

SCHOOL ALLOCATION MEMORANDUM NO. 68, FY 14

DATE: September 5, 2013

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

FROM: Michael Tragale, Chief Financial Officer

SUBJECT: Universal Pre-Kindergarten Program Support

This allocation memorandum provides resources supporting New York State certified Early Childhood Social Workers and Family Workers servicing pre-kindergarten classes in public schools throughout the city. These social workers work with the Office of Early Childhood Education (OECE) to support students in Early Childhood classrooms, with assistance from Family Workers. Their duties include:

- Assisting classroom pre-kindergarten staff in creating emotionally responsive environments for students by collaborating with classroom staff on a regular basis.
- Encouraging parents to visit the school, confer with the teachers, attend family meetings and continue involvement in school functions as needed.
- Developing, arranging, and conducting family workshops based on assessed needs in consultation with school administration on such topics as Parenting Skills, Child Development, Health, Nutrition, Community Services, and Transitions.
- Assisting families in navigating DOE processes such as enrollment, CPSE, and Turning 5, etc.

Please note, Early Childhood Social Workers will, at times, provide support to children in other Early Childhood grades, especially around transitions. Family Workers assist social workers with carrying out the duties mentioned above.

There is an Early Childhood Program Specialist assigned to each OECE Field Office (Manhattan/Bronx; Queens; Brooklyn/Staten Island) who is responsible for supporting the Early Childhood Social Worker in fully implementing their roles and responsibilities within their assigned schools. All communications, questions, concerns regarding the Early Childhood Social Worker should be directed to the corresponding OECE Program Specialist.

Early Childhood Social Workers service more than one school. However, only one school is designated as their payroll school. For the 2012-2013 school year, Early Childhood Social Workers will only be funded on his/her payroll school. The Principal of the payroll school and their staff

monitor all matters pertaining to attendance, payroll, and Cumulative Absence Reserve (CAR). For example, entering absences, leaves, lateness etc. as well as maintaining all relevant documentation for the Social Worker's files.

All Early Childhood Social Workers are required to follow the time keeping procedures of each school they service. Therefore, if a particular school's practice is for its staff is to use a timecard, then the Early Childhood Social Worker does the same; if the practice is that staff is required to sign an attendance book, the Early Childhood Social Worker must follow that protocol. Each principal will determine the timekeeping procedure the social worker will follow in his/her building. In addition, social workers will record and certify their time on the Office of Early Childhood Education Timesheet. This timesheet will need to be signed by the payroll school's principal at the end of each month to confirm the receipt of this document. We encourage communication between the payroll secretaries of all schools supported by the social worker to ensure that their payroll school's secretary always has accurate information.

In the event of an absence or change in schedule, the Early Childhood Social Worker is required to call the school(s) he/she services on that day, their Program Specialist, as well as the payroll school. The social worker will follow up with an official email regarding their attendance as well as change of schedule including arrival and/or departure. The payroll school is responsible for recording time, attendance, leaves and documentation in the CAR. All personnel information is also kept in the social worker's file. The Program Specialist is to receive copies of all time, attendance and documents supporting performance throughout the year.

The payroll school principal is responsible for entering the social worker's end of year rating. Each principal of the assigned schools will provide feedback on the social worker's overall performance to the Program Specialist which will then be communicated to the payroll school principal.

Ongoing communication, via email, phone calls or in-person discussions, between principals of assigned schools and the Program Specialist will help in facilitating this process.

If you have questions about Early Childhood Social Workers or use of funds to support them, please contact the Office of Early Childhood Education at 212-374-0351.

Allocations should be scheduled in **TL PreK Program Support Shared**.

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

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

MT: pp

C: Christopher McKay

School Allocation Memorandum No. 68, FY 14
FY14 Universal Pre-Kindergarten Program Support
Table 1: Schools Allocations Summary

