

## SCHOOL ALLOCATION MEMORANDUM NO. 52, FY 2017

**DATE:** July 15, 2016

**TO:** Community Superintendents  
High School Superintendents  
Borough Field Support Center Teams  
School Principals

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

**SUBJECT:** Pre-K Center Programs

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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-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 2017 only. Please note that budget allocations are not baselined and are subject to change every fiscal year. Additionally, in FY 2017 there may be subsequent adjustments to the initial allocations in this SAM based upon the progression of enrollment and registration. For more questions on this, please contact your Borough Field Support Center (BFSC).*

This allocation memorandum provides resources supporting the implementation of the FY 2017 Pre-K programs at Pre-K Centers. Pre-K Centers are NYC Department of Education (NYCDOE) programs that exclusively serve Pre-K students. Each center has a dedicated 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 2017 Pre-K programs must turn four years old between January 1, 2016 and December 31, 2016. Students born in 2013 are not eligible for Pre-K because New York State will not reimburse their participation. Children who are eligible for kindergarten (born in 2011) may not enroll in or repeat Pre-K because NY State will not reimburse their participation in Pre-K for FY 2017.

Each Pre-K Center class should be fully enrolled to 18 students (or 20, if applicable) before opening new classes or hiring additional staff. The Office of Student Enrollment manages Pre-K enrollment.

Pre-K Centers receive separate funding components for classroom and administrative staffing allocations.

**Classroom Allocation Details**

For classes up to 18 children, there must be one teacher and one paraprofessional assigned to each class.

In addition to the general classroom staffing requirements, in FY 2017, Pre-K Centers will also receive funding and headcount for teacher and para coverage because these are stand-alone sites with no additional staff to support coverage needs.

Staffing provides the following:

- Teachers provide classroom instruction for five periods with one lunch and prep period per day
- Paraprofessionals support the classroom for up to six periods with free lunch period per day
- Paraprofessionals may provide front office support for several periods as needed
- Site Coordinators may spend up to two periods a day providing coverage in the classroom

Pre-K Centers also receive funding to support the following. While these funds can be used for per-session coverage or to partially-fund a salary, they are not to be used for hiring of additional staff.

- Absence coverage (8 days per teacher and educational paraprofessional)
- 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.

**OTPS Allocation per Classroom**

Each Pre-K Center classroom will be allocated **\$2,500** for instructional materials, supplies, instructional activities, etc.

The table below is a suggested breakdown of how to schedule funds. There is flexibility so please contact your BFSC Budget Director 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
Per Session	Per Session coverage for professional development participation	\$1,000
	<b>Total</b>	<b>\$2,500</b>

In addition to the OTPS funds that are provided to every class, there are additional start-up funds provided.

**Start-up Funds**

- Every Pre-K Center district will receive funding to support per session so that willing staff can register students over the summer and to support other summer staffing needs. The amount allocated depends on each district’s unique size and need. These funds can be used for other

OTPS or per session needs throughout FY 2017 if not used in full over the summer, but accruals cannot be used for hiring.

- Every Pre-K Center district will receive funds to support with inter-office mail needs for bi-monthly pick-up.
- Every Pre-K Center classroom with an address change from FY 2016 to FY 2017 will receive \$4,000 per class for materials.
- Every new-to-FY 2017 Pre-K Center class will receive \$8,000 for materials.
- Certain districts will receive start-up funds for wiring needs, based on the space locations' unique needs.

## **Program Guidelines**

### **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 [earlychildhoodpolicy@schools.nyc.gov](mailto:earlychildhoodpolicy@schools.nyc.gov).

The Office of School Food has included Pre-K Centers in the State Education Department (SED) grant for Universal School Meals (USM). The USM cycle is effective through June 2018. Through the duration of the USM cycle, each participating student must be counted at the point where meals are served for breakfast and lunch.

Daily meal accountability procedures still are required for the duration of the USM cycle and must be maintained from the first operational school day to the last to avoid potential financial liabilities. Please review the attached instructions which explains meal accountability procedures in greater detail. Your on-site School Food Manager and District Supervisors are available for further guidance. If your staff have any questions please instruct them to contact School Food Eligibility Customer Information at (718) 707-4400.

