

REVISED BUILDING UTILIZATION PLAN

As described in greater detail in the revised attached Educational Impact Statement (“EIS”), the New York City Department of Education (“DOE”) is proposing to incubate Invictus Preparatory Charter School (84K386, “Invictus Prep”), a new public charter school that would serve up to 351 students in fifth through eighth grade, in Building K218 (“K218”), located at 370 Fountain Avenue, Brooklyn, NY 11208, in Community School District 19. Invictus Prep would be co-located in K218 with an existing DOE middle school that serves sixth through eighth grade, J.H.S. 218 James P. Sinnott (19K218, “J.H.S. 218”), and an existing DOE high school that currently serves ninth through eleventh grades, The School for Classics: An Academy of Thinkers, Writers, and Performers (19K683, “The School for Classics”). J.H.S. 218 enrolls students through the District 19 Middle School Choice Process. It has a zoned program and a screened application program open to students and residents of District 19. The School for Classics enrolls students through the Citywide High School Admissions Process, and, in 2011-2012, the School for Classics will complete its phase in. K218 also houses a Community Based Organization (“CBO”), Beacon, which provides after-school programs to students. This CBO would not be impacted as a result of this proposal. Invictus Prep would be a new charter school in K218 that would serve fifth through eighth grade when it completes its incubation in 2014-2015.

This is a revised proposal to incubate Invictus Prep in K218 for four years – the 2011-2012, 2012-2013, 2013-2014 and 2014-2015 school years. The DOE will evaluate the space available in K218 and other District 19 locations and will issue a new Educational Impact Statement (“EIS”) for the long-term siting of Invictus based on the most appropriate space available for the 2015-2016 school year and beyond.

The Building Utilization Plan (“BUP”) for this proposal, originally published on February 1, 2011 and approved by the Panel for Education Policy on March 23, 2011, has been revised in the following manner:

- the proposed shared space schedule has been adjusted and the DOE has clarified the rationale for the amount of time that each co-located school is allocated in the shared spaces under this proposal; and the number of full-size classrooms that may be allocated beginning in 2012-2013 school year has been reduced from 57 classrooms to 56 classrooms because the science lab will be completed by that year and will be used as a shared space by all of the co-located schools. This science lab was previously allocated to one school.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between Invictus Prep, J.H.S. 218 and the School for Classics. It also includes a proposal for the collaborative usage of shared resources and spaces between Invictus Prep, J.H.S. 218 and the School for Classics, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas 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.

METHODOLOGY

We have applied the DOE Instructional Footprint (“Footprint”)¹ 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 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

JUSTIFICATION OF FEASIBILITY AND EQUITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

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. Therefore, the Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. In addition to these capacity-generating instructional rooms, 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.

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 6-12 the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. 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.

All schools receive a baseline of the approximate equivalent of 3.5 full-size classrooms² for student support services, resource rooms and administrative space when serving their entire grade span. Any space not allocated pursuant to the Footprint 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.

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/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf

² Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 3.5 full-size classrooms for student support services or resource rooms which could be equal to seven half-size classrooms or two full-size classroom and three half-size classrooms, etc.

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on October 27, 2010 by Charles Fisher, Director of Space Planning, building K218 has a total of 61 full-size classrooms/spaces³ (including two full-size science demonstration labs), 15 half-size classrooms/spaces,⁴ the equivalent of 1.5 rooms of designed administrative office/space, and 11 quarter-size rooms which can be utilized as administrative offices/spaces.⁵ K218 building also contains a gymnasium, auditorium, cafeteria, library, dance studio, and a small playground with equipment.

The following rooms are utilized by building services or are shared spaces:

- There is a CBO, the Beacon Program, that currently operates out of one full-size classroom/space;
- The shared dance studio is located in one full-size classroom/space;
- The nurse's office is located in one full-size classroom/space;
- The custodian's office is located in one half-size classroom/space;
- The shared teacher's lounge is located in one half-size classroom/space;

Finally, there are two full-size classrooms that will be converted into one full science lab in the upcoming year. This full science lab will not be completed until the 2012-2013 school year, but construction has already begun. It will be considered a shared space upon completion.

