

BUILDING UTILIZATION PLAN

As described in greater detail in the attached Educational Impact Statement (“EIS”), the New York City Department of Education (“DOE”) is proposing to co-locate Icahn Charter School 6 (84XTBD, “Icahn 6”) in Building X004 (“X004”), located at 1701 Fulton Avenue, Bronx, NY 10457, in Community School District 9 (“District 9”). Icahn 6 is a new public charter school that will open with kindergarten, first, and second grades in 2012-2013. If this proposal is approved, Icahn 6 will be co-located in building X004 with one existing district K-8 school, P.S./M.S. 4 Crotona Park West (09X004, “P.S./M.S. 4”), and one existing high school, Leadership Institute (09X276, “Leadership Institute”). Icahn 6 would begin with kindergarten, first, and second grades and grow to serve kindergarten through fourth grades. A “co-location” means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, and cafeterias. P.S./M.S. 4 is split-sited in buildings X004 and X171. Under this proposal, P.S./M.S. 4 will retain its current allocation of rooms in building X171, and Icahn 6 will not utilize any space in building X171. Icahn 6 will only occupy space in building X004.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space among P.S./M.S.4, Leadership Institute, and Icahn 6. It also includes a proposal for the collaborative usage of shared resources and spaces among P.S./M.S.4, Leadership Institute, and Icahn 6, including, but not limited to, the existing cafeterias, libraries, gymnasiums, auditorium, outdoor playground, and indoor courtyard, which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS, to which this plan is attached for further information about the proposed co-location.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council if the proposed co-location is approved by the Panel for Educational Policy (“PEP”).

METHODOLOGY

We have applied the DOE Instructional Footprint (the “Footprint”) to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.¹

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATIONS

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school’s principal.

For elementary schools serving grades K-5 and offering a pre-kindergarten section, the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (i.e., art) or lunch, recess, etc. Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size classroom to accommodate each Self-Contained special education (“SC”) section served by the school. In addition, schools serving grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

¹ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: http://schools.nyc.gov/NR/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf

At the elementary level, cluster classrooms are allocated as follows:

Enrollment	# of Cluster Rooms
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

For grades six through twelve, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day. The Footprint allocates the number of baseline classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale. Any space remaining beyond the baseline shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on August 26, 2011 by the Bronx Director of Space Planning, building X004 has a total of 50 full-size rooms (including one full-size science demonstration lab and one full-size science lab), 2 half-size rooms, 4 quarter-size rooms that can be used for administrative purposes, and the equivalent of 3 full-size rooms of designed administrative/office space.²

P.S./M.S. 4 also utilizes 13 full-size rooms and 2 half-size rooms in the annex, building X171. P.S./M.S. 4 shares building X171 with La Peninsula, a community-based organization ("CBO") that runs Head Start programs. Building X171 is used by P.S./M.S. 4 as an early childhood center, where students in kindergarten through second grades utilize the space available for instructional purposes and utilize the building's multipurpose spaces for lunch, library, and physical education classes. P.S./M.S. 4 students who attend school in building X171 do not utilize any of the shared spaces in building X004. If this proposal is approved, P.S./M.S. 4 will be allocated less space in the X004 building. As a result, P.S./M.S. 4 may decide to serve additional grade levels in building X171. Nevertheless, there will be sufficient space between the two buildings for P.S./M.S. 4 to serve all of its students. The allocations below assume that P.S./M.S. 4 will continue to utilize building X171 to serve all of its students in kindergarten through second grades.

² Full-size classrooms have an area of 500 square feet or more; half-size classrooms have an area of less than 500 square feet but greater than 239 square feet; and quarter-size rooms have an area small than 240 square feet.

Building X004 contains 2 gymnasiums, an auditorium, 2 cafeterias, 2 libraries, an indoor courtyard, and an outdoor play area (shared between the students who utilize buildings X004 and X171). The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The nurse's office occupies one quarter-size space in building X004
- The custodian's office occupies one quarter-size room in building X004
- School Based Support Team ("SBST") occupies one half-size room in building X004

Excluding the spaces outlined above, the X004 building has a total of:

50 full-size classrooms (including 1 full-size science demonstration lab and 1 full-size science lab), 1 half-size room, 2 quarter-size rooms, and 3.0 full-size equivalent ("FSE") rooms of designed administrative/office space remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Building Grand Total	50	2	4	3.0
Shared Spaces or Building Services	0	1	2	0.0
Remaining Total to be Allocated	50	1	2	3.0

2011-2012 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served in building X004 at each school in 2011-2012.

