

SCHOOL ALLOCATION MEMORANDUM NO. 27, FY 14

DATE: July 01, 2013

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

FROM: Michael Tragale, Chief Financial Officer

SUBJECT: District 75 Citywide Special Education Programs

OVERVIEW

District 75 utilizes a comprehensive school-based budgeting process that allows all District 75 schools to control their own budgets. This comprehensive school-based budgeting process has resulted in greater principal autonomy and control over funds, and greater transparency in school budgets. Each year, the Department has sought to improve on its school-based budgeting by making budget allocations to schools more timely, more comprehensive and reflective of the resources required to operate programs that meet the instructional needs of students.

The school budget methodology reflects the distinct aspects of the funding model for District 75. D75 school budgets, in contrast to other schools' budgets, are part of an aggregate district budget that must remain in balance while being managed to meet all mandated needs, school-based and district-wide, throughout the course of the summer and school year. In FY 2014, the budget methodology will continue to be a zero-based, building block model, insuring equity and transparency. Essentially, all budget allocations to schools are built from the ground up. The formulae are designed to insure sufficient resources for schools to carry out their instructional mandates for special education services, while providing the fiscal capacity through which the principal may exercise discretion to meet the broad needs of the school's educational program.

In FY 2014 additional allocation categories are being introduced to better monitor and track expenditures in the following areas:

IEP Paraprofessionals

Occupational and Senior Occupational Therapists

Physical and Senior Physical Therapists

Teachers of Speech Improvement (Line 3171)

Counseling – Guidance Counselors, Social Workers and School Psychologists

The budget methodology will continue as reflected in the Methodology and Management Matrix, to maximize principal discretion, to the greatest extent possible, in the utilization of allocated resources, while incorporating only those rules deemed essential to effective management of the aggregate budget to achieve the above-stated goal.

Principals will receive allocations in the categories of TL Instructional Programs CW, TL Support Services CW, TL RS Related Services CW, TL Home & Hospitals (as appropriate); Tax Levy Pre-K Program Support, TL RS Pre-K Related Services, TL Therapist OTPS CW and TL Specialized Equipment CW, TL RS IEP Para CW, TL RS OT CW, TL RS PT CW, TL RS Speech CW, and TL RS Counseling CW. Descriptions of major allocations follow under the headings of instructional programs, per capita, needs-based and programmatic. Some specific allocations are preliminary and will need to be adjusted based on a review of actual student mandated needs.

INSTRUCTIONAL PROGRAM ALLOCATION

The TL Instructional Programs CW allocation provides funding to support instruction for students from kindergarten through age 21 (as well as the tax levy portion of the Pre-Kindergarten Autistic Spectrum Program and Chapter 683 Programs). This allocation funds teachers, classroom paraprofessionals, inclusion paraprofessionals, classroom supplies and equipment, as well as school administration and basic instructional support services.

In 2013 - 2014:

- Funds allocated to schools for Instructional Programs will be based upon schools' allocations as contained in the District FileMaker Placement Allocation database as of 05-20-2013. The amount allocated to schools will reflect changes in pupil enrollment, types of services mandated for the students, district average teacher salaries, elimination of any "one time" funding received in 2012 - 2013, and district decisions on district-wide programs or services.

PER CAPITA ALLOCATIONS

In 2013 - 2014, per capita allocations will continue to be made to schools based upon eligible pupil enrollment.

New York State Library Book, Computer Software and Hardware

Funds from these three New York State funding sources are allocated to all schools on a per capita basis using audited October 31, 2012 registers.

New York State Textbook

Under the New York State Textbook Law (NYSTL), the State provides aid for textbooks. Funds from this New York State funding source are allocated to all schools on a per capita based on projected audited October 31, 2012 student registers.

Due to the fact that District 75 contains schools whose students are evaluated through alternate assessment (and as such, do not use textbooks), NYSTL funding may be re-allocated to schools based on need, as determined by the District 75 Superintendent.

NEEDS-BASED ALLOCATIONS

IEP-Mandated Paraprofessionals

In 2013 - 20134, schools will receive their allocation for all IEP-mandated paraprofessional services in a new allocation category TL RS IEP Para CW. As new mandated needs occur during the school year, additional resources will be provided based upon review by the Superintendent's Office and its Children First Network. Excess resources from IEP paraprofessional assignments which are discontinued will be removed from schools' budgets.

Speech

Schools will receive funding for IEP-mandated speech teachers through a new allocation category TL RS Speech CW. Speech positions will be allocated to schools as needed, based upon individual student IEP mandates.

Counseling

Schools will receive their allocation for guidance counselors, social workers and school psychologists through a new allocation category TL RS counseling CW. Counseling positions will be allocated to schools as needed, based upon individual student IEP mandates.

Occupational Therapy, Physical Therapy

Mandated services in these areas are provided to schools as needed, based upon individual student IEP mandates. Funding will be allocated in new allocation categories, TL RS OT CW and TL RS PT CW.

Hearing and Vision Services

Mandated services in these areas are provided to schools as needed, based upon individual student IEP mandates.

Assistive Technology

Resources to fund the purchase of specialized educational equipment and the cost to train staff and parents on the use of equipment will be provided as necessary per IEP mandate.

PROGRAMMATIC ALLOCATIONS

Allocation rules associated with these programs will generally remain the same in fiscal year 2014.

Parent Coordinator Allocation

As part of Children First, schools are allocated supplemental resources to establish a parent coordinator position. The coordinator's responsibilities include outreach to parents; encouragement of parent involvement in their children's education; support of parent organizations within schools; responding to parent concerns and inquiries; and creation of a welcoming environment for parents. This program will continue in FY 14.

Jose P

As a result of the Jose P. consent decree, additional resources are provided to schools in District 75 to provide additional support consistent with the decree.

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

Attachment(s):

FY 14 Citywide Special Education Initial School Allocations [\(click here for a downloadable Excel file\)](#)

MT:

C: Corinne Rello-Anselmi
Gary Hecht
Roberto E. Tillman