

## SCHOOL ALLOCATION MEMORANDUM NO. 20, FY 14

**DATE:** May 24, 2013

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

**FROM:** Michael Tragale, Chief Financial Officer

**SUBJECT:** Young Adult Borough Centers (YABC)

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Funds are being provided for the continuation and expansion of the YABCs based on a per student allocation formula. The YABC is an academic program serving under-credited youth who wish to earn credits toward a high school diploma by taking intensive afternoon and evening classes up to five times per week. Students must be fully enrolled in the YABC and cannot be simultaneously enrolled in a traditional day school. Students graduate with a diploma from their sending school after they have completed and passed all of the course work and examinations required by the State. All YABC programs are open to all eligible students from any high school in the City.

This year's SAM takes into account changing demand for service as a result of schools being phased out, the opening of numerous new YABC with Learn to Work (LTW) sites within the DOE over the past five years and additional options for students under Children's First. This SAM establishes a uniform projected enrollment for students at all the YABCs throughout the five boroughs while establishing a uniform budget for all YABC sites. Each YABC will have an initial budget based on an enrollment of 250 students. Midyear adjustments for YABCs will be implemented to the Instructional Program portion of the budget based on the average audited register of three random days from October 1, 2013 to December 20, 2013. YABCs that have an enrollment less than 250 students will lose funding from the Instructional Program portion of the budget while YABCs who have over 250 students will receive additional funding up to 275 students to the Instructional Program portion of the budget. Each YABC must maintain an enrollment of 250 students and classes must be scheduled between 4 PM and 9 PM, following the calendar of the high school day.

**Rationale:** To ensure that the budget resources allocated via the SAM for the DOE portion of YABC operations are fully utilized, YABC budgets are being adjusted mid-year as follows: YABCs with an average enrollment of 260 or more will receive an increase in their budgets of \$12,308; YABCs with an average enrollment between 250-260 will have no change to their budgets; YABCs with an average enrollment between 200-249 will have their budgets reduced by \$15,000; and YABCs with an average enrollment of less than 200 will have their budgets reduced by \$50,000

### **Students Served**

YABCs are designed specifically to serve the needs of young adult students ages 17 ½ and older who have been in high school for more than four years and have earned 17 or more credits towards graduation and who are committed to earning a high school diploma. These students often have adult responsibilities that make attending classes in the evening a preferable option, and many students at YABC have faced obstacles to progressing in traditional high school settings. All YABC programs must follow standard eligibility guidelines and registration procedures as specified by the Department of Education's Office of Postsecondary Readiness. The procedures for registering students can be found at the following link on the DOE website:

<http://schools.nyc.gov/ChoicesEnrollment/AlternativesHS/YoungAdult/default.htm>

### **Community Based Organization (CBO) Component**

Providers' services will complement the academic component of the YABC by providing an array of youth development supports, personal growth, and life skills management services for students, including but not limited to: outreach and student recruitment, orientation and engagement, attendance outreach, individual and family counseling and referrals, case management, extracurricular activities, youth leadership development, academic support and tutoring, college exploration and advisement, employment preparation and placement, and support and guidance for planning for meaningful post-secondary experiences.

### **Program Staffing**

DOE staff is limited to working only with students enrolled in the YABC. Funds are to be used to hire a full-time 12 month Assistant Principal Supervisor (AP), who is hired and supervised by the Principal of the host school. The full-time AP must be scheduled to work from 1 PM to 9 PM except on Fridays when more flexible hours may be set. Assistant Principals must work with the designated CBO partner in a collaborative fashion to build and maintain a learning environment with high expectations for students and reflective of youth development principles. The AP is required to participate in regularly scheduled YABC networking meetings. All other DOE staff is per session employees who can only work between the hours of 4 PM and 9 PM Monday through Friday.

Limited funds may be used to cover per session costs of the building principal to provide program supervision and oversight in the after school hours. A per session assistant principal may be engaged to provide backup coverage for the AP Supervisor up to a total of \$14,098 per year.

### **OTPS Costs**

OTPS expenditures must be for the dedicated use of the YABC program and support the advancement of students enrolled in the YABC program.

