THE NYC DEPARTMENT OF EDUCATION

CORE CURRICULUM

FY 10/11 ORDERING

Core Curriculum Response Team/Client Services

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AGENDA

• What is Core Curriculum?
• Who can Order Core Curriculum Materials?
• Who are the School’s Initiators and Approvers?
• When is the Initial Core Curriculum Ordering Period?
• How are the Ordering of Materials Funded?
• How are Allocations Determined?
• What’s New in Core Curriculum Ordering for FY10-11?
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  ❖ Realia Supplemental Materials
  ❖ English Language Arts Classroom Library Collections for Grades 9-10
  ❖ Supplemental/Core Programs for Math and ELA (Grade 9)
• Opting Out of Core Curriculum Initiative and Applying for a Waiver

• Core Curriculum Ordering Tool Enhancements
• Placing a Core Curriculum Order on the FAMIS Core Ordering Tool
  ❖ Everyday Math – 3rd Grade
  ❖ Social Studies - Grades 3 and 6
  ❖ Supplemental Realia – Grade 6
  ❖ ELA Classroom Library Collections (Grades 9-10)
  ❖ Supplemental/Core Programs
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• Important Links
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The Core Curriculum Initiative was introduced in 2003 as part of the first phase of Children First reforms. It aims to provide a common core of rigorous, high-quality curricula and instructional materials to NYC students, and began with the introduction of Mathematics, Early Childhood K-3 Literacy and Classroom Libraries.

Today the Core Curriculum Initiative has expanded its programs to include Science, Social Studies and ELA Classroom Library Additions to upper grades.

The Initiative provides both curriculum materials to schools as well as supporting Professional Development to schools and teachers and has focused primarily on grades K-10.
WHO CAN ORDER
CORE CURRICULUM MATERIALS?

Existing NYC Public Schools
  > Initiators (usually purchasing secretary and business managers)

NYC New Schools (opening September 2010)
  > The Core Curriculum Response Team will work with each new
    school who opts into the Core Curriculum Initiative to order their
    materials.

Note #1: Phase-out Schools should not order materials for the
phasing out grades.

Note #2: Non-Public Schools and Charter Schools are not
included in the Core Curriculum Initiative.
CORE CURRICULUM Initiators/Approvers

Who is the School’s Initiator?

- The school’s Initiator is usually the School’s Purchasing Secretary, Business Manager or a School Staff Member appointed by the School Principal.
- The Initiator must have access to the FAMIS purchasing portal in order to place a Core Curriculum order.
- If an initiator has forgotten his/her password, please contact 718-935-5100 for a password reset.
- Initiators can change/edit an order that has been submitted for approval as long as the school’s approver has not approved the order. If an order has been approved, the approver must first change the status from “Approved” to “Reject” under the edit approval.

Who is the School’s Approver?

- The school’s approver is usually the Principal or an authorized decision maker appointed by the Principal such as an Assistant Principal.
- The Approver must have access to the FAMIS purchasing portal in order to approve Core Curriculum orders.
- Approvers can approve orders waiting in the order queue but cannot edit individual orders placed by their School’s Initiator, nor can they place orders for Core Curriculum materials.
THE INITIAL ORDERING PERIOD

The Initial Ordering Period begins

Wednesday, April 7, 2010
Through
Wednesday, April 28, 2010

During this Initial Ordering Period, the School’s Initiators and Approvers can begin to place and approve their school’s order on their own using the Core Curriculum Ordering tool on FAMIS. All orders submitted and approved during this Initial period will be delivered during the initial delivery window of July 12- July 30, 2010.
THE RESIDUAL ORDERING PERIOD

Schools who need to place an order for Core Curriculum Materials due to an increase in projected Student Register or simply forgot to place an order during the Initial Ordering period, can place an order during the Residual Ordering Period which begins immediately after the close of the Initial Aggregate through the Response Team. Schools will no longer have access to the Core Curriculum Ordering tool during this residual period.

