

## SCHOOL ALLOCATION MEMORANDUM NO. 49, FY 2016

**DATE:** January 4, 2016

**TO:** Community Superintendents  
High School Superintendents  
Borough Field Service Centers  
Pre-K Center Early Education Directors

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

**SUBJECT:** Pre-K Center Programs

---

Pre-K for All is an initiative championed by both the Mayor and the Chancellor in their effort to provide high-quality early education to all New York City children. Full-day Pre-Kindergarten (Pre-K) enables students to build a strong foundation of lifetime learning and is aligned with the Chancellor's education pillar of improving academic achievement.

The Division of Early Childhood Education (DECE) administers Pre-K programs for NYC students in district elementary schools, Pre-K Centers, charter schools and NYC Early Education Centers (NYCEECs). By working together with families and programs, DECE ensures that children are engaged, nurtured, and supported with the tools to develop into independent learners and creative problem-solvers.

*This SAM applies to FY 2016 only. Please note that budget allocations are not baselined and are subject to change every fiscal year.*

This allocation memorandum provides resources supporting the implementation of the FY 2016 Universal Pre-K (UPK) programs at Pre-K Centers. Pre-K Centers are new NYC Department of Education (NYCDOE) programs that exclusively serve pre-K students. With greater than 50 Pre-K Centers across all five boroughs, each center has a dedicated, highly qualified team; its leaders, teachers, and staff are NYCDOE personnel. Pre-K Centers are located either in new buildings specifically designed to serve Pre-K classes, or in existing district school buildings. Pre-K Centers provide full day classes (6 hours, 20 minutes) and serve 18 children per class.

### **Enrollment**

All students participating in FY 2016 UPK programs must turn four years old between January 1, 2015 and December 31, 2015. Students born in 2012 are not eligible for Pre-K because New York State will not reimburse their participation. Children who are eligible for kindergarten (born in 2010) may not enroll in or repeat Pre-K because NY State will not reimburse their participation in Pre-K for FY 2016.

For classes up to 18 children, there must be one teacher and one paraprofessional assigned to each class. Each UPK Pre-K Center class should be fully-enrolled *before staff is hired*. The Office of Student Enrollment manages Pre-K enrollment.

**Program Allocation**

Funding is allocated based on a current projected enrollment. Hiring and OTPS purchases will be approved in coordination with a central team, based on maximizing enrollment at Pre-K Centers.

The Pre-K classroom model serves general education children and supports a classroom teacher, an educational paraprofessional, and funding for other than personnel services (OTPS). For FY 2016, Pre-K Center classes will also receive funding for:

- Absence coverage (8 days per teacher and educational paraprofessional)
- Prep period coverage (0.2 of teacher position for each full-day class)
- Lunch coverage (0.2 of teacher position for each full-day class - due to the standalone model employed, Pre-K centers do not have other resources to provide coverage)
- Shared planning time for teachers and educational paraprofessionals
- Pre-K Centers are responsible for professional development, family engagement, and additional OTPS needs. *Note: the 600 object code series is not an allowable expense in this program.*
- Furniture for Pre-K Center classes will be ordered centrally using start-up funds. Since all Pre-K Center classes are new, they will also receive funding for materials, in addition to the \$2,500 outlined below that is provided for all classes.

**Start-up Funds**

- Furniture for these classes will be ordered centrally and will **not** be allocated to the district-based Galaxy TO set-up to manage Pre-K center services. DECE will provide furniture packets to centers before the start of the school year. DECE will purchase approximately \$10,000 for furniture for each class. The complete list of items and delivery information was sent to Pre-K Center locations in July.
- Each Pre-K Center class will receive \$8,000 for materials which will be allocated in Galaxy.

**OTPS Allocation per Public School Classroom**

As part of the Pre-K classroom model, each Pre-K Center classroom will be allocated **\$2,500** for instructional materials and supplies, instructional field trips and family engagement activities which should support families’ skills and knowledge about what Pre-K children learn. Please note that there is policy guidance around field trips. For questions about trips, contact the Policy team at [earlychildhoodpolicy@schools.nyc.gov](mailto:earlychildhoodpolicy@schools.nyc.gov). While the funds are to be scheduled as follows, there is flexibility in the amount that is used based on each distinct object code. Contact DECE for assistance with specific questions.

<b>Object Code</b>	<b>Description of Item</b>	<b>Amount</b>
100	Instructional materials and supplies, authentic assessment tools, cooking experiences	\$1,000
400	Family engagement and family literacy activities	500
451	Instructional field trips and family engagement transportation activity needs	500
Per Session	Per Session coverage for professional development participation	500
	<b>Total</b>	<b>\$2,500</b>

Summary of Pre-K Center allotments by funding source is shown on Table 1. Pre-K Center allotments and OTPS start-up for new classes are displayed on Table 2.