### **Family Engagement, Rigorous and Developmentally Appropriate Instruction, Professional Collaborations, and Leadership**

The Pre-K for All Quality Standards define the NYCDOE's vision for high-quality Pre-K for All programs in NYC. They describe the key practices of family engagement, rigorous and developmentally appropriate instruction, professional collaborations, and leadership that support children in gaining the knowledge and skills outlined in the [NYS Prekindergarten Foundation for the Common Core](#). Grounded in the NYCDOE's vision for school improvement across the Pre-K to 12 continuum, [The Framework for Great Schools](#), the Pre-K for All Quality Standards establishes a shared set of expectations for all Pre-K programs. The Division of Early Childhood Education, Pre-K program leaders and educators, and Pre-K families use the Quality Standards to understand and advance program quality.

The Program Quality Standards provide a new opportunity for collaboration among the NYCDOE, pre-K leaders and educators in NYCEECs and elementary schools. During the 2015-2016 school year, the NYCDOE is working to engage with programs and school communities to deepen their understanding of the standards as well as align our supports and professional learning opportunities to the Program Quality Standards.

### **Funding Sources**

To support children in gaining the knowledge and skills outlined in the *NYS PKFCC*, the pre-Kindergarten program is supported by several funding streams:

- **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 your BFSC Budget Director 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 Administration Detail (click here for a downloadable Excel file)

Table 3 – Pre-K Center Instruction Detail (click here for a downloadable Excel file)

Table 4 – Teacher and Paraprofessional Coverage Model (click here for a downloadable Excel file)

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**School Allocation Memorandum No. 52, FY 2017**  
**Pre-K Center Programs**

**Table 1: Schools Allocation Summary**

<b>BFSC</b>	<b>BFSC Team</b>	<b>Location</b>	<b>Pre-K Center Leadership</b>	<b>Pre-K Center Instruction</b>	<b>Universal Pre-K Quality FD Centers</b>	<b>Pre-K Center Instruction Plus</b>	<b>Amount</b>
94MFSC	94MR04	02MP02	1,577,301	2,983,488	2,994,932	0	7,555,721
94XFSC	94XR06	07XP07	498,918	873,091	335,474	0	1,707,483
94XFSC	94XR08	09XP09	385,787	552,851	412,469	0	1,351,107
94XFSC	94XR03	10XP10	995,643	2,301,456	1,567,484	0	4,864,583
94XFSC	94XR10	11XP11	590,430	634,358	719,122	0	1,943,910
94KFSN	94KR03	13KP13	381,096	363,851	412,469	0	1,157,416
94KFSN	94KR05	15KP15	581,135	1,168,772	1,049,198	0	2,799,105
94KFSS	94KU04	20KP20	2,333,562	7,460,352	6,972,864	0	16,766,778
94KFSS	94KU05	21KP21	918,527	1,905,386	1,945,734	0	4,769,647
94KFSS	94KU06	22KP22	865,430	1,263,954	1,432,846	0	3,562,230
94QFSN	94QR02	24QP24	2,993,674	7,326,305	5,033,856	0	15,353,835
94QFSN	94QR03	25QP25	400,623	541,014	613,306	0	1,554,943
94QFSS	94QU02	27QP27	350,241	181,925	206,235	0	738,401
94QFSS	94QU03	28QP28	681,135	1,180,134	1,337,826	0	3,199,095
94QFSS	94QU04	29QP29	545,482	1,005,283	925,357	0	2,476,122
94QFSN	94QR05	30QP30	1,771,091	2,256,709	1,845,316	0	5,873,116
94RFSC	94RR01	31RP31	610,504	998,208	1,131,592	0	2,740,304
94KFSN	94KR04	15K010	465,953	3,060,738	2,693,677	350,000	6,570,368
94QFSS	94QU02	27Q316	385,310	433,109	819,541	0	1,637,960
<b>TOTAL</b>			<b>17,331,842</b>	<b>36,490,984</b>	<b>32,449,298</b>	<b>350,000</b>	<b>86,622,124</b>

