

REVISED BUILDING UTILIZATION PLAN

As described in greater detail in the attached Educational Impact Statement (“EIS”), the New York City Department of Education (“DOE”) has proposed to temporarily re-site the high school grades of KIPP Infinity Charter School (84M336, “KIPP Infinity”), KIPP S.T.A.R Charter School (84M726, “KIPP S.T.A.R.”), KIPP Academy Charter School (84X704, KIPP Academy), and KIPP A.M.P. Charter School (84K357, “KIPP A.M.P.”) (hereafter referred to collectively as “KIPP High School”) from its current location on the Mott Haven Educational Campus to building M195, located at 625 West 133rd Street, New York, NY 10027 within the geographical confines of Community School District 5. This proposal was posted on January 31, 2011, amended on March 16, 2011, and approved by the Panel for Educational Policy (“PEP”) on March 23, 2011.

The DOE is now revising the proposal in response to feedback on this and other proposals. The Building Utilization Plan (“BUP”) for this proposal, originally published on January 31, 2011, has been revised in the following manner:

- the number of students that I.S. 195 is projected to serve in the coming years has been revised to reflect budget register projections for 2011-2012.¹ The number of sections I.S. 195 will program to serve these students has also been revised, resulting in revisions to I.S. 195’s baseline allocation of space in future years;
- the allocation of space between all school organizations has been changed to reflect I.S. 195’s increased baseline allocation;
- a dance studio that occupies one full-size classroom and is considered a shared space for the building has been listed as a shared space and has been removed from the total number of rooms available to be allocated to the individual schools;
- a computer lab currently used by I.S. 195 has been added to the total number of rooms available to be allocated to the individual schools;
- the timing of construction to divide one double-sized classroom into two full-size classrooms has been moved up to 2011-2012 instead of 2012-2013, and room allocations for 2011-12 have been adjusted accordingly; and
- the proposed shared space schedule on pages 18-19 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.

KIPP is in the process of building a new high school building, which is expected to be ready to serve students in school year 2013-2014. There is not sufficient space in Building X790 for KIPP High School grades to remain until the new facility is ready for occupancy. At the beginning of the 2013-2014 school year, KIPP High School would move out of M195.

As stated in the EIS, KIPP High School will be co-located in M195 with an existing DOE choice middle school, I.S.195 Roberto Clemente (05M195, “I.S. 195”), a new district middle school (05M514, “New School”) and the elementary and middle school grades of KIPP Infinity Charter School (“KIPP Infinity K-8”), an existing public charter school currently serving kindergarten and grades five through eight in M195. In a separate EIS published on December 18, 2010, the DOE proposed to gradually phase out and eventually close I.S. 195 because of its low performance and inability to turn around quickly to better support student needs. This proposal was approved by the PEP on February 1, 2011. In another EIS posted on January 31, 2011 and amended on March 16, the DOE proposed to open a new middle school in M195, New Design Middle School (05M514, “New School”). This proposal was approved by the PEP on March 23, 2011. There is sufficient space to serve I.S. 195, New School, and KIPP Infinity K-8 students pursuant to the Citywide Instructional Footprint (the “Footprint”) throughout the period while I.S. 195 phases out and while the other schools gradually phase in. With this proposal to also temporarily co-locate KIPP High School in M195, the building will be over-utilized relative to the baseline Footprint for each school. However, aside from the increased burdens on common spaces, this insufficiency would be borne entirely by KIPP Infinity K-8 and KIPP High School.

¹ Budget register projections are the official enrollment projections for the following academic year, and provide the basis for the financial budget of each school based on the number of students in total, and the number of students requiring Individualized Education Plans (“IEPs”) and English Language Learner (“ELL”) services. These projections were finalized recently.

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 KIPP High School and KIPP Infinity K-8, I.S. 195, and the New School. It also includes a proposal for the collaborative usage of shared resources and spaces between KIPP High School and KIPP Infinity K-8, I.S. 195, and the New School, 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”)² 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.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY 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, 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 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, 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.

² 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/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/65901/NYCDOE_Instructional_Footprint_revisedMay2009_noco.pdf

All schools receive a baseline of the approximate equivalent of 3.5 full-size classrooms³ 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. The assignment of individual spaces to a particular school will be determined by the Director of Space Planning in consultation with the Building Council. Each principal 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 December 14, 2010 by Richard Bocchicchio, Director of Space Planning, building M195 has a total of 61 full-size classrooms/spaces,⁴ six full-size science demonstration labs, 10 half-size classrooms/spaces,⁵ the equivalent of 7.5 rooms of designed administrative office/space, and 45 quarter-size rooms which can be utilized as administrative offices/spaces.⁶ The M195 building also contains a gymnasium, auditorium, lunchroom, and a playground with basketball courts.