Schools needing to place orders after the Initial Aggregate of the April 28th Deadline must email their order request to Curriculum@schools.nyc.gov. Schools should indicate if they are a Special Education Program, Gifted and Talented or Dual Language School when placing their order requests.

All orders submitted to our Response Team after the initial ordering period MUST be approved in writing by the school’s Principal. The Response Team cannot process these orders without written consent.
Consistent with past practice, 60% of a participating school’s FY ‘11 New York State tax Levy (NYSTL) allocation will be withheld to cover the cost of NYSTL-eligible Core Curriculum materials.

If at the end of Core Curriculum ordering, the value of a school’s Core Curriculum order is less than the 60% withheld, the remaining balance will be returned to the school as *discretionary funds*.

If the value of ordered materials is greater than the 60% withheld, no additional funds are taken from the school to cover their school’s Core Curriculum order, but they **WILL NOT** receive any of their initial 60% NYSTL allocation withholding.
HOW ARE CORE CURRICULUM ALLOCATIONS DETERMINED?

Each school’s allocation is determined based on their student projected register provided by the Office of Student Enrollment.

> If schools experience an increase in student register and further allocations are needed, they must submit their increase for allocations in writing, providing the Grade the allocation is being requested for, Total Grade Register, Program, and Requestor’s contact information along with a reason for the allocation increase to:

Curriculum@schools.nyc.gov

> The Core Curriculum Response Team will then work with the Core Curriculum Office to determine each school’s individual need before increasing allocations.

> PLEASE NOTE: The Response Team is required to check each school’s request with the Office of Student enrollment to ensure the register on file is accurate and precise prior to approving the increase request.
WHAT’S NEW THIS YEAR IN CORE CURRICULUM ORDERING
WHAT’S NEW THIS YEAR?

Social Studies

> For Existing Schools
  - Grades 3 and 6 will be implemented. Schools should order NEW MATERIALS for the option your school selected last year.
  - You should continue to order CONSUMABLE materials ONLY for the option your school selected last year, for grades 7 and 8.

NOTE #1: Schools who wish to change their Social Studies option in 10-11 (e.g. from Option A-Comprehensive Textbook Program to Option B-Trade Book Program) may do so, but will no longer be able to purchase previously ordered materials for Grades 4, 5, 7 and 8 from the Core Curriculum Ordering Application. If you need to order grades 4, 5, 7 and 8 supplemental materials after switching, you will have to do so from FAMIS E-Catalog using your school’s own funds.

NOTE #2: Allocations for Supplemental Realia Materials are per classroom and are available for newly implemented grades ONLY (Grades 3 and 6).

> For New Schools
  - New Schools opening in Fall 2010 are invited to participate in all available grades (3-5 and 6-8)
ELA – Classroom Libraries for Grades 9-10

ALL SCHOOLS are invited to participate in all available grades (9-10). All the collections include a variety of fiction, non-fiction, an assortment of Bold Print books and magazine subscriptions.

> **New Collection 1: Empowerment & Identity** - books in this collection will feature characters and situations who seek to know their place in the world including their cultural identity and find the strength to take control of their lives.

> **New Collection 2: Relationships & Emotions** – books in this collection speak to students’ need to understand the complex arena of feelings and emotions which ground their relationships with friends, family, authority figures and love interests.

> **New Collection 3: College and Careers** - the titles included here will compel our students to examine and seek to understand their own talents and dreams as they make important choices for college and careers. These books will highlight the real experiences of high school students as they begin to think.

> **New Collection 4: Activism & Inspiration** - This collection focuses on contemporary activists including students, who have used their talents and passion to change the world. Individuals who excite and inspire ideals of social justice, humanitarian concerns and democratic participation will be featured.

> **New Collection 5: Native Language Collections** align to the four themes named above and can be ordered in Spanish, Haitian Creole, Chinese, French and Bengali.

