



JOEL I. KLEIN, *Chancellor*

DIVISION OF SCHOOL BUDGET PLANNING AND OPERATIONS
52 Chambers Street, New York, NY 10007

SCHOOL ALLOCATION MEMORANDUM NO. 50, FY11

DATE: August 24, 2010

TO: **COMMUNITY SUPERINTENDENTS, HIGH SCHOOL SUPERINTENDENTS, CHILDREN FIRST NETWORKS, AND SCHOOL PRINCIPALS**

FROM: Annie Finn, Director of School Budget Planning and Operations

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

The Career and Technical Education (CTE) Unit, Office of Multiple Pathways (OMPG), Division of School Support and Instruction (DSSI) is allocating VTEA funds to provide supplemental funding to strengthen CTE programs, increase opportunities available for secondary education students in New York City and improve the quality of these programs. High quality CTE programs integrate a rigorous academic curriculum with career and technical education 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/fy10_11/AM_FY11_CAT.html

Perkins IV VTEA allocations are a result of schools' supplemental integrated application based on the 2010-2011 application guidelines. Table #1 outlines individual schools' **2011 Perkins** allocations that were generated based on the schools' application and the 2010-2011 allocation plan developed by the CTE Unit.

Schools and CFN's will receive their school-specific budget applications in a separate document sent by the OMPG-CTE Unit. These are to guide the scheduling of items in Galaxy and the use of the funds. If modifications are required, they must be requested through the CFN budget team and will be monitored by CFN in conjunction with OMPG-CTE Unit.

For auditing purposes, schools are required to keep accurate records of their expenditures. Schools must maintain an inventory of all items purchased with VTEA funds that exceed a cost of \$1,000, prepare an inventory sheet that includes the manufacturer, model, serial number, funding source, and purpose. All items must have an inventory tag located on the item that includes school and funding source.

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 weight 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 the CTE 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 OMPG-CTE UNIT
OTPS Scheduling in Galaxy	September 17, 2010
Budget Modifications	January 14, 2011
Purchase Orders deadline for expenditures	February 4, 2011
FAMIS Orders Deadline for Equipment Purchases	February 4, 2011
SIPP (IMPREST) Expenditure	May 31, 2011
Per Session Expenditures Deadline	June 22, 2011

Note: Deadlines above will be strictly adhered to in order to ensure appropriate planning and spending of this supplemental funding resource. Funds are subject to retrieval and re-allocation as appropriate and in accordance with guidelines and deadlines.

Note: All scheduling and spending of the allocation must be aligned with the program application and budget submitted for the 2010-2011 school year. All modifications must be requested through the appropriate CFN budget team and will be monitored in coordination with the OMPG-CTE Unit. Specific steps and procedures for budget modification requests will be forwarded separately.

Perkins IV funding is based on the following allowable programs, mandated activities and multiple activities.

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>)

- 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, and 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 \$5,000 and above) acquisition, installation, repair and maintenance. **Equipment expenditures (code 315, and 332) are limited to no more than 25% of the entire VTEA budget allocation, please contact the CTE Office if you need to make adjustments.**
- 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 2010-11

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

- 85 % of completers will pass all applicable Regents examinations. Completers with Individual Education Plan will pass the Regents Competency Tests.
- 85 % 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. 70% of completers will take and pass their skills technical assessment.

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

- 29 % 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:

- 87% of students will demonstrate proficiency in the NOCTI Workplace Readiness exam as compared to 84% 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%.
- 88% of graduating students will attend post secondary institutions as compared to 85% 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 2010-2011 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**.

[Click here to download a copy of the School Allocation Memorandum.](#)

AF: akh

Attachments: Table 1 – Spending Plan. ([Click here for a downloadable Excel file](#))

Table 2 – School Allocations ([Click here for a downloadable Excel file](#))

c: Eric Nadelstern
Josh Thomases
Veronica Conforme
Dorita Gibson
Vanda Belusic-Vollor
Melissa Silberman
Steve Higgins
Florence Jackson
John Becker
Iris Blanc
Debra Lesser
Regina Flannery

