00
<b>Schools, Citywide Total Allocation</b>			<b>\$10,734,419</b>
<b>Success via Apprenticeship (SVA) SAM</b>			
	CTE Intern Teacher Salaries - Assigned to CTE Schools		\$905,486
	3.20% Indirect Cost	\$	28,976.00
<b>Success via Apprenticeship (SVA) SAM</b>			<b>\$934,462</b>
<b>Available Balance</b>			<b>\$50,674</b>

<b>ADULT EDUCATION*</b>	<b>\$1,724,682</b>
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\*Note: This is a preliminary number based on the allocation for Adult Education in FY08

**\*\*for collective bargaining increases**

## FY 2010 Vocation and Technical Educational Act (VTEA) Allocation

Table 2

District	Location	Site Name	Allocation
01	01M515	LOWER EAST SIDE PREPARATORY HIGH SCHOOL	\$21,908
02	02M288	FOOD AND FINANCE HIGH SCHOOL	\$97,714
02	02M316	URBAN ASSEMBLY SCHOOL OF BUSINESS	\$19,452
02	02M392	MANHATTAN BUSINESS ACADEMY	\$16,902
02	02M393	THE BUSINESS OF SPORTS SCHOOL	\$19,609
02	02M420	High School for Health Professions and Human Services	\$23,039
02	02M440	BAYARD RUSTIN EDUCATIONAL COMPLEX	\$29,767
2	02M460	WASHINGTON IRVING HIGH SCHOOL	\$55,475
02	02M489	HIGH SCHOOL OF ECONOMICS AND FINANCE	\$19,396
02	02M519	TALENT UNLIMITED HIGH SCHOOL	\$42,117
02	02M520	MURRY BERGTRAUM HIGH SCHOOL FOR BUSINESS CAREERS	\$109,868
02	02M529	JACQUELINE KENNEDY ONASSIS HIGH SCHOOL	\$14,375
02	02M600	HIGH SCHOOL OF FASHION INDUSTRIES	\$192,001
02	02M615	CHELSEA CAREER AND TECHNICAL E	\$99,431
02	02M620	NORMAN THOMAS HIGH SCHOOL	\$173,364
02	02M625	High School of Graphic Communication Arts	\$259,235
02	02M630	ART AND DESIGN HIGH SCHOOL	\$226,400
03	03M299	High School for Arts, Imagination and Inquiry	\$24,824
03	03M402	The Urban Assembly School for Green Careers	\$19,459
03	03M470	LOUIS D. BRANDEIS HIGH SCHOOL	\$35,264
03	03M479	BEACON HIGH SCHOOL	\$68,443
03	03M485	FIORIELLO H. LAGUARDIA HIGH SCHOOL	\$96,803
03	03M494	HIGH SCHOOL OF ARTS AND TECHNOLOGY	\$31,442
06	06M467	HIGH SCHOOL FOR LAW AND PUBLIC SERVICE	\$28,941
05	05M692	High School for Mathematics, Science & Engineering at City College	\$60,919
07	07X600	Alfred E. Smith Career and Technical Education HS	\$253,248
07	07X655	Samuel Gompers Career and Technical Education HS	\$217,352
08	08X405	HERBERT H. LEHMAN HIGH SCHOOL	\$121,173
08	08X519	FELISA RINCON DE GAUTIER INSTITUTE	\$46,143
08	08X650	Jane Addams High School for Academic Careers	\$274,660
10	10X213	BRONX ENGINEERING AND TECHNOLOGY	\$46,343
10	10X284	BRONX SCHOOL OF LAW AND FINANCE	\$60,264
10	10X368	IN-TECH ACADEMY (M.S. / HIGH SCHOOL)	\$81,039
9	09X412	BRONX HIGH SCHOOL OF BUSINESS	\$18,984
09	09X525	BRONX LEADERSHIP ACADEMY HIGH SCHOOL	\$28,057
10	10X433	High School for Teaching and the Professions	\$26,242
10	10X437	FORDHAM HIGH SCHOOL FOR THE ARTS	\$44,711
10	10X440	DEWITT CLINTON HIGH SCHOOL	\$15,848
10	10X475	JOHN F. KENNEDY HIGH SCHOOL	\$88,153
10	10X660	GRACE DODGE CAREER AND TECHNICAL	\$269,150
11	11X275	HIGH SCHOOL OF COMPUTERS AND TECHNOLOGY	\$188,583
11	11X415	CHRISTOPHER COLUMBUS HIGH SCHOOL	\$45,931
11	11X418	BRONX HIGH SCHOOL FOR THE VISUAL ARTS	\$14,474
11	11X455	HARRY S. TRUMAN HIGH SCHOOL	\$79,770
12	12X690	MONROE ACADEMY FOR BUSINESS/LAW	\$13,737
13	13K336	Academy of Business and Community Development	\$16,074
13	13K419	SCIENCE SKILLS CENTER HIGH SCHOOL	\$20,721
13	13K430	BROOKLYN TECHNICAL HIGH SCHOOL	\$50,416
13	13K499	ACORN COMMUNITY HIGH SCHOOL	\$38,384
13	13K605	GEORGE WESTINGHOUSE CAREER AND	\$188,346
13	13K674	City Polytechnic High School of Engineering, Architecture & Technology	\$19,545
14	14K477	SCHOOL FOR LEGAL STUDIES	\$22,992
14	14K478	ENTERPRISE, BUSINESS & TECHNOLOGY HS	\$160,616
14	14K558	Williamsburg High School for Architecture and Design	\$83,285
14	14K610	AUTOMOTIVE HIGH SCHOOL	\$288,012
15	15K497	SCHOOL FOR INTERNATIONAL STUDIES	\$10,283
15	15K498	ACORN HIGH SCHOOL FOR SOCIAL JUSTICE	\$51,297
15	15K519	COBBLE HILL SCHOOL OF AMERICAN	\$65,942