**NOTE #1:** Allocation are granted per classrooms in grades 9 and 10.

**NOTE #2:** Schools must select 4 out of the 5 Collections offered for each ELA Classroom Library order.
Supplemental Programs for Grade 9

The Core Curriculum office and The Division of Teaching and Learning have identified the need to expand the number of instructional supports to high schools, while ensuring that schools have quality instructional options that meet the needs of our students.

As such, supplemental programs have been implemented to the curricula for grade 9 in the areas of Mathematics and English Language Arts.

These programs will provide choice to the high schools, enhance and support learning opportunities for all of students including English Language Learners and special needs populations and will support the Department of Education’s district focus on postsecondary readiness.

Schools will receive a per class allocation with which to purchase 9th grade supplemental programs. Schools will have a choice among the following six options to order those materials that best suit their school’s needs:

- Achieve 3000 Teen Biz
- College Board Spring Board English Language Arts
- College Board Spring Board Algebra 1
- College Board Spring Board Geometry
- Houghton Mifflin Harcourt Destination Math
- Vantage My Access
OPTING OUT OF THE CORE CURRICULUM PROCESS
IMPORTANT WAIVERS INFORMATION

- Exempt, waivers, and passes granted in previous years extend to 2010-11 in the subject (ELA, Math, Science or Social Studies) and the grade span in which they were granted (K-5, 6-8, or 9-12). Schools that would like to expand their waiver beyond the subjects or grade spans initially granted must submit a waiver application for those new subjects/grades.

- Schools must order materials for the 2010-2011 School year in accordance with the stipulations of your waiver. For example, if you were granted a waiver for literacy, you must place an order for mathematics, Science and Social Studies. If you would like a waiver in additional subject areas, you may apply for a new waiver in the desired subject.

- A School may order any materials for which it was granted a waiver. For example, if you were granted a waiver or a pass for mathematics, you may order mathematics materials.

- Schools will be allowed to apply for a new Core curriculum waiver for 2010-11. Schools will be able to apply for waivers in ELA, Math, Science and/or Social Studies. To submit a waiver application, Principals should log on to the Core Curriculum ordering tool in FAMIS and click on the waiver application link that will appear on the main “Select Your Location” page.

**Note:** Only **Principals** will be able to view and access the waiver application link.
Waiver applications can be submitted beginning April 7, 2010 and ending at 5:00 pm on April 28, 2010. The Principal and the Core Curriculum Contact provided on the Application tool will be notified of the waiver approval via email.
CORE CURRICULUM ORDERING TOOL
WAIVER PROCESS

Enter Location

Click here for information on Core Curriculum initiative and waiver process

Location: [input]
District: [input]

Microsoft Internet Explorer

District: 46 and Location: clive is the correct?

[OK] [Cancel]

The Principal will receive this pop-up to confirm if the school's location is correct. Click "OK" to continue.
To submit a waiver application, click on the subject the school wishes to opt out of.
CORE CURRICULUM ORDERING TOOL ENHANCEMENTS
CORE CURRICULUM ORDERING TOOL
ENHANCEMENT/YOUR INFO
On the welcome main page, users will be able to find information such as Frequently Asked Questions (FAQ’s), Ordering Instructions, Scheduled Webcast Trainings, Purchasing Press, Principal’s Weekly and the Core Curriculum Intranet Site as well as the What’s New for purchasing this Year.
CORE CURRICULUM ORDERING TOOL
ENHANCEMENT/SCHOOL PROFILE

Please identify and provide contact information for all the teachers and/or clusters in your school that will receive Core Curriculum materials. This information will be used to correlate materials and clearly identify where materials should go when they arrive at your school. Important information on Core Curriculum curricula and professional development will be periodically emailed to clusters and teachers by subject area(s), so please ensure the email addresses are accurate and regularly checked.

Please enter in all necessary fields, and click on “Add” to save information to the Core Curriculum Ordering tool.

Note: It is important to identify all teachers and clusters; order quantity will be checked against the number of teachers and clusters listed per subject area.
A goal of the Curriculum office and Teaching & Learning is to inform schools of the digital content already available to them within the Core Curriculum materials they order year over year. There are schools that are already utilizing this content in the classroom and we want to make those schools that are not using it, aware that they have these materials and they have proven to be very useful and successful in educating our students.

