

SCHOOL ALLOCATION MEMORANDUM NO. 20, FY 2016

DATE: June 11, 2015

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

FROM: Raymond J. Orlando, Chief Financial Officer

SUBJECT: Young Adult Borough Centers (YABCs)

YABCs serve 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 may attend a YABC in lieu of attending a traditional day school. Students graduate with a diploma from the day school which referred them to the YABC 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 memorandum provides funds for YABCs based on a uniform per student allocation formula. Each YABC will have an initial budget based on an enrollment of 250 students, and must maintain that enrollment level. Classes must be scheduled between 4 PM and 9 PM, following the calendar of the high school day. An annual review of YABC registers will be undertaken on three random days from October 31, 2015 to December 31, 2015. Midyear adjustments may be implemented and 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.

Allocations have been updated to reflect collective bargaining based on FY 2015 program expenditures.

Students Served

YABCs are designed specifically to serve the needs of young adult students ages 17½ and older who have been in high school for more than four years, 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

CBO providers may complement the academic component of the YABC by providing an array of youth development supports, personal growth, and life skills management services for students. These include outreach and student recruitment, orientation and engagement, attendance outreach, individual and family counseling, referrals, case management, extracurricular activities, youth leadership development, academic support, tutoring, college exploration, advisement, employment preparation and placement, and guidance for planning for meaningful post-secondary experiences.

Program Staffing

DOE staff are limited to working with students enrolled in the YABC, and may not serve students that attend traditional day school. 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. 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.

If a site chooses to hire a full-time Guidance Counselor, he/she will work a contractual six hours and 30 minutes exclusive of lunch. He/she may 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 1:00 p.m. and 9:00 p.m. school session time of the YABC program as designated by Principal and Assistant Principal of the program. If support is needed beyond the contractual work day, standard Per Session rules apply. Hiring of Guidance Counselors should occur through the Open Market System (OMTS) through August 7, 2015. After the OMTS closes ATRs will be available through the Excess Staff Selection System.

All other DOE staff must be per session employees who may only work between the hours of 4:00 p.m. and 9:00 p.m., 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 \$16,402 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 outlined in the Standard Operating Procedures Manual.

YABC programs are ineligible to participate in the Deferred Program Planning Initiative.

Programmatic information is provided by the Office of Postsecondary Readiness. 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 – FY16 YABC Allocations ([click here for a downloadable Excel file](#))

RJO: pp

C: Phil Weinberg
Vanda Belusic-Vollor
Dan Aymar-Blair
Tracy Oyemade
Tom Kim

SCHOOL ALLOCATION MEMORANDUM NO. 20, FY 2016

DATE: January 08, 2016

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

FROM: Raymond J. Orlando, Chief Financial Officer

SUBJECT: Young Adult Borough Centers (YABCs)

All YABCs were notified via FY 2016 SAM #20 that initial budget allocations may be adjusted during the 2015-2016 school year, and reminded of the uniform enrollment requirement for YABCs of 250 students. Sites were also informed in SAM #20 that a review of YABC registers would be conducted on three random days between October 31, 2015 and December 31, 2015 to determine each site's average adjusted enrollment as of December 31, 2015. As SAM #20 explains, this figure may be used to calculate mid-year budget adjustment to the instructional portion of their budgets. In addition, SAM #20 specifies that in the case of adjustments, funding for sites with enrollments significantly below the required 250 students may be redirected to sites that exceed the requirement up to 275 students. No YABC will be allocated additional funds for enrollments above 275.

In FY 2016, we are adjusting the following based on the register changes:

1. Seven sites with average adjusted enrollments between 200-236 students will receive a budgetary decrease of \$15,000 each for a total of \$105,000 across sites.
2. Three sites with an average adjusted enrollment under 200 students will receive a budgetary decrease of \$50,000 each for a total of \$150,000.
3. Seven sites with average adjusted enrollments of 237-250 will see no adjustment.
4. Six sites with average adjusted enrollments of more than 250 students (up to 275) will each receive a budgetary increase of \$42,500 for a total of \$255,000 accrued from budget reductions applied to the sites referenced above (# 2 and #3).