Cluster	Network	Location	School	Family Worker	Social Worker	Total
94CL04	94N406	01M019	P.S. 019 ASHER LEVY	\$22,667	-	\$22,667
94CL02	94N206	01M034	P.S. 034 FRANKLIN D. ROOSEVELT	\$27,638	-	\$27,638
94CL02	94N206	01M134	P.S. 134 HENRIETTA SZOLD	\$3,974	-	\$3,974
94CL02	94N203	01M137	P.S. 137 JOHN L. BERNSTEIN	\$24,235	-	\$24,235
94CL02	94N203	01M142	P.S. 142 AMALIA CASTRO	\$3,617	-	\$3,617
94CL02	94N203	01M188	P.S. 188 THE ISLAND SCHOOL	\$20,026	-	\$20,026
94CL01	94N102	01M315	THE EAST VILLAGE COMMUNITY SCHOOL	-	\$84,988	\$84,988
94CL02	94N206	02M002	P.S. 002 MEYER LONDON	\$29,098	-	\$29,098
94CL02	94N206	02M003	P.S. 003 CHARRETTE SCHOOL	-	\$84,988	\$84,988
94CL02	94N203	02M111	P.S. 111 ADOLPH S. OCHS	\$29,129	\$84,988	\$114,117
94CL02	94N206	02M124	P.S. 124 YUNG WING	\$9,254	-	\$9,254
94CL02	94N206	02M126	P.S. 126 JACOB AUGUST RIIS	\$24,572	-	\$24,572
94CL04	94N408	03M009	P.S. 009 SARAH ANDERSON	\$31,581	-	\$31,581
94CL04	94N406	03M084	P.S. 084 LILLIAN WEBER	\$11,143	\$84,988	\$96,131
94CL05	94N511	03M149	P.S. 149 SOJOURNER TRUTH	\$23,903	-	\$23,903
94CL04	94N408	03M163	P.S. 163 ALFRED E. SMITH	-	\$84,988	\$84,988
94CL04	94N408	03M180	P.S. 180 HUGO NEWMAN	-	\$84,988	\$84,988
94CL06	94N607	04M102	P.S. 102 JACQUES CARTIER	\$20,320	-	\$20,320
94CL06	94N606	04M375	MOSAIC PREPARATORY ACADEMY	-	\$84,988	\$84,988
94CL04	94N406	05M030	P.S. 030 HERNANDEZ/HUGHES	-	\$84,988	\$84,988
94CL05	94N551	05M133	P.S. 133 FRED R MOORE	\$26,333	-	\$26,333
94CL04	94N406	05M154	P.S. 154 HARRIET TUBMAN	-	\$84,988	\$84,988
94CL05	94N532	06M048	P.S. 048 P.O. Michael J. Buczek	-	\$84,988	\$84,988
94CL04	94N401	06M173	P.S. 173	\$27,142	-	\$27,142
94CL02	94N204	07X018	P.S. 018 JOHN PETER ZENGER	\$23,585	-	\$23,585
94CL05	94N551	07X157	P.S. 157 GROVE HILL	\$27,638	-	\$27,638
94CL01	94N109	07X161	P.S. 161 PONCE DE LEON	\$21,552	-	\$21,552
94CL02	94N203	07X277	P.S. 277	\$20,582	-	\$20,582
94CL06	94N607	08X048	P.S. 048 JOSEPH R. DRAKE	\$24,041	-	\$24,041
94CL04	94N401	08X093	P.S. 093 ALBERT G. OLIVER	\$27,031	-	\$27,031
94CL06	94N607	08X119	P.S. 119	\$27,031	-	\$27,031
94CL06	94N606	08X130	P.S. 130 ABRAM STEVENS HEWITT	\$20,292	-	\$20,292
94CL01	94N108	08X140	P.S. X140 The Eagle School	\$21,778	-	\$21,778
94CL06	94N607	08X304	P.S. 304 EARLY CHILDHOOD SCHOOL	\$29,489	\$84,988	\$114,477
94CL04	94N406	09X073	P.S. 073 BRONX	\$24,385	\$84,988	\$109,373
94CL06	94N607	10X059	P.S. 059 The Community School of Technology	\$22,201	-	\$22,201
94CL06	94N606	11X189	CORNERSTONE ACADEMY FOR SOCIAL ACTION	-	\$84,988	\$84,988
94CL06	94N606	12X006	P.S. 006 WEST FARMS	\$17,414	-	\$17,414
94CL06	94N607	12X044	P.S. 044 DAVID C. FARRAGUT	\$27,031	-	\$27,031
94CL04	94N401	12X061	P.S. 061 FRANCISCO OLLER	\$22,794	-	\$22,794
94CL06	94N608	12X066	P.S. 066 SCHOOL OF HIGHER EXPECTATIONS	-	\$84,988	\$84,988
94CL05	94N551	12X092	P.S. 092 BRONX	\$22,809	-	\$22,809
94CL05	94N551	12X134	P.S. 134 GEORGE F. BRISTOW	\$27,737	-	\$27,737
94CL06	94N608	12X214	P.S. 214	-	\$84,988	\$84,988
94CL05	94N534	12X691	BRONX LITTLE SCHOOL	-	\$84,988	\$84,988

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Table 1: Schools Allocations Summary