The school Nurse in the M195 building currently operates out of one half-size classroom/space, and the custodian's office is currently occupying one quarter-size classroom/space. The School Based Support Team operates out of one full-size classroom. There is a dance studio that occupies one full-size classroom and is considered a shared space for the building. Thus, the M195 building has a total of 65 full-size classrooms (including six full-size science demonstration labs), nine half-size classrooms/spaces, 7.5 designed administrative office/space, and 44 quarter-size administrative offices/spaces remaining that can be allocated to schools.

2010-2011

I.S. 195 currently enrolls 398 students in grades 6-8.⁷ These students are served in 21 classes/sections.

³ Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of two full-size classrooms for student support services or resource rooms which could be equal to four half-size classrooms or one full-size classroom and two half-size classrooms, etc.

⁴ Full-size classrooms have an area of 500 square feet or more.

⁵ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁶ Quarter-size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

⁷ 2010 Audited Register

The table below summarizes I.S. 195’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, I.S. 195’s adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the amount of space that I.S. 195 is currently using.

2010-2011: I.S. 195	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ⁸	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	15	8	3.0	0	0	0	3.0
Adjusted Baseline Allocation	20	3	3.0	0	0	0	3.0
Current Space Allocation	38	6	6.5	0	0	29	13.75

The DOE has adjusted I.S. 195’s baseline allocation for the following reason:

- I.S. 195 currently has seven self-contained special education classes. Typically, self-contained classes are accommodated in half-size classrooms. However, in M195, only two of the 10 half-size classrooms accommodate self contained classes. Therefore, I.S. 195’s adjusted allocation includes 5 additional full-size classrooms and five fewer half-size classrooms in order to accommodate five out of the seven self-contained classes that I.S. 195 currently serves.

KIPP Infinity K-8 is an existing public charter school that currently serves 398 students in kindergarten and grades five through eight in M195.⁹ KIPP Infinity K-8 is in the process of a grade expansion and will serve grades K-12 at full scale in 2014-2015 in two separate locations. Long-term, KIPP Infinity K-8 is expected to serve 760-780 students in grades K-8 in M195.¹⁰

The table below summarizes KIPP Infinity K-8 ‘s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that KIPP Infinity K-8 is currently using.

2010-2011: KIPP Infinity K-8	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	17	2	1.0	0	0	8	3.0
Current Space Allocation	27	3	1.0	0	0	14	4.5

⁸ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

⁹ 2010 Audited Register

¹⁰ The total projection for KIPP Infinity is consistent with projections based on the 2010 Audited Register.

As demonstrated in the tables above, both I.S. 195 and KIPP Infinity K-8 are currently using a number of classrooms in excess of their baseline Footprint allocation.

The table below summarizes the space within M195 above the baseline Footprint for I.S. 195 and KIPP Infinity K-8.

2010-2011: Building M195	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	28	4	36	3.5

In determining an equitable allocation of excess space in future years, the DOE considered 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.

2011-2012

In 2011-2012, the DOE will install a permanent wall to divide a double-sized room on the first floor with two means of egress into two full-size classrooms. This will ensure that New School will be able to maintain contiguous space in the M195 building. Finally, there are two designed administrative offices on the second floor in the M195 building that have cubicles and office furniture. The cubicles will be removed and the furniture will be relocated to smaller administrative offices within the M195 building so that the rooms can be re-purposed as full-size instructional classrooms.

This will change the total number of full-size rooms for the M195 building in 2012-2013. M195 will then have 68 full-size classrooms (including six science demonstration labs), nine half-size classrooms, 5.5 designed administrative rooms and 44 quarter-size administrative spaces.

I.S. 195 will no longer serve sixth grade in 2011-2012. In 2011-2012, I.S. 195 will serve a projected enrollment of 250 students in twelve classes/sections (including Self Contained sections).¹¹

The table below summarizes I.S. 195's baseline and adjusted baseline allocation:

2011-2012: I.S. 195	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	9	5	2.0	0	0	0	2.0
Adjusted Baseline Allocation	13	1	3.0	0	0	0	3.0

¹¹ Total projection for I.S. 195 is consistent with budget register projections for 2011-2012.

