

SCHOOL ALLOCATION MEMORANDUM NO. 36, FY 13

DATE: June 13, 2012

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

FROM: Michael Tragale, Chief Financial Officer

SUBJECT: Centrally Funded Excess

For the school year 2012-2013, schools have not received any year-over-year cut in Fair Student Funding. Given the flat budget condition, schools are expected to ensure that sufficient resources are devoted to meet all mandated and contractual obligations, and are also expected to maintain current staff with available resources. In the extraordinary circumstance that schools meet the criteria described below, funds for Centrally Funded Excess Staff (CFES) will be used to pay for staff. All requests for CFES will be carefully evaluated. In particular, excessing of teachers, guidance counselors, or social workers must be limited so as not to deplete overall department resources. Excessing of assistant principals or parent coordinators will not be allowed. Principals are reminded that excessing is not a permissible way to deal with unsatisfactory teachers.

Guidelines for Receiving Centrally Funded Excess Staff Funds

Schools are eligible to receive CFES only if they meet *both* of the following thresholds:

1. Excess Reason Threshold:

Schools will be considered eligible to receive CFES only if at least one of the following excess reasons applies:

- *Register Loss:* Schools experiencing a register loss of at least 3.5 percent when compared to the audited October 31, 2011 register for school year 2011-2012.
- *Grade Loss:* Schools experiencing loss of grade from prior year
- *Grant Funding Loss:* Schools that can demonstrate a significant *unanticipated* loss or reduction to grant funding

If none of these reasons apply, a school must continue to fund staff that cannot be excessed based on the current guidelines.

Where schools are excessing to align staffing levels with anticipated register loss between the 2012-2013 projected register and 2012-2013 anticipated actual register, schools are expected to schedule freed up tax levy dollars in the register loss set-aside.

2. Financial Threshold:

In addition to complying with the excess reasons stated above, schools must demonstrate that they are unable to self-fund excess staff. Each school's budget will be considered in its entirety when assessing its ability to self-fund. The following criteria will be applied to make this assessment:

- After scheduling for all mandated and contractual obligations, schools' scheduled amounts do not cumulatively exceed benchmark pupil per capita targets based on the 25th percentile of continuing schools by type and size in:
 1. OTPS (excluding NYSTL)
 2. Per Diem
 3. Per Session, Secretaries, School aides, DC37 Para's, Family workers, Business Managers, and other F-status and H-bank titles

School Type & Size ¹	Per Diem ²	OTPS	Per Session	Secretaries	Aides, Family Workers, H-Bank	Cumulative
Non-Small EL	\$ 72.55	\$ 105.00	\$ 20.40	\$ 114.98	\$ 176.46	\$ 360.24
Small EL	\$ 62.32	\$ 153.76	\$ 23.73	\$ 153.04	\$ 213.25	\$ 478.25
Non-Small MS	\$ 76.56	\$ 94.74	\$ 27.92	\$ 103.14	\$ 147.41	\$ 319.87
Small MS	\$ 46.67	\$ 218.86	\$ 65.20	\$ 158.06	\$ 205.34	\$ 497.23
Non-Small HS	\$ 44.85	\$ 155.19	\$ 72.72	\$ 116.24	\$ 207.43	\$ 479.13
Small HS	\$ 37.20	\$ 334.84	\$ 89.74	\$ 138.75	\$ 267.80	\$ 634.69

¹ Small and non-small schools are defined as those with a projected register less than or greater than 350, respectively.

² Schools should schedule sufficient Per Diem resources for 8 days per teacher or 75% of the prior year's spending.

- Schools that self-fund summer school site costs are expected to absorb the cost of excesses at least up to the value of the amount used for site costs.
- Scheduled vacancies must be inappropriate for proposed excess staff.
- Any unscheduled balances will be reviewed to determine if they are appropriate to fund proposed excess staff, except that school budgets must also:
 - Accommodate returns from leave and sabbatical;
 - Accommodate Register Loss Set-Aside.
- Increases in the levels of support staff from prior year levels will be reviewed.

Staff Who Were Funded with CFES in FY12:

All staff who were funded with CFES in FY12, including those who were removed from school payrolls to serve in the Absence Teacher Reserve, must be re-evaluated for CFES in school year 2012-2013. Schools must demonstrate compliance with the guidelines above before Centrally Funded Excess Staff funds can be provided for these staff.

Funding for Centrally Funded Excess Staff is a loan to schools and is subject to repayment. Accruals in CFES funding will be removed from schools periodically throughout the year.

Schools receiving CFES will:

- be restricted in the amount of ASA register growth they can receive,
- be required to fund the "register loss set-aside" if applicable,
- not be eligible to participate in the DPPI unless the CFES is fully repaid,
- have all vacancies reviewed to determine whether CFES-funded staff can be used to fill these vacancies,
- be required to use new allocations and attrition savings to offset CFES funding, and
- have transfers of funding from PS to OTPS closely scrutinized by CFNs.

Please contact your CFN if you have questions regarding this SAM.

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

MT: kw