Excluding the rooms outlined above, the K218 building has a total of 56 full-size classrooms (including two full-size science demonstration labs), 13 half-size classrooms/spaces, 1.5 designed administrative office/space, and 11 quarter-size administrative offices/spaces remaining that can be allocated to schools.

2010-2011

In 2010-2011, J.H.S. 218 currently enrolls 599 students in sixth through eighth grade. These students are served in 22 classes/sections.⁶ The table below summarizes J.H.S. 218's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, J.H.S. 218's adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the current amount of space that J.H.S. 218 is currently using.

2010-2011: J.H.S. 218	Full-size Class- rooms	Half-size Class- rooms	Administrative Spaces				
			Designed Admin (FSE) ⁷	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Baseline Footprint Allocation	18	8	1.5	2	1	0	4.0
Adjusted Baseline Allocation	20	6	1.5	2	1	0	4.0

³ Full-size classrooms have an area of 500 square feet or more.

⁴ Half-size classrooms have an area of less than 500 square feet but have an area of 240 square feet or more.

⁵ Quarter-size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

⁶ 2010-2011 audited register.

⁷ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

Current Space Allocation	38	7	1.5	1	3	0	4.0
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The DOE has adjusted J.H.S. 218’s baseline allocation for the following reason:

- Typically, self-contained classes are accommodated in half-size classrooms. However, given J.H.S. 218’s location in the K218 building, there are not an adequate number of half-size classrooms to accommodate all of the self-contained classes. Therefore, J.H.S. 218 has been allocated two additional full-size classrooms to accommodate its self contained special education classes. The remaining self-contained classes are accommodated in half-size classrooms. Therefore, J.H.S. 218’s adjusted allocation includes two additional full-size classrooms and two fewer half-size classrooms.
- As demonstrated in the table above, J.H.S. 218 is currently using a large number of excess rooms in the building. If this proposal is approved, J.H.S. 218 will lose a number of these excess classrooms and will operate closer to its baseline allocation of rooms pursuant to the Footprint. The DOE does not anticipate that the reduction of excess classroom space will impact current or future student enrollment at the school or admissions. J.H.S. 218 would continue to offer extracurricular programs based on student interests, available resources, and staff support for those programs. The proposed co-location would not impact those opportunities, but those programs may be configured differently as a result of this proposal.

In 2010-2011, the School for Classics enrolls 238 students in ninth through eleventh grade⁸. These students are served in eight classes/sections.

The table below summarizes the School for Classics’ baseline Footprint allocation, which is based on the methodology described at the beginning of this document and the current amount of space that School for Classics is currently using.

2010-2011: The School for Classics	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Baseline Footprint Allocation	8	1	0	2	1	0	2.5
Current Space Allocation	15	1	0	2	2	0	3.0

Currently there are a number of rooms that are un-allocated:

2010-2011: Building K218	Full Size Class-rooms	Half Size Class-rooms	Quarter- Size Class-rooms
Unallocated Space	0	0	11

The table below summarizes the available space within K218.

2010-2011: Building K218	Full-size Class-rooms	Half-size Class-rooms	Quarter- Size Class-rooms
Space In Excess of Adjusted Baseline Allocation	24	4	11

⁸ 2010-2011 audited register.

2011-2012

In 2011-2012, the DOE projects that J.H.S. 218 will continue to serve between 575-605 students and would continue to have 22 classes.⁹ The 2011-2012 adjusted baseline allocation is unchanged from 2010-2011. The table below summarizes J.H.S. 218's adjusted baseline allocation from above:

2011-2012: J.H.S. 218	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin(FSE)	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Adjusted Baseline Allocation	20	6	1.5	2	1	0	4.0

In 2011-2012, the School for Classics would complete its phase-in in K218 and would serve students in ninth through twelfth grades. The DOE projects that the School for Classics will serve between 300-350 students in ninth through twelfth grades and would have 12 classes.¹⁰ The table below summarizes the School for Classics baseline allocation:

2011-2012: The School for Classics	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Baseline Footprint Allocation	12	1	0	2	2	0	3.0

In 2011-2012, Invictus Prep will enroll approximately 90 students in fifth grade. The table below summarizes Invictus Prep's baseline Footprint allocation:

2011-2012: Invictus Prep	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin(FSE)	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Baseline Footprint Allocation	4	1	0	1	1	0	1.5