The DOE has adjusted I.S.195's baseline allocation for the following reason:

- Given the limited number of half-size classrooms that can accommodate self-contained classes, the adjusted baseline for I.S. 195 includes four additional full-size classrooms and four fewer half-size classrooms.
- The administrative space required for I.S. 195 as it phases out is above Footprint, but the DOE believes that I.S. 195 should maintain three full-size designed administrative rooms to accommodate and support students, staff and parents during the phase out.

In 2011-2012, KIPP Infinity K-8 is projected to serve 480-500 students in grades K-1 and 5-8 in 22 sections.

The table below summarizes KIPP Infinity K-8's baseline Footprint allocation:

2011-2012: KIPP Infinity K-8	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	24	2	1.0	0	0	8	3.0

New School will open in 2011 with 100-125 sixth grade students in 5 sections. New School would serve 300-375 sixth through eighth grade students when it completes its phase-in and achieves full scale in 2013-2014.

The table below summarizes the New School's baseline Footprint allocation:

2011-2012: New School	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	3	1.0	0	0	2	1.5

KIPP High School will serve grades nine through eleven in 2011-2012. In 2011-2012, KIPP High School is projected to serve 525-550 students in grades 9-11 in 18 sections.

The table below summarizes the KIPP High School's baseline Footprint allocation:

2011-2012: KIPP High School	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	18	3	0.0	0	1	12	3.5

Adjusted Baseline Allocation	20	1	0.0	0	1	12	3.5
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The DOE has adjusted KIPP High School’s baseline allocation for the following reason:

- Per the Instructional Footprint, at six sections per grade, KIPP High School is supposed to be allocated 3 half size classrooms to program for resource room functions; however, given the limited number of half-size classrooms in the M195 building, the adjusted baseline for KIPP High School includes two additional full-size classroom and two fewer half-size classrooms.

After I.S. 195, KIPP Infinity K-8, New School and KIPP High School have received their respective baseline or adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2011-2012: Building M195	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	7	1	22	2.5

The allocation of excess space takes into account 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 2011-2012 room allocation plan is summarized below:

2011-2012	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	2011-2012 GRAND TOTAL			
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)					Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
I.S. 195	13	1	3.0	0	0	0	3.0	1	0	0	2.5	14	1	0	5.5
KIPP Infinity K-8	24	2	1.0	0	0	8	3.0	3	0	7	0.0	27	2	15	1.0
New School	4	3	1.0	0	0	2	1.5	0	0	7	0.0	4	3	9	1.0
KIPP HS	20	1	0.0	0	1	12	3.5	3	1	8	0.0	23	3	20	0

2011-2012	2010-2011 GRAND TOTAL				2011-2012 GRAND TOTAL				CHANGE			
	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
I.S. 195	38	6	29	6.5	14	1	0	5.5	-24	-5	-29	-1.0
KIPP Infinity K-8	27	3	14	1.0	27	2	15	1.0	0	-1	+1	0
New School	0	0	0	0	4	3	9	1.0	+4	+3	+9	+1.0
KIPP HS	0	0	0	0	23	3	20	0	+23	+3	+20	0

2012-2013

In 2012-2013, I.S. 195 is projected to serve 100 students in eighth grade in six sections.¹²

The table below summarizes I.S. 195’s baseline and adjusted baseline allocation:

2012-2013: I.S. 195	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	5	3	2.0	0	0	0	2.0
Adjusted Baseline Allocation	7	1	2.0	0	0	0	2.0

The DOE has adjusted I.S. 195’s baseline allocation for the reason listed above:

- Due to the limited number of half-size classrooms that can accommodate self-contained special education classes in the M195 building, the adjusted baseline for I.S. 195 includes two additional full-size classrooms and two fewer half-size classrooms.

¹² Total projection for I.S. 195 is consistent with budget register projections for 2011-2012.

In 2012-2013, KIPP Infinity K-8 is projected to serve 575-595 students in grades K-2 and 5-8 in 26 sections.

The table below summarizes KIPP Infinity K-8's baseline and adjusted baseline allocation:

2012-2013: KIPP Infinity K-8	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	29	2	1.0	0	0	10	3.5
Adjusted Baseline Allocation	28	2	1.0	0	0	10	3.5

The DOE has adjusted KIPP Infinity K-8's baseline Footprint allocation for the following reason:

- There are an insufficient number of full-size spaces in the M195 building to provide KIPP Infinity K-8 with their full baseline Footprint allocation. Specifically, in 2012-2013, KIPP Infinity K-8 will receive two full-size dedicated cluster rooms rather than three. While KIPP Infinity K-8 will have the necessary full-size classrooms for all homeroom sections, this will likely require cluster teachers to share a room and/or travel to a designated room to deliver instruction.