## School Allocation Memorandum No. 52, FY 2017

### Pre-K Center Programs

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

POSITIONS									<i>AC: Pre-K Center Leadership</i>			
District	Proj. No. Pre-K sections	Early Child Hood Director	Assistant Principal	Site Coordinator	# Parent Coordinators	# School Secretary	# School Aides	Total Positions	Startup Materials	Summer Per Session	Wiring & Technology	Allocation
02MP02	30	1	2	8	0	1	5	17	97,300	6,025	8,974	<b>1,577,301</b>
07XP07	6	1	0	2	0	1	1	5	16,000	1,592	1,100	<b>498,918</b>
09XP09	5	1	0	1	0	1	1	4	-	491	1,100	<b>385,787</b>
10XP10	19	1	1	4	1	1	2	10	96,000	7,362	4,596	<b>995,643</b>
11XP11	7	1	0	3	0	1	1	6	4,000	116	1,100	<b>590,430</b>
13KP13	4	1	0	1	0	1	0	3	32,000	1,536	1,100	<b>381,096</b>
15KP15	11	1	0	3	0	1	0	5	28,000	13,515	1,100	<b>581,135</b>
20KP20	74	1	4	9	1	1	9	25	284,000	24,009	7,088	<b>2,333,562</b>
21KP21	20	1	1	4	0	1	1	8	72,000	5,433	2,599	<b>918,527</b>
22KP22	14	1	1	3	0	1	4	10	24,000	2,825	2,998	<b>865,430</b>
24QP24	64	1	4	15	2	2	10	34	192,000	32,297	31,155	<b>2,993,674</b>
25QP25	6	1	0	1	0	1	0	3	48,000	5,063	1,100	<b>400,623</b>
27QP27	2	1	0	1	0	1	0	3	-	2,681	1,100	<b>350,241</b>
28QP28	13	1	0	3	0	1	1	6	4,000	2,023	1,100	<b>681,135</b>
29QP29	10	1	0	2	0	1	2	6	24,000	2,420	1,100	<b>545,482</b>
30QP30	20	1	2	4	1	1	4	13	28,000	5,475	15,848	<b>1,771,091</b>
31RP31	11	1	0	3	0	1	1	6	29,340	3,808	1,100	<b>610,504</b>
15K010	28	0	1	0	1	1	4	7	64,000	4,694	1,100	<b>465,953</b>
27Q316	6	0	1	1	0	1	2	5	24,000	2,878	1,100	<b>385,310</b>
<b>Total</b>	<b>350</b>	<b>17</b>	<b>17</b>	<b>68</b>	<b>6</b>	<b>20</b>	<b>48</b>	<b>176</b>	<b>1,066,640</b>	<b>124,243</b>	<b>86,458</b>	<b>17,331,842</b>