<table>
<thead>
<tr>
<th>Social Studies Digital Content</th>
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<tbody>
<tr>
<td>Science Digital Content</td>
</tr>
<tr>
<td>Math Digital Content</td>
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<tr>
<td>English Digital Content</td>
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Social Studies: Digital Content

Schools receive the following Social Studies digital content, when they order these Social Studies materials:

Online A
Materials for use Classrooms Only

When schools order the *Houghton Mifflin Harcourt Social Studies Teacher Edition and Classroom Resources* for Grades 4 and 5, they receive the following bundled within:

- Lesson Planner & Teacher Resource Download
- Leveled Reader Online
- Online Reading Integrations Guide
- Digital Edition ebook
- Teacher’s Edition online access
- Text Generator CD-ROM (Web-based and CD) — These digital items are for teachers use and the length of the subscription is for 10 years.

When schools order the *Houghton Mifflin Harcourt Social Studies Student Materials* and *Houghton Mifflin Harcourt Social Studies Teacher Edition and Classroom Resources* for Grades 7 and 8, they receive the following bundled within:

- American History Simulations CD-ROM
- History’s Impact: United States History Video Program (DVD)
- Interactive Skills Tutor CD-ROM
- NY Student One Step
- NY Interactive Online Edition
- NY Teacher’s One-Step Planner (CD-ROM)
- Primary Source Library CD-ROM (Web-based and CD) — These digital items are for teacher and student use. The length of the subscription are for 10 years.

Supplemental Materials

When schools choose to order the *Read McMillian Social Studies Online subscription* for Grades 3-5, they receive online maps and teacher resources (Web-based application). Read McMillan Classroom
# Core Curriculum Ordering Tool

## Enhancement/Ordering Checklist

### Core Curriculum

The Core Curriculum Office has created Ordering Checklists below to help make ordering materials for your school as efficient and effective as possible. To best use these checklists, distribute the appropriate ordering checklist(s) to your school’s Assistant Principals, Coaches, and/or Teachers to gather the necessary ordering data. Use the completed checklists to determine the quantity of each type of material your school should purchase for the 2010-11 school year and input the cumulative quantities. Core Curriculum orders can be made by grade, by subject, by teacher, etc.

*Note: Please pay special attention to each item’s unit of measure as you complete the checklist as they differ.

### Elementary

- **Literacy**
  - Elementary (Traditions) Literacy Ordering Checklist
  - Elementary (Month-by-Month) Literacy Ordering Checklist
  - Elementary (Words Their Way) Literacy Ordering Checklist

- **Mathematics**
  - Elementary (K-5) Mathematics Ordering Checklist

- **Science**
  - Elementary (K-5) Science Ordering Checklist
  - Elementary (3-5) Science Ordering Checklist

- **Social Studies**
  - Elementary (3-5) Social Studies Ordering Checklist

### Secondary

- **Mathematics**
  - Secondary (9-10) Mathematics Ordering Checklist.pdf

- **Science**
  - Secondary (9-10) Science Ordering Checklist
  - Accelerated & Science Ordering Checklist

- **Social Studies**
  - Secondary (9-10) Social Studies Ordering Checklist.pdf

### High School

- **Mathematics**
  - High School (Accel 8-10) Mathematics Ordering Checklist

- **Supplemental Programs**
  - High School (9) Supplemental Programs Ordering Checklist
Elementary Math

Everyday Math Checklist

Use the following checklist to determine how many of each type of Everyday Math material your school should purchase for the 2010-11 school year. Please pay special attention to each item’s unit of measure (e.g. 1 per student, 1 per classroom, etc.) as you complete the checklist.

To simplify ordering, make copies of this sheet and distribute them to your Elementary Math teacher(s).