In 2012-2013, New School is projected to serve 200-250 students in sixth and seventh grade in 10 sections. The table below summarizes the New School's baseline and adjusted baseline allocation:

2012-2013: New School	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	5	1.0	0	0	4	2.0
Adjusted Baseline Allocation	9	3	1.0	0	0	4	2.0

The DOE has adjusted New School's baseline allocation for the following reason:

- Due to the limited number of half-size classrooms that can accommodate self-contained classes, the adjusted baseline for New School includes two additional full-size classrooms and two fewer half-size classrooms.

In 2012-2013, KIPP High School will serve its full grade span. KIPP High is projected to enroll 725-750 students in grades 9-12 in 25 sections.¹³

The table below summarizes the KIPP High School's baseline and adjusted baseline allocation:

2012-2013: KIPP High School	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	24	1	0.0	0	1	12	3.5

As noted in the EIS, 2012-2013 is the year with the highest projected total enrollment of all schools in M195, with a projected building utilization of 115-122% of target capacity. Although a utilization rate in excess of 100% may suggest that a building will be over-utilized or over-crowded in a given year, this rate does not account for the fact that rooms may be programmed for more efficient or different uses than the standard assumptions in the utilization calculation, as described above. In particular, the DOE's class size assumption when calculating the Footprint allocation for KIPP HS in this school year is 32 students per class. The target class size used in the capacity calculation for high school rooms is 30. Therefore, KIPP HS's space will be at approximately 107% utilization. Likewise, KIPP Infinity's allocation will include all necessary full-size classrooms for homeroom sections, but one fewer cluster room than allocated by the Footprint. Working together, KIPP Infinity K-8 and KIPP HS may find opportunities to maximize the use of available classrooms during the school day, providing both schools with additional programming flexibility. Thus, the DOE believes that KIPP High School and KIPP Infinity K-8 will have sufficient space to accommodate their programmatic needs. Further, the building's shared spaces will be able to accommodate the proposed enrollment of the building in 2012-2013. Please see the "Shared Space Plan" below for a proposed shared space schedule for the 2011-2012 school year.

After I.S. 195, KIPP Infinity K-8, New School and KIPP High School have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building M195	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms	Designed Admin Space (FSE)
Space In Excess of Baseline Allocations	0	1	18	1.5

The excess space will be allocated between KIPP Infinity, New School and KIPP High School 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.

¹³ As discussed further below, this chart assumes a target class size of 32 students per class.

The full 2012-2013 room allocation plan is summarized below:

2012-2013	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	2012-2013 GRAND TOTAL			
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)					Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
I.S. 195	7	1	2.0	0	0	0	2.0	0	0	1	0.0	7	1	1	2.0
KIPP Infinity K-8	28	2	1.0	0	0	10	3.5	0	1	5	0.0	28	3	15	1.0
New School	9	3	1.0	0	0	4	2.0	0	0	6	0.0	9	3	10	1.0
KIPP HS	24	1	1.5	0	1	12	3.5	0	0	6	0.0	24	2	18	1.5

2012-2013	2011-2012 GRAND TOTAL				2012-2013 GRAND TOTAL				CHANGE			
	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
I.S. 195	14	1	0	5.5	7	1	1	2.0	-7	0	+1	-3.5
KIPP Infinity K-8	27	2	15	1.0	28	3	16	1.0	+1	+1	+1	0
New School	4	3	9	1.0	9	3	7	1.0	+5	0	-2	0
KIPP HS	23	3	20	0	24	2	20	1.5	+1	-1	0	+1.5

2013-2014

In 2013-2014, I.S. 195 will be fully phased out and KIPP High School will be relocated to its permanent facility. This means that only KIPP Infinity K-8 and New School will remain in the M195 building and continue to co-locate. M195 will be the permanent location for both schools.

In 2013-2014, the DOE projects that KIPP Infinity K-8 will enroll 665-690 students in grades K-3 and 5-8 in 30 sections.

The table below summarizes KIPP Infinity K-8’s baseline and adjusted baseline allocation:

2013-2014: KIPP Infinity K-8	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	33	2	2.0	0	2	4	4.0

In 2013-2014 New School will serve 300-375 sixth through eighth grade students and achieve full scale. The table below summarizes the New School’s baseline and adjusted baseline allocation:

2013-2014: New School	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	13	7	3.0	0	0	0	3.0
Adjusted Baseline Allocation	17	3	3.0	0	0	0	3.0

The DOE has adjusted New School’s baseline allocation for the following reason:

- Due to the lack of half-size classrooms that can accommodate self-contained classes, the adjusted baseline for I.S. 195 includes four additional full-size classrooms and four fewer half-size classrooms.