2011-2012	Total Enrolled ³	GE/ICTSections	SC Sections
P.S./M.S. 4	260 ⁴	12	3 ⁵
Leadership Institute	237	10	N/A

³ Unaudited enrollment as of October 31, 2011

⁴ This enrollment figure excludes enrollment in kindergarten, first grade, and second grade as these grades are served in building X171 and do not utilize any spaces in building X004.

⁵ 5 Self-Contained sections total were served at P.S./M.S. 4 in 2011-2012. The figure above excludes the 2 Self-Contained sections that have historically been served in building X171 as indicated in ATS.

The table below summarizes P.S./M.S. 4's and Leadership Institute's baseline and/or adjusted footprint allocations, which is based on the methodology described at the beginning of this document and the amount of space that each school is currently using.

- The DOE has adjusted P.S./M.S. 4's baseline footprint allocation of rooms throughout this proposal because there is an insufficient number of half-size rooms available in the building so the available full-size rooms have been used to meet the need for half-size rooms.
- P.S./M.S. 4's allocation of administrative space has been adjusted because there is an insufficient number of FSE designed administrative rooms in the building. In the charts for all years below, P.S./M.S. 4 has been allocated 1 full-size room, 1 half-size room, and 1 quarter-size room to meet its baseline footprint allocation for administrative space.
- Since P.S./M.S. 4 is split-sited in buildings X004 and X171, the baseline and adjusted footprint allocations only reflect the need for space in grades three through eight as these grades are served in building X004.

The DOE has adjusted Leadership Institute's baseline footprint allocation of rooms throughout this proposal for the following reason: there is an insufficient number of half-size rooms available in the building so the available full-size rooms have been used to meet the need for half-size rooms. As building X004 does not have a sufficient number of administrative rooms, Leadership Institute's baseline footprint allocation has been adjusted to utilize 1 full-size room and 1 quarter-size room to meet this need.

2011 - 2012		Non-Admin Spaces		Administrative Spaces				Grand Total Current Space Allocations				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Total Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S./M.S. 4 ⁶	Baseline Footprint Allocation	16	5	3.0	0	0	0	3.0	16	5	0	3.0
	Adjusted Baseline Allocation	21	0	1.5	1	1	1	3.25	22	1	1	1.5
	Current Space Allocation	35	0	1.5	1	1	1	3.25	36	1	1	1.5
Leadership Institute	Baseline Footprint Allocation	10	1	2.0	0	0	0	2.0	10	1	0	2.0
	Adjusted Baseline Allocation	11	0	1.5	1	0	1	2.75	12	0	1	1.5
	Current Space Allocation	13	0	1.5	1	0	1	2.75	14	0	1	1.5

⁶ In addition to the spaces allocated to P.S./M.S. 4 in building X004, P.S./M.S. 4 is currently allocated instructional space in building X171 (13 full-size rooms and 2 half-size rooms).

As demonstrated in the table above, P.S./M.S. 4 and Leadership Institute are currently using several classrooms in excess of their baseline footprint allocations. The table below summarizes the available space within building X004 after each school has received its baseline allocation, some of which will be allocated to Icahn 6 Charter School for 2012-2013.

2011-12: Building X004	Designed Admin (FSE)	Full-Size Rooms	Half- Size Rooms	Quarter- Size Rooms
Space In Excess of Baseline Allocation	0	16	0	0

2012-2013 (FIRST YEAR PROPOSED IMPLEMENTATION):

If approved, Icahn 6’s kindergarten, first, and second grade students will be sited in building X004 in the 2012-2013 school year.

This means that the 50 full-size rooms, 1 half-size room, 2 quarter-size rooms, and 3 FSE designed administrative/office space will be allocated among P.S./M.S. 4, Leadership Institute, and Icahn 6 going forward.