For schools that have ordered Everyday Math materials before, please select from the following:

Grade Pre-K:

[ ] Gr. Pre-K: Everyday Math Student Materials Set, 3rd Ed (English) [1 per student]
[ ] Gr. Pre-K: Everyday Math Student Materials Set, 3rd Ed (Spanish) [as needed]

Grade K:

[ ] Gr. K: Everyday Math Student Materials Set and Home Links, 3rd Ed (English) [1 per student]
[ ] Gr. K: Everyday Math Student Materials Set and Home Links, 3rd Ed (Spanish) [as needed]

Grade 1:

[ ] Gr. 1: Everyday Math Student Materials Set and Home Links, 3rd Ed (English) [1 per student]
[ ] Gr. 1: Everyday Math Student Materials Set and Home Links, 3rd Ed (Spanish) [as needed]

Grade 2:

[ ] Gr. 2: Everyday Math Student Materials Set and Home Links, 3rd Ed (English) [1 per student]
[ ] Gr. 2: Everyday Math Student Materials Set and Home Links, 3rd Ed (Spanish) [as needed]

Printed copy of the Everyday Math Checklist.
PLACING A CORE CURRICULUM ORDER ON THE FAMIS CORE ORDERING TOOL
DELIVERY OF CORE CURRICULUM MATERIALS

All Core Curriculum Materials are to be delivered during a three week summer delivery window scheduled for July 12 – July 30, 2010. During the ordering check-out, each school will be **required** to provide two (2) contacts who will be responsible for accepting deliveries during the summer delivery window. It is important that the contact information (phone/email) provided is accurate and that the contact email/voicemail is regularly checked. Vendors will use this information to inform schools of the approximate delivery dates and number of boxes to be delivered. Please continue to refer back to the Core Curriculum Intranet and to the Principals’ Weekly for any updates.

If there are any specific delivery instructions vendors need to be aware of (such as delivery must be made to a room on a different floor, school will be under construction, delivery must be made using side entrance, it is important that this information is conveyed in the delivery page of the ordering tool.

**Note:** One possible exception to the summer delivery window is Delta Science (a kit-based Science program), which may arrive in a phased schedule throughout the school year, with Units 1&2 arriving during the main summer delivery window. Please check the Core Curriculum Intranet site in June for the final detailed Delta Science delivery schedule.

**Annual School Walkthroughs (to inform Central Offices of School readiness) are TENTATIVELY scheduled for August 23rd – September 3rd, 2010**
IMPORTANT WEBSITE LINKS

• DOE Intranet—2010 Core Curriculum Ordering
  Note: User must be on a DOE Server to access this link
  http://intranet.nycboe.net/TeachingLearning/Curriculum/default.htm

• Core Curriculum-

• FAMIS Portal
  https://dfoforms.nycenet.edu/FamisPortal

• ECLAS – 2
  PeriodicAssessment@schools.nyc.gov

• LCGMS
  http://www.nycboe.net/Applications/lcgms/

• Office of Curriculum and Professional Development
  http://schools.nyc.gov/offices/teachlearn/pd/default
IMPORTANT WEBSITE LINKS (continued)

- NYC Science Scope and Sequence
  http://schools.nycenet.edu/offices/teachlearn/science/ScopeSequence_Science.pdf

- NYC Science Scope and Sequence
  http://schools.nycenet.edu/offices/teachlearn/science/ScopeSequence_Science.pdf

- Additional Educators Resources
  http://schools.nyc.gov/NR/exeres/37B9B951-BE5B-432F-868F-EF45F72704BC.htm

- NYC Math Academics
  http://schools.nyc.gov/Academics/Mathematics/default.htm

- English Language Arts (ELA)
  http://schools.nyc.gov/Academics/EnglishLanguageArts/default.htm

- NYC Social Studies Scope and Sequence
ADDITIONAL SUPPORT

Core Curriculum Response Team/Client Services

Tel: (718) 935-3334

Email: Curriculum@schools.nyc.gov

Monday through Friday
8:00am – 5:00pm
QUESTIONS?