After J.H.S. 218, the School for Classics and Invictus Prep have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2011-2012: Building K218	Full-size Class-rooms	Half-size Class-rooms	Quarter- Size Class-rooms
Space In Excess of Baseline Allocations	15	1	11

⁹ Total projection is consistent with budget register projections for 2011-2012

¹⁰ Total projection is consistent with budget register projections for 2011-2012

The excess space will be allocated between J.H.S. 218, the School for Classics and Invictus Prep based upon the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building. The full 2011-2012 room allocation plan is summarized below:

2011-2012	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2011-12 GRAND TOTAL ALLOCATIONS			
	Full-size Rooms	Half-size Rooms	Administrative Spaces				Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-size Spaces								Total Admin (FSE)
J.H.S. 218	20	6	1.5	2	1	0	4.0	8	0	6	30	7	6	1.5
The School for Classics	12	1	0	2	2	0	3.0	5	0	4	19	3	4	0
Invictus Prep	4	1	0	1	1	0	1.5	2	1	1	7	3	1	0

In total, J.H.S. 218 will be allocated 30 full-size, seven half-size, and six quarter-size spaces, and 1.5 FSE in designed administrative office space. The School for Classics will be allocated 19 full-size, three half-size, and four quarter-size spaces, and it will not be allocated any designed administrative office space. Invictus Prep will be allocated seven full-size, three half-size, one quarter-size space, and it will not be allocated any designed administrative office space.

Room Change (+/-)	2010-2011 GRAND TOTAL CURRENT SPACE ALLOCATIONS				2011-2012 GRAND TOTAL				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)
J.H.S. 218	39	10	0	1.5	30	7	6	1.5	-9	-3	+6	0
The School for Classics	17	3	0	0	19	3	4	0	+2	0	+4	0
Invictus Prep	N/A	N/A	N/A	N/A	7	3	1	0	N/A	N/A	N/A	N/A

2012-2013:

In 2012-2013, the DOE anticipates that the construction on the full-size science lab will be complete and that it will be used as a shared space. The Building Council will determine how to allocate use of the new full-size science lab. As a result, the number of full-size classroom spaces that may be allocated to the three schools remains at 56.

In 2012-2013, the DOE projects that J.H.S. 218 will continue to serve between 575-605 students and would continue to have 22 classes (including students with disabilities).¹¹ The table below summarizes J.H.S. 218’s adjusted baseline allocation:

2012-2013: J.H.S. 218	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Adjusted Baseline Allocation	20	6	1.5	2	1	0	4.0

In 2012-2013, the DOE projects that the School for Classics will serve between 400-450 students in grades nine through twelve¹². The table below summarizes the School for Classics’ baseline Footprint:

2012-2013: The School for Classics	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin FSE)	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Baseline Footprint Allocation	16	1	0	2	2	0	3.0

In 2012-2013, per its charter, Invictus Prep will serve approximately 180 students in fifth and sixth grades in six sections. The table below summarizes Invictus Prep’s baseline allocation:

2012-2013: Invictus Prep	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Baseline Footprint Allocation	7	1	0	1	1	2	2.0

After J.H.S. 218, the School for Classics and Invictus Prep have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K218	Full-size Class-rooms	Half-size Class-rooms	Quarter- Size Class-rooms
Space In Excess of Baseline Allocations	8	1	9

¹¹ This number is subject to change pending final enrollment projections for 2012-2013.

¹² This number is subject to change pending final enrollment projections for 2012-2013.

The excess space will be allocated between J.H.S. 218, the School for Classics and Invictus Prep based upon the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building. The full 2012-2013 room allocation plan is summarized below:

2012-2013	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2012-13 GRAND TOTAL ALLOCATIONS			
	Full-size Rooms	Half-size Rooms	Administrative Spaces				Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-size Spaces								Total Admin (FSE)
J.H.S. 218	20	6	1.5	2	1	0	4.0	5	0	5	27	7	5	1.5
The School for Classics	16	1	0	2	2	0	3.0	2	0	3	20	3	3	0
Invictus Prep	7	1	0	1	1	2	2.0	1	1	1	9	3	3	0

In total, J.H.S. 218 will be allocated 27 full-size, seven half-size, and five quarter-size spaces, and 1.5 FSE in designed administrative office space. The School for Classics will be allocated 20 full-size, three half-size, and three quarter-size spaces, and it will not be allocated any designed administrative office space. Invictus Prep will be allocated nine full-size, three half-size, three quarter-size space, and it will not be allocate any designed administrative office space.