- As discussed previously, P.S./M.S. 4 will maintain its current allocation of space in building X171, which it has historically used to serve kindergarten, first grade, and second grade.
- The section counts and projected enrollment in the chart below have been changed to reflect the placement of six GE/ICT sections and two Self-Contained (“SC”) sections of these grades in building X171.
- Icahn 6’s baseline Footprint allocation has been adjusted for 2012-2013 to allocate only 1 full-size room for administrative use to Icahn 6 as was previously agreed upon by Icahn Charter Schools, the charter school management Organization that operates Icahn 6.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2012-2013.

2012-13	Projected Enrollment⁷	GE/ICT Sections	SC Sections
P.S./M.S. 4	230-290	12	3
Leadership Institute	230 - 265	10	N/A
Icahn 6	96 - 123	6	N/A

⁷ The DOE’s enrollment figures for 2012-2013 and beyond are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After P.S./M.S 4, Leadership Institute, and Icahn 6 have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building X004	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Adjusted Allocations	0.0	7	0	0

The table below summarizes the full 2012-2013 room allocation plan for P.S./M.S. 4, Leadership Institute, and Icahn 6 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocation.

2012-2013		Non-Admin Spaces		Administrative Spaces				ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Total Admin (FSE)	Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
P.S./M.S. 4 ⁸	Baseline Footprint Allocation	16	5	3.0	0	0	0	3.0	0	0	0	0	16	5	0	3.0
	Adjusted Baseline Allocation	21	0	1.5	1	1	1	3.25	3	0	0	0	25	1	1	1.5
Leadership Institute	Baseline Footprint Allocation	10	1	2.0	0	0	0	2.0	0	0	0	0	10	1	0	2.0
	Adjusted Baseline Allocation	11	0	1.5	1	0	1	2.75	2	0	0	0	14	0	1	1.5
Icahn 6	Baseline Footprint Allocation	7	1	2.0	0	0	0	2.0	0	0	0	0	7	1	0	2.0
	Adjusted Baseline Allocation	8	0	0.0	1	0	0	1.0	2	0	0	0	11	0	0	0.0

In total, P.S./M.S. 4 will be allocated 25 full-size rooms, 1 half-size room, 1 quarter-size room, and 1.5 FSE rooms of designed administrative/office space. Leadership Institute will be allocated 14 full-size rooms, 1 quarter-size room, and 1.5 FSE rooms of designed administrative/office space. Icahn 6 will be allocated 11 full-size rooms. While Icahn 6 will only need 9 full-size rooms in the first year of the proposed co-location, the leadership of P.S./M.S. 4 and the space planning team determined that giving up 11 full-size rooms on the same floor for Icahn 6's in the first year of the plan would result in the least interruption of P.S./M.S. 4's class configuration and scheduling. After allocating these 2 excess full-size rooms to Icahn 6, 2 excess full-size rooms will be allocated to Leadership Institute, and 3 excess full-size rooms will be allocated P.S./M.S. 4.

⁸ In addition to the spaces allocated to P.S./M.S. 4 in building X004, P.S./M.S. 4 is allocated rooms in building X171 (13 full-size rooms and 2 half-size rooms) and under this proposal, P.S./M.S. 4 will continue to be allocated these rooms in 2012-2013 and beyond.

The chart below details the projected room changes for the schools for the 2012-2013 school year from the current school year.

Room Change (+/-)	CURRENT 2011-2012 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
P.S./M.S. 4	36	1	1	1.5	25	1	1	1.5	-11	0	0	0.0
Leadership Institute	14	0	1	1.5	14	0	1	1.5	0	0	0	0.0
Icahn 6	0	0	0	0.0	11	0	0	0.0	+11	0	0	0.0

As noted above, P.S./M.S. 4 will lose a significant number of rooms in building X004 beginning in September 2012. As a result, the school administration may elect to serve additional grade levels in its allocation of space in building X171. For the purposes of this BUP, the DOE conservatively assumes that P.S./M.S. 4 will continue to serve at least six grade levels in building X004.

2013-2014 (SECOND YEAR PROPOSED IMPLEMENTATION):

If approved, Icahn 6’s kindergarten, first, second, and third grade students will be sited in building X004 in the 2013-2014 school year.

The table below summarizes the total projected enrollment and projected number of sections served at each school in building X004 in 2013-2014.