Cluster	Network	Location	School	Family Worker	Social Worker	Total
94CL06	94N612	13K054	P.S. 054 SAMUEL C. BARNES	\$22,060	-	\$22,060
94CL06	94N612	13K093	P.S. 093 WILLIAM H. PRESCOTT	\$22,159	-	\$22,159
94CL06	94N612	13K256	P.S. 256 BENJAMIN BANNEKER	-	\$84,988	\$84,988
94CL06	94N612	14K059	P.S. 059 WILLIAM FLOYD	\$30,052	-	\$30,052
94CL06	94N612	14K120	P.S. 120 CARLOS TAPIA	\$20,690	-	\$20,690
94CL06	94N612	14K250	P.S. 250 GEORGE H. LINDSAY	\$21,283	-	\$21,283
94CL06	94N612	14K257	P.S. 257 JOHN F. HYLAN	\$22,159	-	\$22,159
94CL06	94N612	14K380	P.S. 380 JOHN WAYNE ELEMENTARY	\$21,552	\$84,988	\$106,540
94CL04	94N409	15K001	P.S. 001 THE BERGEN	\$22,314	\$84,988	\$107,302
94CL01	94N102	15K029	P.S. 029 JOHN M. HARRIGAN	\$22,413	-	\$22,413
94CL04	94N409	15K032	P.S. 032 SAMUELS MILLS SPROLE	\$35,859	-	\$35,859
94CL01	94N102	15K130	P.S. 130 THE PARKSIDE	-	\$84,988	\$84,988
94CL04	94N409	15K154	The Windsor Terrace School	\$21,571	-	\$21,571
94CL01	94N102	15K172	P.S. 172 BEACON SCHOOL OF EXCELLENCE	\$27,429	-	\$27,429
94CL01	94N102	15K230	P.S. 230 DORIS L. COHEN	\$22,159	-	\$22,159
94CL06	94N612	16K005	P.S. 005 DR. RONALD MCNAIR	-	\$84,988	\$84,988
94CL04	94N406	16K243	P.S. 243K- The Weeksville School	-	\$84,988	\$84,988
94CL02	94N207	16K309	P.S. 309 The George E. Wibecan Preparatory Academy	\$31,815	-	\$31,815
94CL04	94N401	16K335	P.S. 335 GRANVILLE T. WOODS	\$22,286	-	\$22,286
94CL06	94N602	17K138	P.S. 138 BROOKLYN	-	\$84,988	\$84,988
94CL06	94N602	17K181	P.S. 181 BROOKLYN	\$27,638	-	\$27,638
94CL04	94N410	17K316	P.S. 316 ELIJAH STROUD	\$27,879	-	\$27,879
94CL04	94N401	17K375	P.S. 375 Jackie Robinson School	-	\$84,988	\$84,988
94CL04	94N410	17K394	M.S. K394	\$27,638	-	\$27,638
94CL06	94N602	18K115	P.S. 115 DANIEL MUCATEL SCHOOL	\$20,511	-	\$20,511
94CL05	94N533	18K272	P.S. 272 CURTIS ESTABROOK	\$27,515	-	\$27,515
94CL05	94N535	19K213	P.S. 213 NEW LOTS	-	\$84,988	\$84,988
94CL05	94N535	19K306	P.S. 306 ETHAN ALLEN	-	\$84,988	\$84,988
94CL04	94N409	20K164	P.S. 164 CAESAR RODNEY	\$23,133	-	\$23,133
94CL06	94N609	20K179	P.S. 179 KENSINGTON	\$21,552	\$84,988	\$106,540
94CL04	94N409	20K506	P.S. 506: The School of Journalism & Technology	\$27,808	-	\$27,808
94CL04	94N409	21K097	P.S. 97 THE HIGHLAWN	\$22,794	-	\$22,794
94CL06	94N605	21K100	P.S. 100 THE CONEY ISLAND SCHOOL	\$5,042	-	\$5,042
94CL04	94N409	21K121	P.S. 121 NELSON A. ROCKEFELLER	\$20,634	\$84,988	\$105,622
94CL06	94N605	21K128	P.S. 128 BENSONHURST	-	\$84,988	\$84,988
94CL04	94N409	21K153	P.S. 153 HOMECREST	\$5,553	\$84,988	\$90,541
94CL04	94N409	21K177	P.S. 177 THE MARLBORO	\$23,091	\$84,988	\$108,079
94CL06	94N605	21K216	P.S. 216 ARTURO TOSCANINI	\$20,634	\$84,988	\$105,622
94CL02	94N210	22K194	P.S. 194 RAOUL WALLENBERG	\$27,638	-	\$27,638
94CL06	94N602	22K198	P.S. 198 BROOKLYN	-	\$84,988	\$84,988
94CL06	94N605	22K206	P.S. 206 JOSEPH F LAMB	-	\$84,988	\$84,988
94CL06	94N602	22K217	P.S. 217 Colonel David Marcus School	-	\$84,988	\$84,988
94CL06	94N602	22K251	P.S. 251 Paerdegat	\$24,193	-	\$24,193
94CL04	94N401	23K156	P.S. 156 WAVERLY	-	\$84,988	\$84,988
94CL05	94N533	23K327	P.S. 327 DR. ROSE B. ENGLISH	-	\$84,988	\$84,988
94CL02	94N204	24Q229	P.S. 229 EMANUEL KAPLAN	-	\$84,988	\$84,988

