

Updated March 16, 2015

## SCHOOL ALLOCATION MEMORANDUM NO. 67, FY 2015

**DATE:** September 19, 2014

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

**FROM:** Raymond J. Orlando, Chief Financial Officer

**SUBJECT:** PROSE Schools Staffing New Teacher Leadership Roles

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*The information below updates the PROSE Schools Staffing New Teacher Leadership Roles School Allocation memorandum originally issued on September 19, 2014 (attached). Provisions in the September 19, 2014 memorandum not affected by this update still remain in force.*

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Previously, PROSE schools received a preliminary allocation of \$35,000 each to support the payment of the salary differential for up to one Master Teacher and up to two Models Teachers. Based on the fall selection process, individual school allocations have been adjusted to reflect actual staffing of these positions.

Unused funds were made available to 44 PROSE schools based on an application process. In addition to Master and Model Teacher positions, PROSE schools were given flexibility to define other teacher leadership roles and responsibilities to better meet the needs of their school communities. As part of the application process, PROSE schools had to:

- Create a specific position with a defined overall role that is different from the role of the Master and Model Teacher.
- List the specific additional responsibilities associated with the proposed position that are beyond the responsibilities of other teachers in the school and support the work of teachers.
- Describe the specific criteria used for selecting a teacher to fulfill this leadership role.
- Describe the specific process used for selecting a teacher to fulfill the leadership role, with the expectation that teachers would play a significant role in the selection process.

School applications had to be approved by the School Leadership Team, reviewed and approved by the PROSE Panel, and ratified by the school's UFT membership. Each PROSE school with a successful application will receive \$27,897. The allocation can only be used for per session and/or per diem activities and/or to supplement staffing.

**Allowable cost factors include:**

Per Session / Per Diem

- 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
- F-status
- Coaches

These funds will be allocated under allocation category “**TL Teacher Leadership Prose PS**”. Any unspent funds from FY 2015 cannot be rolled over into FY 2016 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 of per session activities. Documentation for per session must include per session posting and applications, time cards, and time sheets.

For any questions regarding this allocation, please email [PROSE@schools.nyc.gov](mailto:PROSE@schools.nyc.gov).

Attachment(s):

Table 1 – PROSE Allocation Summary – amended (Please click here for a downloadable Excel file)

Table 2 – PROSE Teacher Leadership Allocation (Please click here for a downloadable Excel file)

Table 3 – PROSE Allocation Detail – amended (Please click here for a downloadable Excel file)

C: Larry Becker

Vicki Bernstein

Amy Way

Anne Martin Williams

Dorita Gibson

Alexandra Anormaliza

## SCHOOL ALLOCATION MEMORANDUM NO. 67, FY 2015

**DATE:** September 19, 2014

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The Progressive Redesign Opportunity Schools for Excellence (PROSE) program was established as part of the new contract between the UFT and the DOE to allow schools to implement innovative plans that fall outside of the Chancellor's Regulations or UFT contract. Schools voted to implement innovative plans as part of the PROSE program for the 2014 – 2015 school year.

Staff members of these schools created a range of plans, including staggering the school day to meet student needs, changing contractually required student-to-teacher ratios to allow for a combination of small group learning and larger lecture-style classes, and using portfolios of instructional strategies to help rate teachers. In close collaboration with their teachers, school leaders in PROSE schools will drive continuous innovation as they look to change some of the basic rules and regulations under which they have historically operated.

PROSE schools have the opportunity to select centrally-screened qualified teachers to take on the new collectively-bargained Master Teacher and Model Teacher positions. Master Teachers and Model Teachers take on additional responsibilities to support the instructional practice of other teachers in their school.

The allocation for SY 2014-15 supports the payment of the salary differential for these new positions. Master Teachers and Model Teachers receive a \$20,000 and \$7,500 salary differential, respectively, which is annualized in each paycheck over the course of the school year.

Schools are receiving funding to select up to one (1) Master Teacher and up to two (2) Model Teachers and will receive \$35,000 to cover the cost of the salary differential for these positions. Funds may only be used to cover this salary differential.