2013-2014	Projected Enrollment	GE/ICT Sections	SC Sections
P.S./M.S. 4	235-295 ⁹	12	3 ¹⁰
Leadership Institute	320 - 355	10	0
Icahn 6	128 - 164	8	0

⁹ Projections for enrollment at P.S./M.S. 4 exclude 2013-2014 projected enrollment for kindergarten, first grade, and second grade since these grades will not occupy any space in building X004. The EIS to which this BUP is attached includes enrollment projections for all grades at P.S./M.S. 4.

¹⁰ This figure is based on the continued assumption that the first and second grades will each have one SC special education section that will be served in X171 as has been the historical practice.

After P.S./M.S. 4, Leadership Institute, and Icahn 6 have received their respective baseline footprint allocations, the following number of rooms will remain unallocated:

2013-2014: Building X004	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	5	0	0

The excess space will be allocated among P.S./M.S.4, Leadership Institute, and Icahn 6 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

The table below summarizes the full 2013-2014 room allocation plan for P.S./M.S. 4, Leadership Institute, and Icahn 6 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations.

2013-2014		Non-Admin Spaces		Administrative Spaces					ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Total Admin (FSE)	Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
P.S./M.S. 4	Baseline Footprint Allocation	16	5	3	0	0	0	3.0	0	0	0	0	16	5	0	3.0
	Adjusted Baseline Allocation	21	0	1.5	1	1	1	3.25	3	0	0	0	25	1	1	1.5
Leadership Institute	Baseline Footprint Allocation	10	1	2.0	0	0	0	2.0	0	0	0	0	10	1	0	2.0
	Adjusted Baseline Allocation	11	0	1.5	1	0	1	2.75	2	0	0	0	14	0	1	1.5
Icahn 6	Baseline Footprint Allocation	9	1	2.0	0	0	0	2.0	0	0	0	0	9	1	0	2.0
	Adjusted Baseline Allocation	10	0	0.0	1	0	0	1.0	0	0	0	0	11	0	0	0.0

In total, P.S./M.S. 4 will be allocated 25 full-size rooms, 1 half-size room, 1 quarter-size room, and 1.5 FSE rooms of designed administrative/office space. Leadership Institute will be allocated 14 full-size rooms, 1 quarter-size room, and 1.5 FSE rooms of designed administrative/office space. Icahn 6 will be allocated 11 full-size rooms.

There is no room change from the 2012-2013 school year to the 2013-2014 school year as reflected below.

Room Change (+/-)	PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
P.S./M.S. 4	25	1	1	1.5	25	1	1	1.5	0	0	0	0.0
Leadership Institute	14	0	1	1.50	14	0	1	1.5	0	0	0	0.0
Icahn 6	11	0	0	0.0	11	0	0	0	0	0	0	0.0

2014-2015 (THIRD YEAR PROPOSED IMPLEMENTATION):

The table below summarizes the total projected enrollment and projected number of sections served at each school in building X004 in 2014-2015.

2014-15	Projected Enrollment	GE/ICT Sections	SC Sections
P.S./M.S. 4	225 - 285 ¹¹	12	3 ¹²
Leadership Institute	320 - 355	10	0
Icahn 6	160 - 205	8	0

After P.S./M.S. 4, Leadership Institute, and Icahn 6 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building X004	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	3	0	0

The excess space will be allocated among P.S./M.S. 4, Leadership Institute, and Icahn 6 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

¹¹ Projections for enrollment at P.S./M.S. 4 exclude 2014-2015 projected enrollment for kindergarten, first grade, and second grade since these grades will not occupy any space in building X004. The EIS to which this BUP is attached includes enrollment projections for all grades at P.S./M.S. 4.

¹² This figure is based on the continued assumption that the first and second grades will each have one self-contained section that will be served in X171 as has been the historical practice.

The table below summarizes the full 2014-2015 room allocation plan for P.S./M.S. 4, Leadership Institute, and Icahn 6 based on their adjusted baseline footprint allocations, plus the excess space allocation.