### **Breakfast and Lunch**

Programs must provide appropriate meals and snacks to ensure the nutritional needs of children are met. Meals and snacks shall be provided in an environment supportive to staff and children interaction at an appropriate time with sufficient time to eat and interact. Family-style meals in the classroom are typically most conducive to meeting these requirements. If you have questions regarding the instructional meals guidelines, please contact DECE at (212) 374-0351. As per the August 28, 2006 Eligibility Guidelines for Free and Reduced-Price Student Meals, breakfast is free for all students. UPK does not provide lunch. Similar to kindergarten, if families are not eligible for free lunch, parents may be charged for lunch only.

### **Professional Development, Common Core-aligned Instructional Practices, Family Engagement, Continuity and Transition Activities**

One of the primary goals of the Mayor and Chancellor is the implementation of high-quality standards-based Pre-K programs for all children. To achieve this goal, Pre-K programs in public schools must provide instruction and family engagement focused on all learning domains in the *NYS Pre-Kindergarten Foundation for the Common Core (PKFCC)*. The PKFCC standards and guiding principles can be found on the link below:

[http://www.p12.nysed.gov/ciai/common\\_core\\_standards/pdfdocs/nyslsprek.pdf](http://www.p12.nysed.gov/ciai/common_core_standards/pdfdocs/nyslsprek.pdf)

Please refer to the NYCDOE Calendar for scheduled non-attendance days for Pre-K teachers and staff or visit the link below:

<http://schools.nyc.gov/Academics/EarlyChildhood/EducatorResources>.

With specific reference to the *NYS PKFCC*, each school must implement Common Core-aligned instructional practices, Pre-K Professional Development, Family Engagement, and Continuity and Transition Activities during the 2015-16 school year. The content of these activities are to address the following goals:

1. To strengthen Pre-K instructional practices focused on the five domains of development – approaches to learning; physical development and health, social and emotional development; communication, language, and literacy; cognition and knowledge of the world.
2. To strengthen Pre-K family engagement practices that support families' skills and knowledge about what Pre-K children learn and how families can support that learning.
3. To promote child-centered Pre-K and kindergarten continuity and transition experiences for children, families and staff of both the public schools and contracted UPK NYCEECs.
4. To implement an approved developmental screening tool.
5. To implement an approved authentic assessment system for monitoring student progress.
6. To analyze student work (evidenced through work samples, anecdotal notes, photographs, etc.) in order to understand student strengths and needs and to advance student growth related to the *NYS PKFCC*.

To build capacity that sets children on a path towards college and career readiness from the start through instruction based on the *NYS PKFCC* and family partnerships supporting the engagement of families in their child's learning in school and at home, the Pre-K program funds have been allocated and scheduled in Galaxy using the allocation categories listed below:

- **Pre-K Center Leadership**
- **Universal Pre-K Quality FD Centers**
- **Pre-k Center Instruction**

If you have questions about the Pre-K program model or use of the funds to support it, please contact DECE at (212)-374-0351 or visit our web site at:  
<http://schools.nyc.gov/Academics/EarlyChildhood/default.htm>

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

Attachment(s):

Table 1 – Pre-K Center Allocation Summary

[\(Click here for a downloadable Excel file\)](#)

Table 2 – Pre-K Center Details

[\(Click here for a downloadable Excel file\)](#)

RJO:bf

C: Sophia Pappas

Jessica Pavone

Xanthe Jory

Sabrina Silverstein

Jill Resnick

Carol Varikos

Kathryn Haavik

# School Allocation Memorandum No. 49, FY 2016

## Pre-K Center Programs

### Table 1: Schools Allocation Summary

Location	AC: Pre-K Center Leadership	AC: Pre-K Center Instruction	AC: Universal Pre-K Quality FD Centers	Allocation
02MP02	1,107,087	420,382	3,395,331	<b>4,922,800</b>
07XP07	426,850	115,619	1,172,841	<b>1,715,310</b>
09XP09	327,005	206,413	637,470	<b>1,170,888</b>
10XP10	434,344	281,022	901,829	<b>1,617,195</b>
11XP11	339,155	246,415	1,086,143	<b>1,671,713</b>
15KP15	476,889	526,740	1,943,395	<b>2,947,024</b>
20KP20	1,718,313	1,268,014	5,434,456	<b>8,420,783</b>
21KP21	507,967	542,724	1,273,346	<b>2,324,037</b>
22KP22	555,342	115,500	2,138,763	<b>2,809,605</b>
24QP24	2,018,698	1,196,340	7,678,965	<b>10,894,003</b>
27QP27	327,387	103,329	358,991	<b>789,707</b>
28QP28	468,369	386,984	2,278,111	<b>3,133,464</b>
29QP29	248,837	131,914	1,215,490	<b>1,596,241</b>
30QP30	1,231,704	847,539	1,964,950	<b>4,044,193</b>
31RP31	456,419	340,647	1,329,676	<b>2,126,742</b>
<b>Total</b>	<b>10,644,366</b>	<b>6,729,582</b>	<b>32,809,757</b>	<b>50,183,705</b>

