

Revised June 9, 2014

SCHOOL ALLOCATION MEMORANDUM NO. 20, FY 15

DATE: June 3, 2014

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

FROM: Raymond J. Orlando, Chief Financial Officer

SUBJECT: Young Adult Borough Centers (YABC)

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.. 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. 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. An annual review of YABC registers on three random days from October 31, 2014 to December 31, 2014 will be undertaken. Based upon review, midyear adjustments for YABCs maybe implemented to the Instructional Program portion of the budget. All adjustments are made from within the total allocation for YABCs. Additional funding is only available if there are sites with significant under-enrollments to draw funds from. No YABC will be allocated additional funds for enrollment above 275.

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/SpecialPrograms/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 AP, in consultation with the Principal, may hire a full-time Guidance Counselor, who is supervised by the Assistant Principal. 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.

The full time Guidance Counselor who works a contractual 6 hours and thirty minutes exclusive of lunch; will only serve students enrolled in the YABC. Full time Guidance Counselors will be required to work his/her contractual number of hours per day within the 1pm and 9pm school session time of the YABC program as designated by Principal and Assistant Principal of the program. Typically the work day would be between 1pm and 8:15pm OR as designated by the Principal and Assistant Principal to meet program needs.

Per Session (C175) rules apply for any additional hours for full time Guidance Counselors, if support is needed beyond the contractual work day.

Hiring of Guidance Counselors should occur through the Open Market System (OMTS) through August 7, 2014. After the OMTS closes ATRs will be available through the ESSS.

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:

Table 1 – FY15 YABC Allocations ([click here for a downloadable Excel file](#))

RJO:bf

C: Douglas Knecht
Vanda Belusic

**School Allocation Memorandum No. 20, FY 15
YABC Allocation - Initial**

Table 1: School Allocation Detail

Clusters	Network	Location	Schools Name	Register	Instructional Program	NYSL Textbook	NYS Library	NYS Software	NYS Hardware	Sub-Total YABC	Summer	YABC Program
94CL06	94N610	02M473	WASHINGTON IRVING CAMPUS YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL01	94N107	06M457	GEORGE WASHINGTON YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL05	94N562	07X456	ALFRED E. SMITH CAMPUS YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL06	94N603	08X408	HERBERT H. LEHMAN YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL05	94N562	08X507	STEVENSON YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL04	94N402	10X503	WALTON YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL05	94N562	10X504	KENNEDY YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL06	94N610	10X667	GRACE DODGE YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL05	94N562	11X417	C COLUMBUS HS YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL01	94N107	12X428	LEARNING TO WORK YABC AT MONROE	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL01	94N112	13K657	Downtown Brooklyn YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL05	94N563	14K923	AUTOMOTIVE HIGH SCHOOL YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL04	94N402	16K959	Boys and Girls High School Yabc	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL05	94N511	17K467	ERASMUS YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL05	94N563	18K922	SOUTH SHORE EDUCATIONAL COMPLEX YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL06	94N611	19K431	THOMAS JEFFERSON YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL05	94N563	19K501	FRANKLIN K. LANE CAMPUS YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL04	94N405	20K658	FRANKLIN DELANO ROOSEVELT YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL01	94N112	21K411	ABRAHAM LINCOLN YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL02	94N202	24Q457	HS ARTS & BUSINESS YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL02	94N202	25Q467	FLUSHING YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL05	94N563	27Q487	JOHN ADAMS YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
94CL04	94N405	31R607	STATEN ISLAND YABC	250	795,746	14,303	1,538	2,543	2,850	\$816,980	\$13,219	\$830,199
Total				5750	18,302,158	328,969	35,374	58,489	65,550	\$18,790,540	\$304,037	\$19,094,577
<i>Allocation Category:</i>					<i>TL Instructional Programs HS YABC</i>	<i>TL NYSTL TEXTBOOKS HS</i>	<i>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>\$57.21</i>	<i>\$6.15</i>	<i>\$10.17</i>	<i>\$11.40</i>	<i>\$13,219.22</i>		