2014-2015		Non-Admin Spaces		Administrative Spaces					ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Total Admin (FSE)	Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
P.S./M.S. 4	Baseline Footprint Allocation	16	5	3.0	0	0	0	3.0	0	0	0	0	16	5	0	3.0
	Adjusted Baseline Allocation	21	0	1.5	1	1	1	3.25	0	0	0	0.0	22	1	1	1.5
Leadership Institute	Baseline Footprint Allocation	10	1	2.0	0	0	0	2.0	0	0	0	0	10	1	0	2.0
	Adjusted Baseline Allocation	11	0	1.5	1	0	1	2.75	2	0	0	0.0	14	0	1	1.5
Icahn 6	Baseline Footprint Allocation	12	1	2.0	0	0	0	2.0	0	0	0	0	12	1	0	2.0
	Adjusted Baseline Allocation	13	0	0.0	1	0	0	0.0	0	0	0	0.0	14	0	0	0.0

In total, P.S./M.S. 4 will be allocated 22 full-size rooms, 1 half-size room, 1 quarter-size room, and 1.5 FSE rooms of designed administrative/office space. Leadership Institute will be allocated 14 full-size rooms, 1 quarter-size room, and 1.5 FSE rooms of designed administrative/office space. Icahn 6 will be allocated 14 full-size rooms.

The room changes are reflected below for the 2013-2014 to the 2014-2015 school year.

Room Change (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
P.S./M.S. 4	25	1	1	1.5	22	1	1	1.5	-3	0	0	0.0
Leadership Institute	14	0	1	1.5	14	0	1	1.5	0	0	0	0.0
Icahn 6	11	0	0	0.0	14	0	0	0.0	+3	0	0	0.0

Shared Space Plan

A proposed shared space plan is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building X004. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the PEP.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov/KeyDocuments/CampusMemo.htm>).

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food Web site, the total capacity of each shared space, the grades served by each of the co-located schools, and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹³ Where possible, the proposed schedule maintains schools' current allocation of time for each shared space and re-distributes remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year, based on the 2011 Campus Audit Template submitted by the Building Council.¹⁴ Because Icahn 6 would be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school year.

In planning how Icahn 6, P.S./M.S.4, and Leadership Institute may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably:

Cafeteria, Outdoor Playground, and Indoor Courtyard:

Cafeterias

- There are two cafeterias in building X004. The total time allocated to each organization in the cafeterias is based upon each organization's projected enrollment, capacity of each cafeteria, and each organization's grade levels served. Each organization will be able to accommodate its students in the cafeterias within this proposed allocation of time.
- In the proposed plan below, P.S./M.S. 4 and Leadership Institute each receive 1 hour and 30 minutes minutes daily, or 7 hours and 30 minutes weekly for lunch. Due to its smaller enrollment, Icahn 6 receives 45 minutes daily, or 3 hours and 45 minutes weekly in the cafeteria for lunch. In addition, the DOE notes that the schedule calls for each individual student to eat lunch during customary lunch hours, regardless of which school he or she attends. Thus, the DOE believes that this plan treats all schools equitably and comparably. The Building Council is empowered to make alternative arrangements to the below proposal.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at building X004. The DOE has allocated P.S./M.S. 4 and Leadership Institute 45 minutes each for breakfast. Icahn 6 has been allocated 30 minutes for breakfast. Since P.S./M.S. 4 will likely start its school day before Icahn 6 and Leadership Institute, it has been allocated an earlier time slot for breakfast.

¹³ See DOE's Office of Pupil Transportation Web site at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

¹⁴ Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

Outdoor Playground

- The DOE notes that the outdoor playground is a shared space; however specific time in the outdoor playground is not currently allocated to any of the existing schools according to the 2011 Campus Audit. The DOE proposes in the schedule below that time in the outdoor playground should be allocated to all schools based on the relative projected enrollment for P.S./M.S. 4 and Icahn 6. Consistent with general DOE practice for high schools and in accordance with Leadership Institute's current schedule, students in grades nine through twelve are not allotted time in the outdoor playground between the hours of 8:00 a.m. and 3:00 p.m. In the schedule below, the playground time is loosely aligned to the cafeteria schedule for P.S./M.S. 4 and Icahn 6 to provide schools with the option of offering students a recess before, during, or after the proposed lunch period. The outdoor courtyard will be shared by all students enrolled at P.S./M.S. 4 (both students served in building X171 and students served in building X004) and all students enrolled at Icahn 6.
- While the proposed allocation of time is not directly proportional to enrollment because of the desire to align playground time with lunch schedules, P.S./M.S 4 is allocated the most time (3 hours and 30 minutes daily) since it will serve more students than Icahn 6. Icahn 6 is allocated one hour daily because of its enrollment and lunch schedule.
- Because the proposed allocations are roughly proportional to P.S./M.S. 4 and Icahn 6's enrollments and take into account Leadership Academy's current use of the space, the DOE believes that the proposed allocation is equitable and feasible.
- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.