**School Allocation Memorandum No. 52, FY 2017**

**Pre-K Center Programs**

**Table 3: Pre-K Center Instruction**

**Pre-Kindergarten Center Model**

<i>Rate: \$96,030.00 \$96,030.00 \$1,471.53 \$828.41 \$42,377.00 \$42,377.00 \$1,230.75 \$477.32 \$395.00 \$2,500.00</i>																
DBN	Total Number of Classes	Classroom Teachers	Teacher Coverage	Classroom Teacher Cost	Teacher Coverage Costs	Teacher Absence	Shared Planning-Teacher	Classroom Para	Para Coverage	Classroom Para Costs	Para Coverage Cost	Para Absence Costs	Shared Planning-Para	Technical Conference	OTPS	Allocation
02MP02	30	30	13	2,880,900	1,248,390	63,276	35,622	30	8	1,271,310	339,016	46,768	18,138	-	75,000	5,978,420
07XP07	6	6	3	576,180	288,090	13,244	7,456	6	1	254,262	42,377	8,615	3,341	-	15,000	1,208,565
09XP09	5	5	2	480,150	192,060	10,301	5,799	5	1	211,885	42,377	7,384	2,864	-	12,500	965,320
10XP10	19	19	10	1,824,570	960,300	42,674	24,024	19	3	805,163	127,131	27,076	10,501	-	47,500	3,868,940
11XP11	7	7	3	672,210	288,090	14,715	8,284	7	1	296,639	42,377	9,846	3,819	-	17,500	1,353,480
13KP13	4	4	2	384,120	192,060	8,829	4,970	4	0	169,508	-	4,923	1,909	-	10,000	776,320
15KP15	11	11	5	1,056,330	480,150	23,545	13,255	11	3	466,147	127,131	17,230	6,683	-	27,500	2,217,970
20KP20	74	74	31	7,106,220	2,976,930	154,511	86,983	74	15	3,135,898	635,655	109,536	42,482	-	185,000	14,433,216
21KP21	20	20	7	1,920,600	672,210	39,731	22,367	20	6	847,540	254,262	31,999	12,410	-	50,000	3,851,120
22KP22	14	14	5	1,344,420	480,150	27,959	15,740	14	4	593,278	169,508	22,153	8,592	-	35,000	2,696,800
24QP24	64	64	26	6,145,920	2,496,780	132,438	74,557	64	12	2,712,128	508,524	93,537	36,277	-	160,000	12,360,161
25QP25	6	6	2	576,180	192,060	11,772	6,627	6	2	254,262	84,754	9,846	3,819	-	15,000	1,154,320
27QP27	2	2	1	192,060	96,030	4,415	2,485	2	0	84,754	-	2,461	955	-	5,000	388,160
28QP28	13	13	6	1,248,390	576,180	27,959	15,740	13	1	550,901	42,377	17,230	6,683	-	32,500	2,517,960
29QP29	10	10	4	960,300	384,120	20,601	11,598	10	2	423,770	84,754	14,769	5,728	-	25,000	1,930,640
30QP30	20	20	10	1,920,600	960,300	44,146	24,852	20	5	847,540	211,885	30,769	11,933	-	50,000	4,102,025
31RP31	11	11	5	1,056,330	480,150	23,545	13,255	11	1	466,147	42,377	14,769	5,728	-	27,500	2,129,800
15K010	26	26	11	2,496,780	1,056,330	54,447	30,651	26	5	1,101,802	211,885	38,153	14,797	-	65,000	5,069,845
27Q316	6	6	3	576,180	288,090	13,244	7,456	6	2	254,262	84,754	9,846	3,819	-	15,000	1,252,650
<b>Total</b>	<b>348</b>	<b>348</b>	<b>149</b>	<b>33,418,440</b>	<b>14,308,470</b>	<b>731,351</b>	<b>411,722</b>	<b>348</b>	<b>72</b>	<b>14,747,196</b>	<b>3,051,144</b>	<b>516,914</b>	<b>200,476</b>	<b>0</b>	<b>870,000</b>	<b>68,255,712</b>

**Universal Pre-Kindergarten Center Model Special Class in an Integrated Setting (SCIS)**

<i>Rate: \$96,030.00 \$96,030.00 \$1,471.53 \$828.41 \$42,377.00 \$42,377.00 \$1,230.75 \$477.32 \$395.00 \$7,500.00</i>																
DBN	Total Number of Classes	Classroom Teachers	Teacher Coverage	Classroom Teacher Cost	Teacher Coverage Costs	Teacher Absence	Shared Planning-Teacher	Classroom Para	Para Coverage	Classroom Para Costs	Para Coverage Cost	Para Absence Costs	Shared Planning-Para	Technical Conference	OTPS	Allocation
15K010-Plus	2	4	1	384,120	96,030	7,358	4,142	4	0	169,508	-	4,923	1,909	1,580	15,000	684,570

## School Allocation Memorandum No. 52, FY 2017

### Pre-K Center Programs

**Table 4: Teacher and Paraprofessional Coverage Model**

Number of Classes	Site Coordinators	Classrooms Teachers	Classroom Paras	Periods of Teacher Coverage Needed	Periods of Para Coverage Needed	Additional Teachers Provided <small>(Cluster or co-teaching)</small>	Additional Paras Provided
1	situation dependent	1	1	2	1	situation dependent	situation dependent
2	1	2	2	4	2	1	0
3	1	3	3	6	3	1	1
4	1	4	4	8	4	2	0
5	1	5	5	10	5	2	1
6	1	6	6	12	6	2	2
7	1	7	7	14	7	3	1
8	1	8	8	16	8	3	2
9	1	9	9	18	9	4	2
10	1	10	10	20	10	4	2

**\*The staffing model is based on assumptions that coverage can- and will be- provided by other staff. For questions related to this, please contact your BFSC support.**