TABLE 1

FY11 VTEA SPENDING PLAN

VTEA GRANT AWARD			\$15,984,151
D.93 CENTRAL		\$	1,685,428.05
D.56 CENTRAL		\$	228,831.28
	Set Aside**	\$	46,566.00
	3.30% Indirect Cost	\$	64,707.00
D.93 Central Total Allocation		\$	2,025,532.33
D.50 Special Education Initiatives, Central			
	Placement & Referral	\$	773,183.00
	3.30% Indirect Cost	\$	25,515.00
D.50 Special Education Initiatives, Central Total Allocation			\$798,698
D.75 Special Education School Programs, Citywide			
	Special Education Programs	\$	508,437.00
	3.30% Indirect Cost	\$	16,778.00
D.75 Special Education School Programs, Citywide Total Allocation			\$525,215
Schools, Citywide			
	Schools' Program Requests	\$	10,939,738.60
	Dist. 79	\$	257,440.00
	3.30% Indirect Cost	\$	369,507.85
Schools, Citywide Total Allocation			\$11,566,686
Success via Apprenticeship (SVA) SAM			
	CTE Intern Teacher Salaries - Assigned to CTE Schools	\$	976,068.00
	3.30% Indirect Cost	\$	32,210.00
Success via Apprenticeship (SVA) SAM			\$1,008,278
Available Balance			\$59,741

ADULT EDUCATION*	\$550,445
-------------------------	------------------

*Note: This is a preliminary number based on the Adult Education Application from SED for FY11

****for collective bargaining increases**

Table 2
FY11 VTEA School Allocations

District	BN	Location	Site Name	Allocation
01	M515	01M515	LOWER EAST SIDE PREPARATORY HIGH SCHOOL	19,717
02	M288	02M288	FOOD AND FINANCE HIGH SCHOOL	78,474
02	M316	02M316	URBAN ASSEMBLY SCHOOL OF BUSINESS	17,343
02	M392	02M392	MANHATTAN BUSINESS ACADEMY	28,985
02	M393	02M393	THE BUSINESS OF SPORTS SCHOOL	37,621
02	M420	02M420	High School for Health Professions and Human Services	28,043
02	M422	02M422	QUEST TO LEARN	30,392
02	M460	02M460	WASHINGTON IRVING HIGH SCHOOL	55,478
02	M489	02M489	HIGH SCHOOL OF ECONOMICS AND FINANCE	17,618
02	M519	02M519	TALENT UNLIMITED HIGH SCHOOL	42,964
02	M520	02M520	MURRY BERGTRAUM HIGH SCHOOL FOR BUSINESS CAREERS	139,133
02	M529	02M529	JACQUELINE KENNEDY ONASSIS HIGH SCHOOL	17,250
02	M542	02M542	MANHATTAN BRIDGES HIGH SCHOOL	25,268
02	M600	02M600	HIGH SCHOOL OF FASHION INDUSTRIES	249,128
02	M615	02M615	CHELSEA CAREER AND TECHNICAL EDUCATION HS	99,430
02	M620	02M620	NORMAN THOMAS HIGH SCHOOL	179,280
02	M625	02M625	High School of Graphic Communication Arts	311,641
02	M630	02M630	ART AND DESIGN HIGH SCHOOL	227,796
02	M551	02M551	NEW YORK HARBOR SCHOOL	44,259
03	M299	03M299	High School for Arts, Imagination and Inquiry	23,737
03	M402	03M402	The Urban Assembly School for Green Careers	37,283
03	M470	03M470	LOUIS D. BRANDEIS HIGH SCHOOL	14,978
03	M479	03M479	BEACON HIGH SCHOOL	65,018
03	M485	03M485	FIORIELLO H. LAGUARDIA HIGH SCHOOL	96,802
03	M494	03M494	HIGH SCHOOL OF ARTS AND TECHNOLOGY	37,730
05	M692	05M692	High School for Mathematics, Science & Engineering at City College	12,153
06	M467	06M467	HIGH SCHOOL FOR LAW AND PUBLIC SERVICE	34,729
07	X600	07X600	Alfred E. Smith Career and Technical Education HS	255,075
07	X655	07X655	Samuel Gompers Career and Technical Education HS	217,353
08	X405	08X405	HERBERT H. LEHMAN HIGH SCHOOL	155,152
08	X519	08X519	FELISA RINCON DE GAUTIER INSTITUTE	43,836
08	X650	08X650	Jane Addams High School for Academic Careers	232,059
09	X365	09X365	ACADEMY FOR LANGUAGE AND TECHNOLOGY	27,188
09	X525	09X525	BRONX LEADERSHIP ACADEMY HIGH SCHOOL	33,668
09	X412	09X412	BRONX HIGH SCHOOL OF BUSINESS	18,983
10	X213	10X213	BRONX ENGINEERING AND TECHNOLOGY	55,612
10	X284	10X284	BRONX SCHOOL OF LAW AND FINANCE	57,667
10	X368	10X368	IN-TECH ACADEMY (M.S. / HIGH SCHOOL)	77,079
10	X433	10X433	High School for Teaching and the Professions	23,733
10	X437	10X437	FORDHAM HIGH SCHOOL FOR THE ARTS	40,240
10	X440	10X440	DEWITT CLINTON HIGH SCHOOL	15,849
10	X475	10X475	JOHN F. KENNEDY HIGH SCHOOL	106,261
10	X660	10X660	GRACE DODGE CAREER AND TECHNICAL	257,055
11	X270	11X270	ACADEMY FOR SCHOLARSHIP AND ENTREPRENEURSHIP	38,241
11	X275	11X275	HIGH SCHOOL OF COMPUTERS AND TECHNOLOGY	181,479
11	X415	11X415	CHRISTOPHER COLUMBUS HIGH SCHOOL	46,174
11	X418	11X418	BRONX HIGH SCHOOL FOR THE VISUAL ARTS	17,488
11	X455	11X455	HARRY S. TRUMAN HIGH SCHOOL	79,770
12	X690	12X690	MONROE ACADEMY FOR BUSINESS/LAW	16,484
13	K336	13K336	Academy of Business and Community Development	16,070