Indoor Courtyard

- The DOE proposes in the schedule below that time in the indoor courtyard should be allocated to all schools based on the relative projected enrollment for each school and the current utilization schedule as indicated in the 2011 Campus Audit.
- In the schedule below, the indoor courtyard is loosely aligned to the arrival schedule of P.S./M.S. 4 because P.S./M.S. 4 has historically used the space for the arrival and dismissal of students during the school day. Additionally, this space is used for the administration of exams for P.S./M.S. 4's students in third through eighth grades. Time to utilize this space has been allocated to P.S./M.S. 4, Leadership Institute, and Icahn 6 that is roughly proportional to the projected enrollment numbers at each school. In this proposal, both P.S./M.S. 4 and Leadership Institute are allocated 2 hours and thirty minutes daily (12 hours and 30 minutes weekly) and Icahn 6 is allocated 1 hour daily (5 hours weekly).
- According to leadership at P.S./M.S. 4 and Leadership Institute, Leadership Institute is currently allocated this space for activities that take place after the school day ends at 3:00 p.m. While this shared space schedule does not allocate any time after the regular school day, the DOE does not anticipate that the co-location of Icahn 6 will affect Leadership Institute's ability to conduct after-school programming in the indoor courtyard. Leadership Institute will retain use of the indoor courtyard for after-school sports activities unless it is otherwise decided by the leadership of the schools sharing the space and/or the Building Council.
- Because the proposed allocations are roughly proportional to each school's enrollment and take into account current use of the space, the DOE believes that the proposed allocation is equitable and feasible.
- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.

Gymnasium, Library, and Auditorium

P.S./M.S. 4 and Leadership Institute will be allocated the largest amount of time in the library, gymnasium, and auditorium because they will serve the largest number of students.

Gymnasiums

- There are two gymnasiums in the building. Currently, P.S./M.S. 4 students enrolled in third through eighth grades utilize gymnasium 1 and all students enrolled at Leadership Institute utilize gymnasium 2.
- The DOE proposes that the gymnasiums be allocated based on the relative projected enrollment of each school.
- In the proposed schedule below, Leadership Institute is allocated 25 hours weekly in gymnasium 1 and P.S./M.S. 4 is allocated 25 hours weekly in gymnasium 2. In this proposed schedule, Icahn 6 will also utilize gymnasium 2 and will be allocated a total of 7.5 hours weekly in gymnasium 2.
- Because the proposed schedule gives a roughly proportional amount of time to each school, the DOE believes that the proposed allocations is equitable and feasible.

Library

- The DOE notes that the libraries are shared spaces; however specific times in the libraries are not currently allocated to any of the existing schools according to the 2011 Campus Audit. The DOE proposes in the schedule below that time in the library should be allocated to all schools based on the relative projected enrollment for P.S./M.S. 4 and Leadership Institute.
- P.S./M.S. 4 is allocated 25 hours weekly in library 1 and Leadership Institute is allocated 25 hours weekly in library 2. Icahn 6 will share library 1 with P.S./M.S. 4 and has been allocated 7.5 hours weekly.
- Because the proposed schedule gives a roughly proportional amount of time to Icahn 6, Leadership Institute and P.S./M.S. 4, the DOE believes that the proposed allocation is equitable and feasible.
- The Building Council is free to deviate from the proposed Shared Space Plan and decide to allocate access to each library on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Auditorium

- The DOE notes the auditorium is a shared space. The DOE proposes that the auditorium be allocated based on the relative projected enrollment of each school.
- The DOE proposes that P.S./M.S. 4 and Leadership Institute will each be allocated 12 hours and 30 minutes weekly and Icahn 6 will be allocated 5 hours weekly in the auditorium based on the projected numbers of students that each school will serve in the X004 building.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the auditorium on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

After School Programs

- The DOE notes that currently the shared spaces are not allocated for after school hours, except the indoor courtyard as noted above. In the schedule below, the DOE generally does not allocate this space beyond 3:00 p.m. Thus, the Building Council should allocate this space as needed for after school programs.
- As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the

Building Council comes to an agreement on the final shared space plan collaboratively. This agreement could result in the current schools in the building changing their use of the shared space once Icahn 6 is co-located in the building.