Room Change (+/-)	2011-2012 GRAND TOTAL SPACE ALLOCATIONS				2012-2013 GRAND TOTAL				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)
J.H.S. 218	30	7	6	1.5	27	7	5	1.5	-3	0	-1	0
The School for Classics	19	3	4	0	20	3	3	0	+1	0	-1	0
Invictus Prep	7	3	1	0	9	3	3	0	+2	0	+2	0

2013-2014:

In 2013-2014, the DOE projects that J.H.S. 218 will continue to serve between 575-605 students and would continue to have 22 classes¹³. The table below reflects the same adjusted baseline allocation for J.H.S. 218 from the previous year:

2013-2014: J.H.S. 218	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				Total Admin (FSE)
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter- Size Space	
Adjusted Baseline Allocation	20	6	1.5	2	1	0	4.0

In 2013-2014, the DOE projects that the School for Classics will continue to serve between 400-450 students.¹⁴ Thus, the table below reflects the same adjusted baseline allocation for the School for Classics' from the previous year:

2013-2014: The School for Classics	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				Total Admin (FSE)
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter- Size Space	
Baseline Footprint Allocation	16	1	0	2	2	0	3.0

In 2013-2014, the DOE projects that Invictus Prep will serve approximately 270 students in grades five through seven in nine classes (including students with disabilities) per its charter. The table below summarizes Invictus Prep's baseline Footprint:

2013-2014: Invictus Prep	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				Total Admin (FSE)
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter- Size Space	
Baseline Footprint Allocation	10	1	0	1	1	4	2.5

After J.H.S. 218, the School for Classics and Invictus Prep have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K218	Full-size Class-rooms	Half-size Class-rooms	Quarter- Size Class-rooms
Space In Excess of Baseline Allocations	5	1	7

¹³ This number is subject to change pending final enrollment projections for 2013-2014.

¹⁴ This number is subject to change pending final enrollment projections for 2013-2014.

The excess full-size classrooms, half-size classrooms, and quarter-size classrooms will be allocated between J.H.S. 218, the School for Classics and Invictus Prep based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.

The full 2013-2014 room allocation plan is summarized below:

2013-2014	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2013-14 GRAND TOTAL ALLOCATIONS			
	Full-size Rooms	Half-size Rooms	Administrative Spaces				Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-size Spaces								Total Admin (FSE)
J.H.S. 218	20	6	1.5	2	1	0	4.0	3	0	3	25	7	3	1.5
The School for Classics	16	1	0	2	2	0	3.0	2	0	2	20	3	2	0
Invictus Prep	10	1	0	1	1	4	2.5	0	1	2	11	3	6	0

In total, J.H.S. 218 will be allocated 25 full-size, seven half-size, and three quarter-size spaces, and 1.5 FSE in designed administrative office space. The School for Classics will be allocated 20 full-size, three half-size, and two quarter-size spaces, and it will not be allocated any designed administrative office space. Invictus Prep will be allocated 11 full-size, three half-size, six quarter-size spaces, and it will not be allocate any designed administrative office space.

Room Change (+/-)	2012-2013 GRAND TOTAL SPACE ALLOCATIONS				2013-2014 GRAND TOTAL				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)
J.H.S. 218	27	7	5	1.5	25	7	3	1.5	-2	0	-2	0
The School for Classics	20	3	3	0	20	3	2	0	0	0	-1	0
Invictus Prep	9	3	3	0	11	3	6	0	+2	0	+3	0

2014-2015:

In 2014-2015, the DOE projects that J.H.S. 218 will continue to serve between 575-605 students and would continue to have 22 classes.¹⁵ The table below reflects the same adjusted baseline allocation for J.H.S. 218 from the previous year:

2014-2015: J.H.S. 218	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin(FSE)	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Adjusted Baseline Allocation	20	6	1.5	2	1	0	4.0