NOTE: YABCs may enroll students throughout the school year. Sites under-enrolled as of December 31, 2015, will retain sufficient funding to cover increases in student enrollment in the second semester of FY 2016 under the proposed framework.

The allocation is funded with the **TL Instructional Program HS YABC** allocation category.

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

Attachment:

Table 1 – FY16 YABC Allocations Updated Mid-Year Table ([click here for a downloadable Excel file](#))

RJO: pp

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School Allocation Memorandum No. 20, FY 2016

YABC Allocation - Initial

BFSC	BFSC Team	Location	Schools Name	Register	3-Month Average	Change	Instructional Program	NYSTL Textbook	NYSTL Library	NYSTL Software	NYSTL Hardware	Sub-Total YABC	Summer	Total YABC Program	Mid Year Adjustment	Final after Mid-Year
94MFSC	94MR01	02M473	WASHINGTON IRVING YABC	250	248	(2)	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	0	866,745
94MFSC	94MR02	06M457	GEORGE WASHINGTON YABC	250	213	(37)	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	(15,000)	881,745
94XFSC	94XR01	07X456	ALFRED E. SMITH CAMPUS YABC	250	238	(12)	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	0	866,745
94XFSC	94XR02	08X408	HERBERT H. LEHMAN YABC	250	299	49	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	42,500	824,245
94XFSC	94XR02	08X507	STEVENSON YABC	250	171	(79)	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	(50,000)	916,745
94XFSC	94XR01	10X503	WALTON YABC	250	250	0	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	0	866,745
94AFSA	94AR03	10X504	KENNEDY YABC	250	217	(33)	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	(15,000)	881,745
94XFSC	94XR01	10X668	DEWITT CLINTON CAMPUS YABC	250	147	(103)	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	(50,000)	916,745
94XFSC	94XR02	11X417	C COLUMBUS HS YABC	250	211	(39)	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	(15,000)	881,745
94XFSC	94XR01	12X428	LEARNING TO WORK YABC AT MONROE	250	196	(54)	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	(50,000)	916,745
94AFSA	94AR01	13K657	Downtown Brooklyn YABC	250	250	0	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	0	866,745
94KFSN	94KR01	14K923	AUTOMOTIVE HIGH SCHOOL YABC	250	250	0	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	0	866,745
94KFSN	94KR01	16K959	BOYS and GIRLS YABC	250	207	(43)	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	(15,000)	881,745
94KFSS	94KU01	17K467	ERASMUS YABC	250	252	2	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	42,500	824,245
94KFSS	94KU01	18K922	SOUTH SHORE EDUCATIONAL COMPLEX YA	250	225	(25)	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	(15,000)	881,745
94KFSN	94KR02	19K431	THOMAS JEFFERSON YABC	250	245	(5)	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	0	866,745
94KFSN	94KR02	19K501	FRANKLIN K. LANE CAMPUS YABC	250	246	(4)	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	0	866,745
94KFSS	94KU01	20K658	FRANKLIN DELANO ROOSEVELT YABC	250	259	9	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	42,500	824,245
94KFSS	94KU01	21K411	ABRAHAM LINCOLN YABC	250	255	5	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	42,500	824,245
94QFSN	94QR01	24Q457	HS ARTS & BUSINESS YABC	250	256	6	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	42,500	824,245
94QFSN	94QR01	25Q467	FLUSHING YABC	250	303	53	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	42,500	824,245
94QFSS	94QU01	27Q487	JOHN ADAMS YABC	250	219	(31)	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	(15,000)	881,745
94RFSC	94RR01	31R607	STATEN ISLAND YABC	250	234	(16)	831,833	14,340	1,538	2,538	2,778	853,027	13,718	866,745	(15,000)	881,745
			Total	5750			19,132,159	329,820	35,374	58,374	63,894	19,619,621	315,514	19,935,135	0	19,935,135
			<i>Allocation Category:</i>				<i>TL Instructional Programs HS YABC</i>	<i>TL NYSTL TEXTBOOKS HS</i>	<i>TL NYSTL 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>\$3,327</i>	<i>\$57.36</i>	<i>\$6.15</i>	<i>\$10.15</i>	<i>\$11.11</i>		<i>\$13,718.00</i>			