

SCHOOL ALLOCATION MEMORANDUM NO. 109, FY 2016

DATE: December 22, 2015

TO: Community Superintendents
High School Superintendents
Borough Field Service Center Teams
School Principals

FROM: Raymond J. Orlando, Chief Financial Officer

SUBJECT: Transitional Bilingual Education Planning Grant – K-12

This memorandum allocates funds to schools participating in the Transitional Bilingual Education Planning Grant, K-12. Participating schools were required to submit program proposals, which were approved by the Division of English Language Learners and Student Support (DELLSS). School allocations are summarized on the table below.

The Transitional Bilingual Education (TBE) Planning Grant provides grants, up to \$10,000, for individual schools launching new TBE programs for the 2016-2017 school year.

TBE programs strengthen students' native language development and content knowledge while building their social and academic English skills. In this manner, English Language Learners (ELLs) learn English and keep pace with native English-speaking students of the same grade level. In TBE programs, students develop English proficiency using the strengthened knowledge and academic skills acquired in the native language.

Upon receipt of these funds the school must adhere to the approved program, collaborate with DESS, and attend (with an administrator and two other team members) professional development workshops held by the Division of English Language Learners and Student Support.

Please adhere to the following proposed budget categories and expenditures:

- Supervisory- per session
- Teachers – per session
- Substitute – per diem
- Instructional materials
- Printing costs
- Library books
- Software/Hardware
- Consultant fees:
 - Professional services for children
 - Professional services for personnel
- Parent Involvement

Funds must be expended, *materials ordered and delivered* by **April, 2016 (Purchase Order Deadline Date)**.

Additionally, we will engage in collaborative efforts to document the implementation of these plans/programs in accordance with both state and local regulations. As such, there are certain items we will plan to gather over the course of the year, which are aligned to a report detailing the expenditures incurred from your allocation. These items may include but are not limited to:

- Agendas
- PD Plan(s) and materials
- Sign-in sheets
- Curricular resources
- Schedules
- Program models
- Family engagement materials
- Copies of the purchase orders for the materials

ELL Curriculum Specialists, Instructional and Technical Support Coaches, and other central-based staff from DELLSS will visit each school at least three times to support program implementation, evaluate program effectiveness and document best practices.

Allocations will be placed in each school's budget under the allocation categories **Title III LEP**. Schools should schedule their allotments in accordance with their approved programs.

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

BFSC	BFSC Team	Location	School Name	Language	Amount
94XFSC	94XR04	10X386	School For Environmental Citizenship	Spanish	10,000
94XFSC	94XR09	11X127	J.H.S. 127 The Castle Hill	Arabic	10,000
94XFSC	94XR05	12X134	P.S. 134 George F. Bristow	Spanish	10,000
94XFSC	94XR05	12X196	P.S. 196	Spanish	10,000
94KFSN	94KR01	14K477	School For Legal Studies	Spanish	10,000
94KFSS	94KU02	17K061	M.S. 061 Dr. Gladstone H. Atwell	Haitian Creole	10,000
94KFSN	94KR02	19K507	Performing Arts an Technology	Spanish	10,000
94QFSS	94QU03	28Q082	P.S.82 Hammond	Spanish	10,000
94KFSN	94KR03	32K151	P.S. 151 Lyndon B. Johnson	Spanish	10,000
				Total	90,000

RJO: df

C: Milady Baez

Priscilla Zarate

Community Superintendents

ELL Compliance and Performance Specialists (ELL CPS)

Senior Grant Officers (SGO)

Tisa LaPadula

Ling Tan