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Harold Matott, Director

## **2018-19 Excess Teacher Turnover Prevention Program** **School-Age Programs & Preschool Programs (0426 and 0427 Combined)**

December 19, 2018

Dear Administrator:

I am writing to advise you that the Excess Teacher Turnover Prevention Program (ETTPP) for school-age and preschool programs has been continued for the 2018-19 school year to help prevent excessive instructional staff turnover through a targeted adjustment of compensation for teachers providing direct instructional services to students. The Department used reported teacher salaries to develop an allocation plan to distribute \$8 million in new 2018-19 funding approved by the New York State Division of Budget.

The significant increase in available funds for 2018-19 allowed the Department to consolidate prior year funding (the "0426" and "0427" amounts) into a single award amount. The single award also distributes the entire \$8 million to both school-age and preschool programs using the same formula which utilizes historical data to calculate a three-year average teacher salary by program.

**The new consolidated 2018-19 awards for your program(s) are listed in the attachment.**

**ETTPP funds will be added directly to prospective tuition rates of individual education programs. If the funds are not spent in the program as allocated, the full funding will not be reflected in that program's reconciliation rate. Programs will be required to certify that the ETTPP funds were spent on allowable teacher compensation expenses and any unused funds will be recouped upon reconciliation.**

Eligible program codes for ETTPP funding are: 9000-9014, 9020-9038, 9100-9119, 9160-9163, 9165-9169. The eligible position title codes and titles for use of the award are as follows:

218 - Teacher - Special Education	270 - Teacher - Music
220 - Teacher - Physical Education	271 - Teacher - Technology
222 - Teacher - Other	272 - Teacher - Foreign Language
263 - Teacher - Deaf/Blind	273 - Teacher - Resource Room
269 - Teacher - Art	274 - Teacher - Reading

Awards that were disbursed to schools from prior award cycles become part of base year expenditures and will be included in the calculation of current and future tuition rates. The additional funding through the tuition rates must continue to be paid to eligible teachers as ongoing compensation. Failure to build these additional funds into the teacher compensation package will result in the funds being deducted from future tuition rates and/or adjustments being made to current rates in process.

ETTPP funds must be disbursed as awarded by program and will be subject to reconciliation for both the amount of funds spent and the total amount derived due to care days:

- If a program fails to use the total awarded funds on allowable teacher compensation, the unused funds will be recouped upon reconciliation.
- If the program has an increase in care days, and therefore receives additional revenue in excess of the ETTPP award, the excess will be recouped upon reconciliation.
- If the program has a decrease in care days, and therefore does not receive the ETTPP award intended, reconciliation rates will be increased to reflect the total amount not received.

Schools that have contracts with unionized teachers are advised to contact their Counsel regarding distribution to teachers as existing contract language may impact such distribution.

Each school receiving an award will also be required to file the attached *Usage of ETTPP Funds Summary and Certification form* to account for ETTPP funds awarded and to demonstrate that 100% of the award(s) was expended in eligible program codes. The usage forms for the 2018-19 awards require data regarding teacher retention and seniority by program, which requires you to wait until September 1<sup>st</sup>, 2019 to answer accurately. **The Usage of ETTPP Funds Summary and Certification form for 2018-19 ETTPP awards must be submitted electronically to [RSU-ETTPG@nysed.gov](mailto:RSU-ETTPG@nysed.gov) by September 16<sup>th</sup>, 2019. Failure to submit this form will result in the exclusion of the awards from the calculation of 2018-19 reconciliation tuition rate(s).**

For assistance please contact Claudia Connolly, via e-mail at [RSU-ETTPG@nysed.gov](mailto:RSU-ETTPG@nysed.gov) or by phone at 518-486-2881.

Sincerely,



Claudia Connolly  
Education Specialist

Attachments