Over the summer, a joint central application and interview process was held in partnership with the UFT in which teachers were pre-screened and entered into a Qualified Candidate Pool. Some schools may have already selected these teachers to take on Master Teacher and Model Teacher positions and can begin to use this funding immediately. Other schools receiving this funding do not currently have qualified Master or Model Teachers to select from and may not immediately use this funding. The DOE and UFT are holding a fall selection cycle whereby teachers from PROSE schools may apply and be entered into the Qualified Pool of Candidates. By October 20<sup>th</sup>, principals

will have the opportunity to select teachers from their school who have been entered into this Candidate Pool.

If schools do not end up using the full allocation to staff these roles, it will be revised in early November based on the total number of appointed Master and Model Teachers following the fall selection process.

Allocation amounts for each school can be viewed in the attached table. In order to use these funds, all Master and Model Teachers must be staffed on each school's Table of Organization. Please work with your CFN to staff these positions in the new allocation category. The funds for this allotment will be placed in the allocation category, "**TL Teacher Leadership PROSE**".

The PROSE program is managed by the Office of School Design and Development within the Division of School Support. Programmatic information on the Master and Model Teacher positions is provided by the Office of Teacher Recruitment and Quality within the Division of Operations. For any questions regarding this allocation, please contact Jeremy Walter at [JWalter2@schools.nyc.gov](mailto:JWalter2@schools.nyc.gov).

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

Attachment(s):

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

Table 2 – PROSE Allocation Detail ([Please click here for a downloadable Excel file](#))

RJO: ydr

C: Larry Becker

Vicki Bernstein

Amy Way

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**School Allocation Memorandum No. 67, FY 2015**  
**Teacher Leaders - PROSE**

**Table 1: Schools Allocation Summary**

<b>Cluster</b>	<b>Network</b>	<b>Location</b>	<b>TL Teacher Leadership Prose</b>	<b>TL Teacher Leadership Prose PS</b>	<b>Total Allocation</b>
94CL01	94N102	01M363	-	27,897	<b>27,897</b>
94CL01	94N102	01M364	-	27,897	<b>27,897</b>
94CL01	94N113	01M450	35,000	27,897	<b>62,897</b>
94CL01	94N113	02M294	-	27,897	<b>27,897</b>
94CL05	94N561	02M303	35,000	-	<b>35,000</b>
94CL01	94N113	02M407	-	27,897	<b>27,897</b>
94CL01	94N106	02M459	-	27,897	<b>27,897</b>
94CL01	94N106	02M534	27,500	27,897	<b>55,397</b>
94CL05	94N561	02M546	35,000	27,897	<b>62,897</b>
94CL01	94N107	02M560	30,000	27,897	<b>57,897</b>
94CL01	94N113	02M565	-	27,897	<b>27,897</b>
94CL01	94N108	02M570	20,000	27,897	<b>47,897</b>
94CL01	94N101	03M250	-	27,897	<b>27,897</b>
94CL05	94N561	03M404	7,500	27,897	<b>35,397</b>
94CL05	94N561	03M417	35,000	-	<b>35,000</b>
94CL01	94N107	03M479	-	27,897	<b>27,897</b>
94CL01	94N102	04M964	-	27,897	<b>27,897</b>
94CL05	94N561	06M346	20,000	-	<b>20,000</b>
94CL01	94N102	06M513	-	27,897	<b>27,897</b>
94CL01	94N113	07X427	27,500	27,897	<b>55,397</b>
94CL05	94N562	08X377	-	27,897	<b>27,897</b>
94CL05	94N562	08X537	20,000	27,897	<b>47,897</b>
94CL01	94N101	08X561	-	27,897	<b>27,897</b>
94CL05	94N571	09X327	15,000	27,897	<b>42,897</b>
94CL04	94N411	09X361	27,500	27,897	<b>55,397</b>
94CL01	94N113	10X351	-	27,897	<b>27,897</b>
94CL05	94N562	10X374	22,500	27,897	<b>50,397</b>
94CL05	94N562	10X439	20,000	-	<b>20,000</b>
94CL01	94N106	11X265	20,000	27,897	<b>47,897</b>
94CL04	94N411	11X556	7,500	-	<b>7,500</b>
94CL05	94N562	12X271	30,000	-	<b>30,000</b>
94CL01	94N106	12X388	-	27,897	<b>27,897</b>
94CL01	94N113	12X682	30,000	27,897	<b>57,897</b>
94CL01	94N106	13K439	22,500	27,897	<b>50,397</b>
94CL05	94N561	14K586	30,000	27,897	<b>57,897</b>
94CL01	94N102	15K146	-	27,897	<b>27,897</b>
94CL01	94N113	15K448	-	27,897	<b>27,897</b>
94CL01	94N113	16K594	35,000	27,897	<b>62,897</b>