In 2012-2013, the DOE projects P.S./M.S. 4 will serve 330-420 students, 230-290 of whom will attend school in building X004. Leadership Institute will serve 230-265 students. According to its Charter, Icahn 6 will serve a total of 96-123 students in 2012-2013 at X004. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, P.S./M.S. 4's school day runs from approximately 8:00 a.m. to 2:20 p.m. on Mondays and Fridays and from approximately 8:00 a.m. to 3:10 p.m. Tuesday through Thursday, and Leadership Institute's school day runs from approximately 8:30 a.m. to 3:27 p.m. Monday through Thursday and approximately 8:30 a.m. to 2:50 p.m. on Fridays. Since Icahn 6 is a new school, it does not have a current school start or end time. However the DOE notes that many of the other Icahn schools (84X378, 84X422, 84X496, 84X496, 84X538, 84X717) which are part of the same charter network organization, begin at approximately 8:30 a.m. and end between 3:45 p.m. and 4:00 p.m.

Based on the schedule below and the explanations provided above, the DOE believes that the proposed Shared Space Plan is feasible and that each school is being treated equitably and comparably in its ability to use all the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria 1 (Capacity: 183)	<u>Breakfast:</u> Icahn 6 8:00am-8:30am <u>Lunch:</u> Icahn 6 11:30am-12:15pm P.S./M.S. 4 12:30pm-1:00pm	<u>Breakfast:</u> Icahn 6 8:00am-8:30am <u>Lunch:</u> Icahn 6 11:30am-12:15pm P.S./M.S. 4 12:30pm-1:00pm	<u>Breakfast:</u> Icahn 6 8:00am-8:30am <u>Lunch:</u> Icahn 6 11:30am-12:15pm P.S./M.S. 4 12:30pm-1:00pm	<u>Breakfast:</u> Icahn 6 8:00am-8:30am <u>Lunch:</u> Icahn 6 11:30am-12:15pm P.S./M.S. 4 12:30pm-1:00pm	<u>Breakfast:</u> Icahn 6 8:00am-8:30am <u>Lunch:</u> Icahn 6 11:30am-12:15pm P.S./M.S. 4 12:30pm-1:00pm
Cafeteria 2 (Capacity: 350)	<u>Breakfast:</u> P.S./M.S. 4 7:00am-7:45am Leadership Institute 7:45am-8:30am <u>Lunch:</u> P.S./M.S. 4 11:00am-12:00pm Leadership Institute: 12:00pm-1:30pm	<u>Breakfast:</u> P.S./M.S. 4 7:00am-7:45am Leadership Institute 7:45am-8:30am <u>Lunch:</u> P.S./M.S. 4 11:00am-12:00pm Leadership Institute: 12:00pm-1:30pm	<u>Breakfast:</u> P.S./M.S. 4 7:00am-7:45am Leadership Institute 7:45am-8:30am <u>Lunch:</u> P.S./M.S. 4 11:00am-12:00pm Leadership Institute: 12:00pm-1:30pm	<u>Breakfast:</u> P.S./M.S. 4 7:00am-7:45am Leadership Institute 7:45am-8:30am <u>Lunch:</u> P.S./M.S. 4 11:00am-12:00pm Leadership Institute: 12:00pm-1:30pm	<u>Breakfast:</u> P.S./M.S. 4 7:00am-7:45am Leadership Institute 7:45am-8:30am <u>Lunch:</u> P.S./M.S. 4 11:00am-12:00pm Leadership Institute: 12:00pm-1:30pm