In 2014-2015, the DOE projects that the School for Classics will continue to serve 400-450 students.¹⁶ Thus, the table below reflects the same baseline Footprint allocation for the School for Classics's from the previous year:

2014-2015: The School for Classics	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Baseline Footprint Allocation	16	1	0	2	2	0	3.0

In 2014-2015, Invictus Prep will be fully incubated and will serve approximately 351 students in 12 classes per its charter. The table below summarizes Invictus Prep's baseline Footprint allocation:

2014-2015: Invictus Prep	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin(FSE)	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Baseline Footprint Allocation	13	1	0	2	1	4	3.0

After J.H.S. 218, the School for Classics, and Invictus Prep have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K218	Full-size Class-rooms	Half-size Class-rooms	Quarter- Size Class-rooms
Space In Excess of Baseline Allocations	1	1	7

¹⁵ This number is subject to change pending final enrollment projections for 2014-2015

¹⁶ This number is subject to change pending final enrollment projections for 2014-2015

The excess space will be allocated between J.H.S. 218, the School for Classics and Invictus Prep based upon the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.¹⁷ The full 2014-2015 room allocation plan is summarized below:

2014-2015	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2014-15 GRAND TOTAL ALLOCATIONS			
	Full-size Rooms	Half-size Rooms	Administrative Spaces				Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-size Spaces								Total Admin (FSE)
J.H.S. 218	20	6	1.5	2	1	0	4.0	1	0	3	23	7	3	1.5
The School for Classics	16	1	0	2	2	0	3.0	0	0	2	18	3	2	0
Invictus Prep	13	1	0	2	1	4	3.0	0	1	2	15	3	6	0

In total, J.H.S. 218 will be allocated 23 full-size, seven half-size, and three quarter-size spaces, and 1.5 FSE in designed administrative office space. The School for Classics will be allocated 18 full-size, three half-size, and two quarter-size spaces, and it will not be allocated any designed administrative office space. Invictus Prep will be allocated 15 full-size, three half-size, six quarter-size spaces, and it will not be allocate any designed administrative office space.

Room Change (+/-)	2013-2014 GRAND TOTAL SPACE ALLOCATIONS				2014-2015 GRAND TOTAL				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)
J.H.S. 218	25	7	3	1.5	23	7	3	1.5	-2	0	0	0
The School for Classics	20	3	2	0	18	3	2	0	-2	0	0	0
Invictus Prep	11	3	6	0	15	3	6	0	+4	0	0	0

As noted previously, this is a proposal to incubate Invictus Prep in K218 for four years – the 2011-2012, 2012-2013, 2013-2014 and 2014-2015 school years. The DOE will evaluate the space available in K218 and other District 19 locations and will issue a new Educational Impact Statement (“EIS”) for the long-term siting of Invictus based on the most appropriate space available for the 2015-2016 school year and beyond.

Shared Space Plan

¹⁷ This number is subject to change pending final enrollment projections.

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 K218. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

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 shall follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>).

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 website, the total capacity of each shared space, the grades served by each of the co-located schools, the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁸ 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 2010-2011 Campus Audit Template submitted by the Building Council.¹⁹ Because Invictus 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 J.H.S. 218, School for Classics, and Invictus 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:

- The shared space schedule for the cafeteria is based on the existing 2010-2011 Campus Audit Template submitted by the K218 campus Building Council. Although the times assigned to the co-located schools in the proposed schedule are roughly proportional to their enrollments, rather than exactly proportional, the DOE believes that this schedule is equitable and comparable based on the fact that the cafeteria's capacity can accommodate this proposal, and all students should be able to eat lunch during customary lunchtimes.
- Given the relative stability of J.H.S 218's enrollment, the DOE has proposed to maintain the current lunchtime schedule for J.H.S. 218 in the 2011-2012 school year. Currently, J.H.S. 218 is allocated the largest amount of time (11 hours 40 minutes weekly) in the cafeteria for lunch from approximately 11:10 a.m. to 1:30 p.m. In the schedule below, J.H.S. 218 will retain this amount of time in the cafeteria to serve all of its students because it will serve the largest number of students as compared to the other co-located schools.

¹⁸ See DOE's School Food Website at <http://www.opt-osfns.org/osfns/>

¹⁹ 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.

