

SCHOOL ALLOCATION MEMORANDUM NO. 72, FY 13

DATE: October 18, 2012

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

FROM: Michael Tragale, Chief Financial Officer

SUBJECT: Common Core Lab Schools Allocation

In 2012-2013, 35 Common Core Lab schools will be provided with Race to the Top (RTTT) funding to examine and support school-wide implementation of the Common Core standards and the citywide instructional expectations (CIE). The Labs will use a common framework for instruction and assessment to generate a normed understanding of quality instruction resulting in Common Core-aligned pedagogical shifts at scale (across the school and across the network). They will engage in year-long strategic planning and implementation utilizing key tools aligned with the Common Core standards. Common Core Lab schools will help the DOE to test emerging hypotheses and inform the citywide instructional expectations for 2013-14.

Common Core Lab schools are expected to share, disseminate and cultivate this work throughout the entire school and within their networks. Participants will meet regularly, to engage in the work within their own grade-level or in department teams to implement this work. They will engage in cycles of inquiry and implementation that will include looking at and reflecting on teacher and student work, always with the perspective of how to leverage the resources to support school-wide Common Core implementation.

To support Common Core Lab schools' participation and implementation of this work, they will receive an allocation (equal across all schools) in 2012-13. They will be able to flexibly apply the allocation to supplement staffing and/or per session and/or per diem activities. We expect Common Core Lab schools to devote a significant percentage of their time to the Lab work developing strategic plans that will support Common Core implementation across their schools and implementing, monitoring and refining those plans. The direct allocation to each school will be \$10,857. Any unspent funds from July 1, 2012-June 30, 2013 cannot be rolled over into FY 14 school budgets, and will instead be returned to DOE Central for reallocation to appropriate priorities. Schools should refer to Chancellor's Regulation 175 (C-175) for per session instructions, including the process for approval of per session hours, and necessary documentation for payment for per session activities. Documentation must include timecards, time sheets, job posting and applications for the posting.

Allowable cost factors include:

Per Session / Per Diem

- Supervisor Per Session
- Principal Per Session
- Prep Period Coverage
- Teacher – Regular Grades – Per Session
- Teacher – Regular Grades – Per Diem

Teacher Salary

- Teacher – Regular Grades
- Teacher – Special Ed (3101)
- Teacher – Lead Teacher
- Teacher – Lead Special Ed

This allocation of funds may only be used to support teams working on Common Core Lab work. Schools should be prepared to meet monthly with Central Lab Coaches and provide the documents outlined above upon request on a periodic basis (e.g., per session audit requires job posting, job applications, timecards and timesheets). Any additional evidence supporting the schools' activities include, but are not limited to, team agendas, meeting minutes, and school-wide memos to teachers and staff around Common Core implementation. Finally, schools which elect to partially fund teacher salaries are required to complete monthly time and effort certification reports for each staff position.

These funds will be allocated under allocation category [ARRA RTTT Common Core Lab](#).

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

Attachment(s):

Table 1 – Schools Allocation Summary ([click here for a downloadable Excel file](#))

MT: jab

C: Shael Polakow-Suransky
Josh Thomases
Alexandra Anormaliza

School Allocation Memorandum No. 72, FY 13
Common Core Lab Schools Allocation

Table 1: Schools Allocations Summary

Cluster	Network	Location	Amount
94CL01	94N112	01M378	10,857
94CL01	94N108	03M505	10,857
94CL05	94N534	04M012	10,857
94CL01	94N108	04M555	10,857
94CL04	94N410	05M286	10,857
94CL05	94N532	06M048	10,857
94CL05	94N532	06M052	10,857
94CL05	94N532	06M189	10,857
94CL05	94N551	06M223	10,857
94CL05	94N532	06M278	10,857
94CL05	94N532	06M319	10,857
94CL05	94N534	07X296	10,857
94CL01	94N108	07X379	10,857
94CL05	94N534	09X199	10,857
94CL05	94N534	09X204	10,857
94CL01	94N108	12X446	10,857
94CL06	94N612	13K008	10,857
94CL06	94N612	13K054	10,857
94CL06	94N612	15K131	10,857
94CL06	94N612	15K169	10,857
94CL01	94N112	15K442	10,857
94CL01	94N112	16K267	10,857
94CL04	94N410	17K191	10,857
94CL04	94N410	17K289	10,857
94CL04	94N410	17K316	10,857
94CL06	94N605	21K253	10,857
94CL01	94N112	21K410	10,857
94CL06	94N605	22K207	10,857
94CL02	94N201	24Q610	10,857
94CL05	94N534	26Q216	10,857
94CL01	94N108	27Q062	10,857
94CL02	94N201	27Q323	10,857
94CL02	94N201	29Q498	10,857
94CL02	94N202	30Q085	10,857
94CL01	94N112	32K383	10,857
TOTAL			379,995