## FY 2010 Vocation and Technical Educational Act (VTEA) Allocation

Table 2

District	Location	Site Name	Allocation
16	16K455	BOYS AND GIRLS HIGH SCHOOL	\$67,579
16	16K688	The Brooklyn Academy of Global Finance	\$19,397
17	17K382	ACADEMY FOR COLLEGE PREPARATION	\$12,215
17	17K408	ACADEMY OF HOSPITALITY AND TOURISM	\$59,899
17	17K539	HIGH SCHOOL FOR SERVICE & LEARNING at Erasmus	\$10,618
17	17K548	BROOKLYN SCHOOL FOR MUSIC & THEATRE	\$31,609
17	17K600	CLARA BARTON HIGH SCHOOL	\$137,948
17	17K625	PAUL ROBESON HIGH SCHOOL	\$123,915
18	18K500	CANARSIE HIGH SCHOOL	\$16,065
18	18K567	BROOKLYN THEATRE ARTS HIGH SCHOOL	\$19,287
18	18K617	High School for Innovation in Advertising and Media	\$29,860
18	18K629	Cultural Academy for the Arts and Sciences	\$17,492
18	18K642	URBAN ACTION ACADEMY	\$9,216
19	19K420	FRANKLIN K. LANE HIGH SCHOOL	\$97,294
19	19K615	TRANSIT TECH CAREER AND TECHNICAL EDUCATION	\$367,410
19	19K618	Academy of Innovative Technology	\$26,230
19	19K660	W. H. MAXWELL CAREER AND TECHNICAL EDUCATION	\$136,355
20	20K445	NEW UTRECHT HIGH SCHOOL	\$86,814
20	20K490	FORT HAMILTON HIGH SCHOOL	\$78,588
21	21K348	HIGH SCHOOL OF SPORTS MANAGEMENT	\$32,147
21	21K410	ABRAHAM LINCOLN HIGH SCHOOL	\$55,072
21	21K525	EDWARD R. MURROW HIGH SCHOOL	\$44,718
21	21K540	JOHN DEWEY HIGH SCHOOL	\$96,715
21	21K559	LIFE ACADEMY HIGH SCHOOL FOR FILM & MUSIC	\$32,106
21	21K620	WILLIAM E. GRADY CAREER AND TECHNICAL EDUCATION	\$324,736
21	21K690	BROOKLYN STUDIO SECONDARY SCHOOL	\$20,706
22	22K405	MIDWOOD HIGH SCHOOL	\$59,493
22	22K425	JAMES MADISON HIGH SCHOOL	\$90,948
22	22K495	SHEEPSHEAD BAY HIGH SCHOOL	\$112,739
24	24Q264	ACADEMY OF FINANCE AND ENTREPRENEURSHIP	\$53,237
24	24Q455	NEWTOWN HIGH SCHOOL	\$125,354
24	24Q485	GROVER CLEVELAND HIGH SCHOOL	\$41,113
24	24Q550	HIGH SCHOOL FOR ARTS AND BUSIN	\$20,817