<p>Library 1</p>	<p>Icahn 6 8:30am – 10:00am P.S./M.S. 4 10:00am-3:00pm</p>	<p>Icahn 6 8:30am – 10:00am P.S./M.S. 4 10:00am-3:00pm</p>	<p>Icahn 6 8:30am – 10:00am P.S./M.S. 4 10:00am-3:00pm</p>	<p>Icahn 6 8:30am – 10:00am P.S./M.S. 4 10:00am-3:00pm</p>	<p>Icahn 6 8:30am – 10:00am P.S./M.S. 4 10:00am-3:00pm</p>
<p>Library 2</p>	<p>Leadership Institute 10:00am – 3:00pm</p>	<p>Leadership Institute 10:00am-3:00pm</p>	<p>Leadership Institute 10:00am-3:00pm</p>	<p>Leadership Institute 10:00am-3:00pm</p>	<p>Leadership Institute 10:00am-3:00pm</p>
<p>Gymnasium 1 (No Capacity)</p>	<p>Leadership Institute 10:00am-3:00pm</p>	<p>Leadership Institute 10:00am-3:00pm</p>	<p>Leadership Institute 10:00am-3:00pm</p>	<p>Leadership Institute 10:00am-3:00pm</p>	<p>Leadership Institute 10:00am-3:00pm</p>

<p>Gymnasium 2 (No Capacity)</p>	<p>P.S./M.S. 4 8:30am-1:30pm Icahn 6 1:30 pm-3:00 pm</p>				
<p>Auditorium (Capacity: 332)</p>	<p>P.S./M.S. 4 9:00am-11:30AM Leadership Institute 11:30am-2:00pm Icahn 6 2:00pm-3:00pm</p>				
<p>Outdoor Playground</p>	<p>Icahn 6 10:30am-11:30am P.S./M.S 4 11:30am- 3:00pm</p>				
<p>Indoor Courtyard</p>	<p>P.S./M.S. 4 8:00am – 8:30am Leadership Institute 8:30 – 9:00am P.S./M.S. 4 10:00am – 11:30am Leadership Institute 11:30am – 1:30pm Icahn 6 1:30pm – 2:30pm P.S./M.S. 4 2:30pm-3:00pm</p>	<p>P.S./M.S. 4 8:00am – 8:30am Leadership Institute 8:30 – 9:00am P.S./M.S. 4 10:00am – 11:30am Leadership Institute 11:30am – 1:30pm Icahn 6 1:30pm – 2:30pm P.S./M.S. 4 2:30pm-3:00pm</p>	<p>P.S./M.S. 4 8:00am – 8:30am Leadership Institute 8:30 – 9:00am P.S./M.S. 4 10:00am – 11:30am Leadership Institute 11:30am – 1:30pm Icahn 6 1:30pm – 2:30pm P.S./M.S. 4 2:30pm-3:00pm</p>	<p>P.S./M.S. 4 8:00am – 8:30am Leadership Institute 8:30 – 9:00am P.S./M.S. 4 10:00am – 11:30am Leadership Institute 11:30am – 1:30pm Icahn 6 1:30pm – 2:30pm P.S./M.S. 4 2:30pm-3:00pm</p>	<p>P.S./M.S. 4 8:00am – 8:30am Leadership Institute 8:30 – 9:00am P.S./M.S. 4 10:00am – 11:30am Leadership Institute 11:30am – 1:30pm Icahn 6 1:30pm – 2:30pm P.S./M.S. 4 2:30pm-3:00pm</p>

Building Safety and Security

Pursuant to Chancellor's Regulation A-414 every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designee of all other programs operating within the building; UFT Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program specific information in the School Safety Plan. Safety plans are updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leader/designee of Icahn 6 will be part of the X004 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Icahn 6 will participate in the development of the building's Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of Icahn 6 will be addressed on an ongoing basis. Moreover, the Safety Plan for the X004 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Icahn 6 will enter information in the X004's schools' overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team ("BRT") that will consist of trained staff members from each of the campus' schools, and which is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed Safety Plan for the X004 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the New York City Police Department ("NYPD") for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011, co-located schools on campuses must actively participate in a Building Council ("BC"), which is a campus structure for administrative decision-making for issues impacting all schools in the building.¹⁵ Only principals and charter leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee ("SSC") shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or District 75 schools by the principals of the schools, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the SSC is to review the implementation of the BUP once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the Amended Charter School Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet minimally four times per year.

The SSC will be comprised of the principal, a teacher and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such SSC members shall be selected by the corresponding constituent member of the School Leadership Team ("SLT") of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the BUP and its campus implementation.

¹⁵ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov/KeyDocuments/CampusMemo.htm>.