ALL EXPENDITURES MUST ADHERE TO PURCHASING AND PROCUREMENT GUIDELINES AS OUTLINED IN THE SOPM CHAPTER.

Programmatic information provided by the Office of Postsecondary Readiness.

YABC programs are ineligible to participate in the Deferred Program Planning Initiative.

The allocation will be placed in the **TL Instructional Program HS YABC** allocation category.

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

Attachment(s):

Table 1 – FY14 YABC Allocations ([click here for a downloadable Excel file](#))

MT: jab

C: Josh Thomases  
Vanda Belusic

**YABC FY14 Initial Allocation**

CFN	Location	BN	Schools Name	Register	Instructional Program	Revised Instructional Program	Mid-Year Adjustment	NYS Textbook	NYS Library	NYS Software	NYS Hardware	Total YABC	Summer
94N610	02M473	M473	WASHINGTON IRVING YABC	250	795,746	808,054	(12,308)	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N107	06M457	M457	GEORGE WASHINGTON YABC	250	795,746	808,054	(12,308)	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N562	07X456	X456	ALFRED E. SMITH CAMPUS YABC	250	795,746	780,746	15,000	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N603	08X408	X408	HERBERT H. LEHMAN YABC	250	795,746	808,054	(12,308)	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N562	08X507	X507	STEVENSON YABC	250	795,746	745,746	50,000	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N402	10X503	X503	WALTON YABC	250	795,746	808,054	(12,308)	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N562	10X504	X504	KENNEDY YABC	250	795,746	808,054	(12,308)	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N610	10X667	X667	GRACE DODGE YABC	250	795,746	780,746	15,000	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N562	11X417	X417	C COLUMBUS HS YABC	250	795,746	780,746	15,000	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N107	12X428	X428	LEARNING TO WORK YABC AT MONROE	250	795,746	780,746	15,000	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N112	13K657	K657	Downtown Brooklyn YABC	250	795,746	808,054	(12,308)	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N563	14K923	K923	AUTOMOTIVE HIGH SCHOOL YABC	250	795,746	808,054	(12,308)	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N402	16K959	k455	Boys and Girls High School Yabc	250	795,746	795,746	0	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N511	17K467	K467	ERASMUS YABC	250	795,746	795,746	0	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N563	18K922	K922	SOUTH SHORE EDUCATIONAL COMPLEX YABC	250	795,746	808,054	(12,308)	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N611	19K431	K431	THOMAS JEFFERSON YABC	250	795,746	808,054	(12,308)	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N563	19K501	K501	FRANKLIN K. LANE CAMPUS YABC	250	795,746	808,054	(12,308)	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N405	20K658	K658	FRANKLIN DELANO ROOSEVELT YABC	250	795,746	808,054	(12,308)	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N112	21K411	K411	ABRAHAM LINCOLN YABC	250	795,746	795,746	0	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N202	24Q457	Q457	HS ARTS & BUSINESS YABC	250	795,746	808,054	(12,308)	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N202	25Q467	Q467	FLUSHING YABC	250	795,746	808,054	(12,308)	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N563	27Q487	Q487	JOHN ADAMS YABC	250	795,746	795,746	0	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
94N405	31R607	R607	STATEN ISLAND YABC	250	795,746	745,746	50,000	14,291	1,520	2,495	2,870	\$1,612,668	\$13,219
				<b>5750</b>	<b>18,302,158</b>	<b>18,302,162</b>	<b>0</b>	<b>328,693</b>	<b>34,960</b>	<b>57,385</b>	<b>66,010</b>	<b>\$37,091,364</b>	<b>\$304,037</b>
					<i>TL Instructional Programs HS YABC</i>			<i>TL NYSTL TEXTBOOKS HS</i>	<i>TL NYSTL LIBRARY BOOKS HS</i>	<i>TL NYSTL SOFTWARE HS</i>	<i>TL NYSTL HARDWARE HS</i>		<i>TL Summer School Shared HS YABC</i>
				<i>PerCapita:</i>	<i>\$3,183</i>			<i>\$57.17</i>	<i>\$6.08</i>	<i>\$9.98</i>	<i>\$11.48</i>		<i>\$304,042</i> <i>\$13,219.22</i>