- The School for Classics will expand to serve twelfth grade in the 2011-2012 school year. The schedule below maintains the current amount of time that the School for Classics has in the cafeteria (3 hours 20 minutes weekly from 10:30 a.m. to 11:10 a.m.) even though the School for Classics will serve more students next year. The cafeteria has the capacity to accommodate 750 students, so even though the School for Classics will serve more students next year, all of its students (300-350 students) may be served in the cafeteria during its current allocated time.
- Under this plan, both schools will maintain the amount of time that they are currently allocated in the cafeteria. Put another way, neither school is gaining nor losing time in these shared space next year; thus, we believe this plan treats both schools equitably and comparably. The Building Council is empowered, however, to make alternative arrangements to the below proposal.
- In the schedule below, Invictus will be allocated 30 minutes from 12:00 p.m. to 12:30 p.m. for lunch, which overlaps with the lunch period for J.H.S. 218. Given that Invictus is projected to serve 90 students in 2010-2011 there is sufficient capacity in the cafeteria to accommodate both J.H.S. 218's students and Invictus's students.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K218 and the DOE has allocated the same duration to all of the existing schools for breakfast. The DOE has also allocated time to Invictus for breakfast (7:00-7:30 a.m.). Given that the cafeteria has the capacity to accommodate 750 students, the co-located schools and the Building Council may choose to deviate from the proposed schedule below and share the cafeteria from 7:00 a.m. to 8:00 a.m. to serve all students in the building.

Gymnasium, Library, Playground and Auditorium

- Because J.H.S. 218 will serve the largest number of students, it has been allocated the largest amount of time in the library and gymnasium. Based on the instructional programming and performing arts theme that the School for Classics currently offers, the School for Classics is allocated the largest amount of time in the auditorium.

Gymnasium

- Currently, School for Classics is allocated 2 hours 15 minutes weekly in the gymnasium, and J.H.S. 218 is allocated all of the remaining time in the gymnasium.
- In the proposed shared space plan below, J.H.S. 218 is allocated less time in the gymnasium than it currently has, but it still receives the most time in the gymnasium (17 hours 30 minutes weekly) in comparison to the other schools based on the fact that it will serve the largest number of students. The School for Classics is allocated 10 hours weekly based on its projected enrollment, and Invictus is allocated five hours weekly.

Library

- Currently, J.H.S. 218 and School for Classics use the library based on their needs and do not have a set schedule.
- In the proposed shared space schedule below, the DOE assigns times in the library to all of the co-located schools. J.H.S. 218 is allocated the most time (20 hours weekly) in the library given that it will have the largest number of students. School for Classics is allocated 11 hours 15 minutes weekly and Invictus is allocated 3 hours 45 minutes weekly based on their enrollments.

Outside Playground

- Since J.H.S. 218 will have the largest total projected enrollment, J.H.S. 218 is allocated the largest amount of time on the outdoor playground (11 hours 40 minutes weekly) and School for Classics is allocated 3 hours 20 minutes weekly and Invictus is allocated 2 hours 30 minutes weekly. Additionally, the playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess before, during or after the proposed lunch period.

Auditorium

- Currently, J.H.S. 218 is allocated access to the auditorium on the first Monday of each month, and School for Classics is allocated access to the auditorium during its after school hours from 3:00 p.m. to 4:30 p.m. All other times are scheduled on an as needed basis as determined by the Building Council.
- The DOE proposes that School for Classics have the greatest amount of time in the auditorium (20 hours weekly) given that the school's theme and instructional programming focuses on the performing arts which may require additional time in the auditorium. J.H.S. 218 has been allocated 10 hours weekly, and Invictus has been allocated five hours weekly based on their projected enrollments and the grade levels served.
- Given that the capacity of the auditorium is 616, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium. For example, the School for Classics may wish to utilize the auditorium in four periods of 60 minutes, serving approximately 88 students at a time; or in eight periods of 30 minutes, serving approximately 44 students at a time. The Building Council may deviate from this proposed Shared Space plan to serve the co-located schools' needs.