Table 2
FY11 VTEA School Allocations

District	BN	Location	Site Name	Allocation
13	K419	13K419	SCIENCE SKILLS CENTER HIGH SCHOOL	24,866
13	K430	13K430	BROOKLYN TECHNICAL HIGH SCHOOL	96,674
13	K499	13K499	ACORN COMMUNITY HIGH SCHOOL	38,370
13	K605	13K605	GEORGE WESTINGHOUSE CAREER AND	170,597
13	K674	13K674	City Polytechnic High School of Engineering, Architecture & Technology	37,295
14	K477	14K477	SCHOOL FOR LEGAL STUDIES	29,201
14	K478	14K478	ENTERPRISE, BUSINESS & TECHNOLOGY HS	160,616
14	K558	14K558	Williamsburg High School for Architecture and Design	79,121
14	K610	14K610	AUTOMOTIVE HIGH SCHOOL	280,452
15	K497	15K497	SCHOOL FOR INTERNATIONAL STUDIES	12,724
15	K519	15K519	COBBLE HILL SCHOOL OF AMERICAN	57,097
16	K498	16K498	ACORN HIGH SCHOOL FOR SOCIAL JUSTICE	46,168
16	K455	16K455	BOYS AND GIRLS HIGH SCHOOL	67,579
16	K688	16K688	The Brooklyn Academy of Global Finance	16,334
17	K408	17K408	ACADEMY OF HOSPITALITY AND TOURISM	65,964
17	K539	17K539	HIGH SCHOOL FOR SERVICE & LEARNING at Erasmus	12,741
17	K548	17K548	BROOKLYN SCHOOL FOR MUSIC & THEATRE	38,663
17	K600	17K600	CLARA BARTON HIGH SCHOOL	168,094
17	K625	17K625	PAUL ROBESON HIGH SCHOOL	123,917
18	K567	18K567	BROOKLYN THEATRE ARTS HIGH SCHOOL	45,388
18	K617	18K617	High School for Innovation in Advertising and Media	41,142
18	K629	18K629	Cultural Academy for the Arts and Sciences	15,074
18	K642	18K642	URBAN ACTION ACADEMY	9,218
19	K615	19K615	TRANSIT TECH CAREER AND TECHNICAL EDUCATION	349,236
19	K618	19K618	Academy of Innovative Technology	41,375
19	K660	19K660	W. H. MAXWELL CAREER AND TECHNICAL EDUCATION	134,880
19	K751	19K751	ACADEMY for HEALTH CAREERS	29,815
20	K445	20K445	NEW UTRECHT HIGH SCHOOL	104,577
20	K490	20K490	FORT HAMILTON HIGH SCHOOL	78,570
21	K410	21K410	ABRAHAM LINCOLN HIGH SCHOOL	55,072
21	K525	21K525	EDWARD R. MURROW HIGH SCHOOL	44,863
21	K540	21K540	JOHN DEWEY HIGH SCHOOL	97,489
21	K559	21K559	LIFE ACADEMY HIGH SCHOOL FOR FILM & MUSIC	34,415
21	K620	21K620	WILLIAM E. GRADY CAREER AND TECHNICAL EDUCATION	322,299
21	K690	21K690	BROOKLYN STUDIO SECONDARY SCHOOL	22,421
22	K405	22K405	MIDWOOD HIGH SCHOOL	75,556
22	K425	22K425	JAMES MADISON HIGH SCHOOL	98,071
22	K495	22K495	SHEEPSHEAD BAY HIGH SCHOOL	133,441
24	Q264	24Q264	ACADEMY OF FINANCE AND ENTERPRENEURSHIP	63,888
24	Q455	24Q455	NEWTOWN HIGH SCHOOL	150,751
24	Q485	24Q485	GROVER CLEVELAND HIGH SCHOOL	41,162
24	Q550	24Q550	HIGH SCHOOL FOR ARTS AND BUSIN	26,437
24	Q600	24Q600	QUEENS VOCATIONAL AND TECHNICAL HS	339,764
24	Q610	24Q610	AVIATION CAREER & TECHNICAL EDUCATION	259,117
25	Q285	25Q285	WORLD JOURNALISM PREPARATORY:	34,218
25	Q425	25Q425	JOHN BOWNE HIGH SCHOOL	104,321
25	Q460	25Q460	FLUSHING HIGH SCHOOL	66,200
25	Q525	25Q525	TOWNSEND HARRIS HIGH SCHOOL	41,323
26	Q430	26Q430	FRANCIS LEWIS HIGH SCHOOL	42,349
26	Q495	26Q495	BAYSIDE HIGH SCHOOL	19,755
26	Q566	26Q566	Queens High School of Teaching, Liberal Arts and the Sciences	12,995