24	24Q600	QUEENS VOCATIONAL AND TECHNICAL HS	\$322,529
24	24Q610	AVIATION CAREER & TECHNICAL EDUCATION	\$199,066
25	25Q285	WORLD JOURNALISM PREPARATORY:	\$36,071
25	25Q425	JOHN BOWNE HIGH SCHOOL	\$86,803
25	25Q460	FLUSHING HIGH SCHOOL	\$52,126
25	25Q525	TOWNSEND HARRIS HIGH SCHOOL	\$41,323
26	26Q430	FRANCIS LEWIS HIGH SCHOOL	\$34,709
26	26Q566	Queens High School of Teaching, Liberal Arts and the Sciences	\$10,830
27	27Q400	AUGUST MARTIN HIGH SCHOOL	\$107,564
27	27Q475	RICHMOND HILL HIGH SCHOOL	\$17,059
27	27Q480	JOHN ADAMS HIGH SCHOOL	\$74,035
27	27Q650	High School for Construction Trades, Engineering	\$194,212
28	28Q440	FOREST HILLS HIGH SCHOOL	\$77,220
28	28Q470	JAMAICA HIGH SCHOOL	\$34,904
28	28Q505	HILLCREST HIGH SCHOOL	\$163,078
28	28Q620	THOMAS A. EDISON CAREER AND TECHNICAL EDUCATION	\$367,619
29	29Q272	GEORGE WASHINGTON CARVER HIGH SCHOOL	\$29,441
29	29Q496	BUSINESS, COMPUTER APPLICATION	\$49,752
30	30Q227	I.S. 227 LOUIS ARMSTRONG	\$10,677
30	30Q301	ACADEMY for CAREERS in TELEVISION and FILM	\$33,502
30	30Q445	WILLIAM CULLEN BRYANT HIGH SCHOOL	\$61,729
30	30Q450	LONG ISLAND CITY HIGH SCHOOL	\$30,033
30	30Q501	FRANK SINATRA SCHOOL OF THE ARTS	\$11,880
30	30Q502	INFORMATION TECHNOLOGY HIGH SCHOOL	\$34,195
30	30Q555	NEWCOMERS HIGH SCHOOL	\$17,460

## FY 2010 Vocation and Technical Educational Act (VTEA) Allocation

Table 2

District	Location	Site Name	Allocation
31	31R440	NEW DORP HIGH SCHOOL	\$49,000
31	31R445	PORT RICHMOND HIGH SCHOOL	\$101,989
31	31R450	CURTIS HIGH SCHOOL	\$158,166
31	31R455	TOTTENVILLE HIGH SCHOOL	\$225,961
31	31R460	SUSAN E. WAGNER HIGH SCHOOL	\$28,124
31	31R600	RALPH R. MCKEE CAREER AND TECH	\$236,769
31	31R605	STATEN ISLAND TECHNICAL HIGH SCHOOL	\$64,634
32	32K551	NEW YORK HARBOR SCHOOL	\$49,177
79	79M645	School of Co-Op Technical Education	\$236,542
	<b>Grand Total</b>		<b>\$10,441,794</b>