Dance Studio

- The dance studio is not listed on the 2010-2011 Campus Audit Template submitted by the K218 campus Building Council. Schools are currently allocated access to the dance studio on an as needed basis as determined by the Building Council.
- The DOE proposes that School for Classics have the greatest amount of time to the dance studio (20 hours weekly) given that the school's theme and instructional programming focuses on the performing arts which may require additional time in the dance studio. J.H.S. 218 has been allocated 10 hours weekly, and Invictus has been allocated 3 hours 45 minutes weekly based on their projected enrollments and the grade levels served.

After School Programs

- The DOE notes that J.H.S. 218 offers extracurricular activities and that there is an after school program run by the Beacon Program. Currently, the Beacon program does not have specific spaces designated for its use and as a result the DOE has not allocated time in the shared spaces to the Beacon Program, although the Building Council is free to deviate from the proposed schedule below.
- As noted above, the School for Classics is currently allocated access to the auditorium during its after school hours from 3:00 p.m. to 4:30 p.m. The schedule below maintains the same after school schedule that the School for Classics has this year.
- The DOE notes that Invictus Prep is a new charter school and does not currently have an after school schedule. The Building Council will address any requests to use all shared spaces after school hours.
- 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.

The DOE projects J.H.S. 218 will serve 575-605 students, and the School for Classics will serve 300-350 students in 2011-2012. Invictus Prep will serve 90 students in 2011-2012. The School for Classics will complete its phase-in in 2011-2012. As the School for Classics' enrollment increases after 2011-2012 and as Invictus Prep's enrollment increases each year, this shared plan would be revised accordingly. Based on the Office of Pupil Transportation's bus schedules for the earliest start time and latest end time for a school day, J.H.S. 218's school day runs from approximately 8:00 a.m. to 3:00 p.m., the School for Classic's school day runs from approximately 8:05 a.m. to 3:05 p.m.²⁰ Invictus is a new school and does not yet have a schedule of shared spaces or schedule of the school start and end times. 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 ²¹ (Capacity: 750)	<p><u>BREAKFAST:</u> Invictus Prep 7:00-7:30am The School for Classics 7:30-8:00am J.H.S. 218 7:30-8:00am</p>	<p><u>BREAKFAST:</u> Invictus Prep 7:00-7:30am The School for Classics 7:30-8:00am J.H.S. 218 7:30-8:00am</p>	<p><u>BREAKFAST:</u> Invictus Prep 7:00-7:30am The School for Classics 7:30-8:00am J.H.S. 218 7:30-8:00am</p>	<p><u>BREAKFAST:</u> Invictus Prep 7:00-7:30am The School for Classics 7:30-8:00am J.H.S. 218 7:30-8:00am</p>	<p><u>BREAKFAST:</u> Invictus Prep 7:00-7:30am The School for Classics 7:30-8:00am J.H.S. 218 7:30-8:00am</p>
	<p><u>LUNCH:</u> School for Classics 10:30am-11:10am J.H.S. 218 11:10am-1:30pm Invictus 12:00pm-12:30pm</p>	<p><u>LUNCH:</u> School for Classics 10:30am-11:10am J.H.S. 218 11:10am-1:30pm Invictus 12:00pm-12:30pm</p>	<p><u>LUNCH:</u> School for Classics 10:30am-11:10am J.H.S. 218 11:10am-1:30pm Invictus 12:00pm-12:30pm</p>	<p><u>LUNCH:</u> School for Classics 10:30am-11:10am J.H.S. 218 11:10am-1:30pm Invictus 12:00pm-12:30pm</p>	<p><u>LUNCH:</u> School for Classics 10:30am-11:10am J.H.S. 218 11:10am-1:30pm Invictus 12:00pm-12:30pm</p>
Library	<p>School for Classics 8:00am-10:15am J.H.S. 218 10:15am-2:15pm Invictus 2:15pm-3:00 pm</p>	<p>School for Classics 8:00am-10:15am J.H.S. 218 10:15am-2:15pm Invictus 2:15pm-3:00 pm</p>	<p>School for Classics 8:00am-10:15am J.H.S. 218 10:15am-2:15pm Invictus 2:15pm-3:00 pm</p>	<p>School for Classics 8:00am-10:15am J.H.S. 218 10:15am-2:15pm Invictus 2:15pm-3:00 pm</p>	<p>School for Classics 8:00am-10:15am J.H.S. 218 10:15am-2:15pm Invictus 2:15pm-3:00 pm</p>
Gymnasium (Capacity: 812)	<p>J.H.S. 218 8:30am-12:00pm The School for Classics 12:00-2:00pm Invictus Prep 2:00pm-3:00pm</p>	<p>J.H.S. 218 8:30am-12:00pm The School for Classics 12:00pm-2:00pm Invictus Prep 2:00pm-3:00pm</p>	<p>J.H.S. 218 8:30am-12:00pm The School for Classics 12:00pm-2:00pm Invictus Prep 2:00pm-3:00pm</p>	<p>J.H.S. 218 8:30am-12:00pm The School for Classics 12:00pm-2:00pm Invictus Prep 2:00pm-3:00pm</p>	<p>J.H.S. 218 8:30am-12:00pm The School for Classics 12:00pm-2:00pm Invictus Prep 2:00pm-3:00pm</p>