**School Allocation Memorandum No. 67, FY 2015**  
**Teacher Leaders - PROSE**

**Table 1: Schools Allocation Summary**

<b>Cluster</b>	<b>Network</b>	<b>Location</b>	<b>TL Teacher Leadership Prose</b>	<b>TL Teacher Leadership Prose PS</b>	<b>Total Allocation</b>
94CL06	94N602	17K354	-	27,897	<b>27,897</b>
94CL01	94N106	17K524	-	27,897	<b>27,897</b>
94CL04	94N411	18K569	7,500	27,897	<b>35,397</b>
94CL05	94N563	18K635	35,000	-	<b>35,000</b>
94CL05	94N561	18K673	30,000	27,897	<b>57,897</b>
94CL06	94N605	21K188	20,000	27,897	<b>47,897</b>
94CL04	94N405	21K239	30,000	27,897	<b>57,897</b>
94CL04	94N411	21K572	30,000	27,897	<b>57,897</b>
94CL05	94N563	23K643	30,000	-	<b>30,000</b>
94CL04	94N410	24Q071	35,000	-	<b>35,000</b>
94CL01	94N106	24Q236	-	27,897	<b>27,897</b>
94CL01	94N106	24Q520	20,000	27,897	<b>47,897</b>
94CL01	94N106	24Q530	-	27,897	<b>27,897</b>
94CL05	94N561	25Q792	20,000	-	<b>20,000</b>
94CL05	94N561	27Q261	-	27,897	<b>27,897</b>
94CL01	94N108	28Q338	-	27,897	<b>27,897</b>
94CL05	94N561	30Q301	27,500	-	<b>27,500</b>
<b>TOTAL</b>			837,500	1,227,468	<b>2,064,968</b>

**School Allocation Memorandum No. 67:  
TL Teacher Leadership Allocation PROSE PS**

<b>Table 2</b>			
<b>Cluster</b>	<b>Network</b>	<b>DBN</b>	<b>Amount</b>
94CL01	94N102	01M363	27,897
94CL01	94N102	01M364	27,897
94CL01	94N113	01M450	27,897
94CL01	94N113	02M294	27,897
94CL01	94N113	02M407	27,897
94CL01	94N106	02M459	27,897
94CL01	94N106	02M534	27,897
94CL05	94N561	02M546	27,897
94CL01	94N107	02M560	27,897
94CL01	94N113	02M565	27,897
94CL01	94N108	02M570	27,897
94CL01	94N101	03M250	27,897
94CL05	94N561	03M404	27,897
94CL01	94N107	03M479	27,897
94CL01	94N102	04M964	27,897
94CL01	94N102	06M513	27,897
94CL01	94N113	07X427	27,897
94CL05	94N562	08X377	27,897
94CL05	94N562	08X537	27,897
94CL01	94N101	08X561	27,897
94CL05	94N571	09X327	27,897
94CL04	94N411	09X361	27,897
94CL01	94N113	10X351	27,897
94CL05	94N562	10X374	27,897
94CL01	94N106	11X265	27,897
94CL01	94N106	12X388	27,897
94CL01	94N113	12X682	27,897
94CL01	94N106	13K439	27,897
94CL05	94N561	14K586	27,897
94CL01	94N102	15K146	27,897
94CL01	94N113	15K448	27,897
94CL01	94N113	16K594	27,897
94CL06	94N602	17K354	27,897
94CL01	94N106	17K524	27,897
94CL04	94N411	18K569	27,897
94CL05	94N561	18K673	27,897
94CL06	94N605	21K188	27,897
94CL04	94N405	21K239	27,897
94CL04	94N411	21K572	27,897
94CL01	94N106	24Q236	27,897
94CL01	94N106	24Q520	27,897
94CL01	94N106	24Q530	27,897
94CL05	94N561	27Q261	27,897
94CL01	94N108	28Q338	27,897
<b>Total</b>			<b>\$1,227,468</b>

