

SCHOOL ALLOCATION MEMORANDUM NO. 10, FY 12

DATE: June 6, 2011 – Revised December 2, 2011

TO: Community Superintendents
High School Superintendents
Children First Networks
School Principals

FROM: Michael Tragale, Chief Financial Officer

SUBJECT: New York State Textbook Law (NYSTL), Library, Computer Software and Hardware Funds

State Aid provides funds for Textbooks, Library Books, Computer Software and Hardware to help improve technology and instructional aids at schools. Each funding stream has a specific purpose as detailed below. The attached table presents the allocations per school. Allocations are based on a per-capita rate as follows:

- NYS Software \$10.22
- NYS Hardware \$11.83
- NYS Library Books \$ 6.17
- NYSTL Textbooks \$56.94

For FY12, NYSTL Textbook, Hardware and Software funds can be used interchangeably. Although the distinct allocation categories are being maintained in Galaxy in the initial allocation, schools can modify the auto-scheduled items in these allocation categories into any of the other NYSTL titles. Please note that the NYSTL Library funds must be maintained as auto scheduled in Galaxy in Library Books and cannot be modified

Cost Factor Update

In addition to the changes in state education law that allowed NYSTL Hardware, Software and Equipment funds to be used interchangeably, NYSTL Hardware, Software and Equipment can be utilized to purchase library books. Therefore, the library books title has been added to the cost factor schedules of these allocation categories in Galaxy. However, NYSTL Library Books funds can only be used to purchase library books, so no change has been made to that cost factor schedule.

TEXTBOOKS

Under the New York State Textbook Law (NYSTL), the State provides aid at the lesser of:

- A per capita amount based on the prior year's enrollment multiplied by the State's per pupil rate, or
- The prior year's expenditure. FY11 expenditures are expected to be high enough to optimize the State formula, i.e., receive aid via the State per capita method.

A portion of NYSTL aid will be used to offset Children First core curriculum costs. This expense will not be known until the end of the summer.

The two-step allocation process for NYSTL Textbooks will remain unchanged in FY12. The steps are as follows:

- A preliminary allocation will be provided to all schools based on **40%** of their projected October 31, 2011 student enrollment at the per capita rate.
- The remaining **60%** will be allocated to each school minus charges for any Children First core curriculum orders placed by the school. (The SAM that will accompany the second step allocation will display these amounts.)
 - Schools will be held harmless for core curriculum expenditures in excess of their NYSTL entitlement.

The second step adjustment should occur at the end of the summer.

LIBRARY BOOKS and COMPUTER SOFTWARE

The State provides aid for library books and computer software at the lesser of:

- A per capita amount based on the prior year's enrollment multiplied by the State's per pupil rate, or
- The prior year's expenditure. FY11 expenditures are expected to be high enough to optimize the State formula for both aids, i.e., receive aid via the per capita method.

Public school library book and computer software funds are distributed among the schools based on audited October 31, 2010 pupil enrollments (adjusted to exclude long term absentees). New small and redesigned schools opening in FY12 will have allotments based on projected enrollments. Allocations presented are final and will not be adjusted later in the year based on register changes.

Certain Microsoft and anti-virus software programs will be purchased centrally and be available to all schools, at no cost. State Software revenue will be set-aside to cover the cost of the related contracts.

COMPUTER HARDWARE

Computer Hardware Aid is distributed on the basis of audited net October 31, 2010 registers and the aid available. New small and redesigned schools opening in FY12 will have allotments based on projected enrollments. Computer Hardware allotments presented in this section are final, and will not be adjusted later in the year based on register changes.

Funds for the NYSTL allocation have been scheduled in the appropriate object code on each school’s Table of Organization in Galaxy in the following categories:

Elementary/ Middle Schools	High Schools/District 79	Citywide (District 97)
TL NYSTL Hardware	TL NYSTL Hardware HS	TL NYSTL Hardware CW
TL NYSTL Library Books	TL NYSTL Library Books HS	TL NYSTL Library Books CW
TL NYSTL Software	TL NYSTL Software HS	TL NYSTL Software CW
TL NYSTL Textbooks	TL NYSTL Textbooks HS	TL NYSTL Textbooks CW

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

Attachment(s):

Table 1 – NYSTL Part 1 Allocations – School Allocations Summary ([click here for a downloadable Excel file](#))

Table 2 – NYSTL Part 1 Allocations – School Allocations Detail ([click here for a downloadable Excel file](#))

MT: bf

c: Raelene Stroom