²⁰ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

²¹ DOE notes that not all students choose to eat breakfast at school. Also, the duration may be extended if necessary, as determined by the Building Council.

Auditorium (Capacity: 616)	Invictus Prep 8:00am-9:00am The School for Classics 9:00am-1:00pm J.H.S. 218 1:00pm-3:00pm <u>After School:</u> School for Classics: 3:00pm-4:30pm	Invictus Prep 8:00am-9:00am The School for Classics 9:00am-1:00pm J.H.S. 218 1:00pm-3:00pm <u>After School:</u> School for Classics: 3:00pm-4:30pm	Invictus Prep 8:00am-9:00am The School for Classics 9:00am-1:00pm J.H.S. 218 1:00pm-3:00pm <u>After School:</u> School for Classics: 3:00pm-4:30pm	Invictus Prep 8:00am-9:00am The School for Classics 9:00am-1:00pm J.H.S. 218 1:00pm-3:00pm <u>After School:</u> School for Classics: 3:00pm-4:30pm	Invictus Prep 8:00am-9:00am The School for Classics 9:00am-1:00pm J.H.S. 218 1:00pm-3:00pm <u>After School:</u> School for Classics: 3:00pm-4:30pm
Other: Dance Studio	J.H.S. 218 8:00am-10:00am The School for Classics 10:00am-2:00pm Invictus Prep 2:00pm-2:45pm				
Other: Outside Playground	The School for Classics 10:30am-11:10pm J.H.S. 218 11:10am-1:30pm Invictus Prep 12:00pm-12:30pm				

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 Invictus Prep will be part of the K218 building’s School Safety Committee. As a member of the School Safety Committee, the leader/designee of Invictus Prep 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 Invictus Prep will be addressed on an ongoing basis. Moreover, the Safety Plan for the K218 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Invictus Prep will enter information in the K218 building's overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team 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 K218 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 NYPD for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2010, co-located schools on campuses must actively participate in a Building Council, which is a campus structure for administrative decision-making for issues impacting all schools in the building.²² Only principals and charter leaders serve on the Building Council. The Building Council 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 Building Council principals and charter school leaders, where applicable, will communicate their decisions campus-wide to staff, students and parents, especially on issues of safety, shared space, campus schedules, split staff agreements and extended facility use.

A Shared Space Committee shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or eligible District 75 programs by the principals of the schools and/or eligible programs, 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 Shared Space Committee is to review the implementation of the Building Utilization Plan 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 Shared Space Committee shall review implementation of the current building space plans in place at those buildings. The Shared Space Committee will meet minimally four times per year.

The Shared Space Committee 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 Shared Space Committee members shall be selected by the corresponding constituent member of the SLT of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. Shared Space Committee agendas and minutes shall be shared with the Building Council. Shared Space Committee members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

Proposed Collaborative Decision Making Strategy

Building Council members are equal partners in shaping the educational environment; they share responsibility and accountability for building administration, communication and culture. They must respect each other's unique culture and simultaneously make and communicate shared decisions that on behalf of all students and schools on the campus. They make decisions by consensus and they work to ensure collaboration on all campus implementation issues. In the event that the Building Council cannot reach a resolution on an issue, they shall avail themselves of the dispute resolution procedures set forth in the Campus Policy Memo 2010.

²² Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.