# School Allocation Memorandum No. 67, FY 2015

## Teacher Leaders - PROSE

### Table 3: Schools Allocation Summary

Cluster	Network	Location	Initial Allocation	Adjustment	Revised Allocation
94CL01	94N102	01M363	35,000	(35,000)	0
94CL01	94N102	01M364	35,000	(35,000)	0
94CL01	94N113	01M450	35,000	-	35,000
94CL01	94N113	02M225	35,000	(35,000)	0
94CL01	94N113	02M294	35,000	(35,000)	0
94CL05	94N561	02M303	35,000	-	35,000
94CL01	94N113	02M313	35,000	(35,000)	0
94CL01	94N103	02M376	35,000	(35,000)	0
94CL01	94N113	02M407	35,000	(35,000)	0
94CL01	94N113	02M449	35,000	(35,000)	0
94CL01	94N106	02M459	35,000	(35,000)	0
94CL01	94N106	02M534	35,000	(7,500)	27,500
94CL05	94N561	02M546	35,000	-	35,000
94CL01	94N107	02M560	35,000	(5,000)	30,000
94CL01	94N113	02M565	35,000	(35,000)	0
94CL01	94N108	02M570	35,000	(15,000)	20,000
94CL01	94N113	02M605	35,000	(35,000)	0
94CL05	94N561	03M404	35,000	(27,500)	7,500
94CL05	94N561	03M417	35,000	-	35,000
94CL01	94N107	03M479	35,000	(35,000)	0
94CL01	94N102	04M964	35,000	(35,000)	0
94CL05	94N561	06M346	35,000	(15,000)	20,000
94CL01	94N102	06M513	35,000	(35,000)	0
94CL01	94N113	07X427	35,000	(7,500)	27,500
94CL05	94N562	08X377	35,000	(35,000)	0
94CL05	94N562	08X537	35,000	(15,000)	20,000
94CL01	94N101	08X561	35,000	(35,000)	0
94CL05	94N571	09X327	35,000	(20,000)	15,000
94CL04	94N411	09X361	35,000	(7,500)	27,500
94CL01	94N113	10X351	35,000	(35,000)	0
94CL05	94N562	10X374	35,000	(12,500)	22,500
94CL01	94N106	10X397	35,000	(35,000)	0
94CL05	94N562	10X439	35,000	(15,000)	20,000
94CL01	94N106	11X265	35,000	(15,000)	20,000
94CL04	94N411	11X556	35,000	(27,500)	7,500
94CL05	94N562	12X271	35,000	(5,000)	30,000
94CL01	94N113	12X682	35,000	(5,000)	30,000
94CL01	94N106	13K439	35,000	(12,500)	22,500
94CL05	94N561	14K586	35,000	(5,000)	30,000

# School Allocation Memorandum No. 67, FY 2015

## Teacher Leaders - PROSE

### Table 3: Schools Allocation Summary

Cluster	Network	Location	Initial Allocation	Adjustment	Revised Allocation
94CL01	94N102	15K146	35,000	(35,000)	0
94CL01	94N113	15K448	35,000	(35,000)	0
94CL01	94N113	16K594	35,000	-	35,000
94CL01	94N106	17K524	35,000	(35,000)	0
94CL04	94N411	18K569	35,000	(27,500)	7,500
94CL05	94N563	18K635	35,000	-	35,000
94CL05	94N561	18K673	35,000	(5,000)	30,000
94CL06	94N605	21K188	35,000	(15,000)	20,000
94CL04	94N405	21K239	35,000	(5,000)	30,000
94CL04	94N411	21K572	35,000	(5,000)	30,000
94CL05	94N563	23K643	35,000	(5,000)	30,000
94CL04	94N410	24Q071	35,000	-	35,000
94CL01	94N106	24Q236	35,000	(35,000)	0
94CL01	94N106	24Q520	35,000	(15,000)	20,000
94CL01	94N106	24Q530	35,000	(35,000)	0
94CL01	94N106	25Q263	35,000	(35,000)	0
94CL05	94N561	25Q792	35,000	(15,000)	20,000
94CL05	94N561	27Q261	35,000	(35,000)	0
94CL01	94N108	28Q338	35,000	(35,000)	0
94CL05	94N561	30Q301	35,000	(7,500)	27,500
<b>TOTAL</b>			2,065,000	(1,227,500)	<b>837,500</b>