Table 2
FY11 VTEA School Allocations

District	BN	Location	Site Name	Allocation
27	Q324	27Q324	Rockaway Park HS for Environmental Sustainability	24,920
27	Q400	27Q400	AUGUST MARTIN HIGH SCHOOL	129,509
27	Q475	27Q475	RICHMOND HILL HIGH SCHOOL	22,165
27	Q480	27Q480	JOHN ADAMS HIGH SCHOOL	126,099
27	Q650	27Q650	High School for Construction Trades, Engineering	194,523
28	Q440	28Q440	FOREST HILLS HIGH SCHOOL	91,457
28	Q470	28Q470	JAMAICA HIGH SCHOOL	20,004
28	Q505	28Q505	HILLCREST HIGH SCHOOL	150,779
28	Q620	28Q620	THOMAS A. EDISON CAREER AND TECHNICAL EDUCATION	444,176
29	Q272	29Q272	GEORGE WASHINGTON CARVER HIGH SCHOOL	34,511
29	Q496	29Q496	BUSINESS, COMPUTER APPLICATION	56,744
30	Q227	30Q227	I.S. 227 LOUIS ARMSTRONG	10,723
30	Q301	30Q301	ACADEMY for CAREERS in TELEVISION and FILM	47,202
30	Q445	30Q445	WILLIAM CULLEN BRYANT HIGH SCHOOL	78,395
30	Q450	30Q450	LONG ISLAND CITY HIGH SCHOOL	38,120
30	Q501	30Q501	FRANK SINATRA SCHOOL OF THE ARTS	15,074
30	Q502	30Q502	INFORMATION TECHNOLOGY HIGH SCHOOL	41,034
30	Q555	30Q555	NEWCOMERS HIGH SCHOOL	15,714
31	R440	31R440	NEW DORP HIGH SCHOOL	58,799
31	R445	31R445	PORT RICHMOND HIGH SCHOOL	129,996
31	R450	31R450	CURTIS HIGH SCHOOL	189,799
31	R455	31R455	TOTTENVILLE HIGH SCHOOL	230,451
31	R460	31R460	SUSAN E. WAGNER HIGH SCHOOL	35,717
31	R600	31R600	RALPH R. MCKEE CAREER AND TECH	224,930
31	R605	31R605	STATEN ISLAND TECHNICAL HIGH SCHOOL	82,478
79	M645	79M645	School of Co-Op Technical Education	257,440
				11,197,180