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Cluster	Network	Location	School	Family Worker	Social Worker	Total
94CL02	94N207	25Q022	P.S. 022 THOMAS JEFFERSON	-	\$84,988	\$84,988
94CL02	94N204	25Q163	P.S. 163 FLUSHING HEIGHTS	-	\$84,988	\$84,988
94CL02	94N205	26Q133	P.S. 133 QUEENS	-	\$84,988	\$84,988
94CL02	94N205	26Q221	P.S. 221 The North Hills School	-	\$84,988	\$84,988
94CL02	94N211	27Q097	P.S. 097 FOREST PARK	-	\$84,988	\$84,988
94CL05	94N531	27Q123	P.S. 123	-	\$84,988	\$84,988
94CL05	94N531	27Q155	P.S. 155	-	\$84,988	\$84,988
94CL05	94N531	27Q254	P.S. 254 - The Rosa Parks School	-	\$84,988	\$84,988
94CL02	94N204	27Q317	WATERSIDE CHILDREN'S STUDIO SCHOOL	-	\$84,988	\$84,988
94CL02	94N207	28Q050	P.S. 050 Talfourd Lawn Elementary School	\$20,676	-	\$20,676
94CL02	94N207	28Q101	P.S. 101 SCHOOL IN THE GARDENS	\$24,344	-	\$24,344
94CL02	94N207	28Q160	P.S. 160 WALTER FRANCIS BISHOP	\$27,766	-	\$27,766
94CL05	94N531	29Q037	CYNTHIA JENKINS SCHOOL	\$28,115	-	\$28,115
94CL02	94N205	29Q116	PS/IS 116 William C. Hughley	\$27,429	-	\$27,429
94CL05	94N531	29Q132	P.S. 132 RALPH BUNCHE	-	\$84,988	\$84,988
94CL02	94N205	29Q195	P.S. 195 WILLIAM HABERLE	-	\$84,988	\$84,988
94CL02	94N202	30Q076	P.S. 076 WILLIAM HALLET	\$23,585	\$84,988	\$108,573
94CL02	94N202	30Q085	P.S. 085 JUDGE CHARLES VALLONE	-	\$84,988	\$84,988
94CL02	94N202	30Q092	P.S. 092 HARRY T. STEWART SR.	\$22,809	\$84,988	\$107,797
94CL02	94N204	30Q150	P.S. 150 QUEENS	-	\$84,988	\$84,988
94CL02	94N202	30Q151	P.S. 151 MARY D. CARTER	\$21,552	-	\$21,552
94CL02	94N202	30Q171	P.S. 171 PETER G. VAN ALST	-	\$84,988	\$84,988
94CL05	94N533	31R004	P.S. 004 MAURICE WOLLIN	\$22,060	-	\$22,060
94CL06	94N604	31R013	P.S. 013 M. L. Lindemeyer	-	\$84,988	\$84,988
94CL06	94N604	31R016	P.S. 016 JOHN J. DRISCOLL	\$23,020	-	\$23,020
94CL04	94N409	31R032	P.S. 032 THE GIFFORD SCHOOL	\$14,145	-	\$14,145
94CL06	94N604	31R042	P.S. 042 ELTINGVILLE	-	\$84,988	\$84,988
94CL06	94N609	31R044	P.S. 044 THOMAS C. BROWN	\$20,634	\$84,988	\$105,622
94CL05	94N533	31R053	P.S. 053 BAY TERRACE	\$26,988	-	\$26,988
94CL04	94N412	32K045	P.S. 045 HORACE E. GREENE	-	\$84,988	\$84,988
Total				\$1,764,199	4,929,304.0	\$6,693,503