## School Allocation Memorandum No. 49, FY 2016

### Pre-K Center Programs

#### Table 2: Pre-K Center Details

#### Pre - Center Administration

District	POSITIONS									Startup	Allocation
	No. Pre-K sections	Early Child Hood Director	Assistant Principal	Site Coordinator	# Clusters	# Parent Coordinators	# School Secretary	# School Aides	Total Positions		
02MP02	21	1	2	6	4.2	0	1	3	16.2	168,000	1,858,856
07XP07	5	1	0	2	1	0	1	1	5	40,000	985,800
09XP09	5	1	0	1	1	0	1	0	3	40,000	441,378
10XP10	7	1	1	1	1.4	0	1	2	6.4	56,000	595,880
11XP11	8	1	0	3	1.6	0	1	0	5.6	64,000	504,496
15KP15	13	1	0	4	2.6	0	1	0	7.6	104,000	1,050,297
20KP20	38	1	3	8	7.6	1	1	9	29.6	304,000	2,876,504
21KP21	10	1	0	3	2	0	1	1	7	80,000	865,016
22KP22	11	1	1	3	2.2	0	1	0	7.2	88,000	1,204,682
24QP24	54	1	4	9	10.8	1	2	10	36.8	432,000	3,015,290
27QP27	2	1	0	1	0.4	0	1	0	2.4	16,000	497,903
28QP28	13	1	0	4	2.6	0	1	0	7.6	104,000	1,236,737
29QP29	6	1	0	2	1.2	0	1	0	4.2	48,000	720,828
30QP30	16	1	2	7	3.2	1	1	3	17.2	128,000	1,709,760
31RP31	9	1	0	4	1.8	0	1	1	7.8	72,000	813,623
<b>Total</b>	<b>218</b>	<b>15</b>	<b>13</b>	<b>58</b>	43.6	<b>3</b>	<b>16</b>	<b>30</b>	<b>163.6</b>	<b>1,744,000</b>	<b>18,377,050</b>

**Table 2: Pre-K Center Details**

**Pre - Center Instruction**

Rate: \$76,957 \$15,391 \$1,419 \$799 \$47,188 \$1,187 \$460 \$2,500

DBN	Total Number of Classes	Teacher FTE	Teacher Cost	Prep Period	Teacher Absence	Shared Planning-Teacher	Para FTE	Para Cost	Para Absence	Shared Planning-Para	OTPS	Allocation
02MP02	21	21	1,616,103	323,221	29,797	16,783	21.00	990,950	24,921	9,669	52,500	<b>3,063,944</b>
07XP07	5	5	384,786	76,957	7,095	3,996	5.00	235,941	5,934	2,302	12,500	<b>729,510</b>
09XP09	5	5	384,786	76,957	7,095	3,996	5.00	235,941	5,934	2,302	12,500	<b>729,510</b>
10XP10	7	7	538,701	107,740	9,932	5,594	7.00	330,317	8,307	3,223	17,500	<b>1,021,315</b>
11XP11	8	8	615,658	123,132	11,351	6,393	8.00	377,505	9,494	3,683	20,000	<b>1,167,217</b>
15KP15	13	13	1,000,445	200,089	18,446	10,389	13.00	613,446	15,427	5,985	32,500	<b>1,896,727</b>
20KP20	38	38	2,924,377	584,875	53,919	30,369	38.00	1,793,148	45,095	17,496	95,000	<b>5,544,279</b>
21KP21	10	10	769,573	153,915	14,189	7,992	10.00	471,881	11,867	4,604	25,000	<b>1,459,021</b>
22KP22	11	11	846,530	169,306	15,608	8,791	11.00	519,069	13,054	5,065	27,500	<b>1,604,923</b>
24QP24	54	54	4,155,693	831,139	76,622	43,156	54.00	2,548,158	64,082	24,862	135,000	<b>7,878,713</b>
27QP27	2	2	153,915	30,783	2,838	1,598	2.00	94,376	2,373	921	5,000	<b>291,804</b>
28QP28	13	13	1,000,445	200,089	18,446	10,389	13.00	613,446	15,427	5,985	32,500	<b>1,896,727</b>
29QP29	6	6	461,744	92,349	8,514	4,795	6.00	283,129	7,120	2,762	15,000	<b>875,413</b>
30QP30	16	16	1,231,317	246,263	22,703	12,787	16.00	755,010	18,987	7,367	40,000	<b>2,334,433</b>
31RP31	9	9	692,616	138,523	12,770	7,193	9.00	424,693	10,680	4,144	22,500	<b>1,313,119</b>
<b>Total</b>	<b>218</b>	<b>218</b>	<b>16,776,688</b>	<b>3,355,338</b>	<b>309,326</b>	<b>174,221</b>	<b>218</b>	<b>10,287,009</b>	<b>258,702</b>	<b>100,370</b>	<b>545,000</b>	<b>31,806,655</b>