After KIPP Infinity K-8 and New School have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building M195	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	18	4	40	0.5

The M195 building has adequate capacity to accommodate the full expansion of New School and KIPP Infinity K-8. There would continue to be space in M195 to serve additional students as well. The DOE would evaluate the needs of the community prior to proposing any additional use for the building.

In the event the DOE does not propose any additional use for the M195 building 6 months in advance of the 2013-2014 school year, the excess space would be allocated equitably between New School and KIPP Infinity K-8 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	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	2013-2014 GRAND TOTAL			
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)					Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
KIPP Infinity	33	2	2.0	0	2	4	4.0	12	0	20	0.5	45	4	24	2.5
New School	17	3	3.0	0	0	0	3.0	6	2	20	0.0	23	5	20	3.0

2013-2014	2012-2013 GRAND TOTAL				2013-2014 GRAND TOTAL				CHANGE			
	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
KIPP Infinity	28	3	16	1.0	45	4	24	2.5	+17	+1	+8	+1.5
New School	9	3	7	1.0	23	5	20	3.0	+14	+2	+13	+2.0

2014-2015

In 2014-2015, KIPP Infinity K-8 will be at scale and is projected to enroll 760-780 students in kindergarten through eighth grade in 34 sections. The table below summarizes KIPP Infinity K-8's baseline and adjusted baseline allocation:

2014-2015: KIPP Infinity	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	37	3	2.0	0	2	6	4.5

In 2014-2015, New School is projected to maintain its enrollment from the previous year of 300-375 for its 6th through 8th grade students as well as its baseline Footprint allocation. The table below summarizes the New School's baseline and adjusted baseline allocation:

2014-2015: New School	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	17	3	3.0	0	0	0	3.0

After KIPP Infinity K-8 and New School have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building M195	Full-size Class- rooms	Half-size Class- rooms	Quarter- Size Class- rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	14	1	38	0.5

The M195 building has adequate capacity to accommodate the full expansion of New School and KIPP Infinity K-8. There would continue to be space in M195 for an additional organization, as well. The DOE would evaluate the needs of the community prior to proposing any additional use for the building.

Unless the DOE proposes any additional use for the M195 building 6 months in advance of the 2014-2015 school year, New School and KIPP Infinity K-8 can assume that the excess space will be allocated equitably amongst them 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 2014-2015 room allocation plan is summarized below. In the event that the DOE does not propose any additional use for the M195 building, this will serve as the permanent allocation of space.

2014-2015	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	2014-2015 GRAND TOTAL			
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)					Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
KIPP Infinity K-8	37	3	2.0	0	2	6	4.5	9	0	19	0.5	46	5	25	2.5
New School	17	3	3.0	0	0	0	3.0	5	1	19	0.0	22	4	19	3.0

2014-2015	2013-2014 GRAND TOTAL				2014-2015 GRAND TOTAL				CHANGE			
	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
KIPP Infinity K-8	45	4	24	2.5	46	5	25	2.5	+1	+1	+1	0
New School	23	5	20	3.0	22	4	19	3.0	-1	-1	-1	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 M195. 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 EQUITABILITY 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 in a way that 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, and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day. 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.^{14,15,16} For the reasons set forth below, and taking into consideration the respective requirements of each program, the student populations they serve, and building capacity, the DOE has concluded that the proposed shared space plan is both feasible and equitable, consistent with the requirements of the charter law.

In planning how the schools in the building 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 and comparably. The proposed plan maintains each school's current use of the shared spaces this year and/or calls for each school to use a given shared space in proportion to its enrollment; thus, the DOE believes this plan treats all schools equitably and comparably. The Building Council is empowered to make alternative arrangements to the below proposal.

The DOE projects I.S. 195 to serve 250 students in 2011-2012. KIPP Infinity K-8 will serve 480-500 students in 2011-2012. New School will serve 100-125 students in 2011-2012. KIPP High School is projected to serve 525-550 students in 2011-2012.¹⁷ As enrollment changes year to year based on the above plan, this shared plan would be revised accordingly.

Based on the Office of Pupil Transportation's bus schedule, normal school hours for I.S. 195 are 8:00am-2:58pm. Based on the 2011-2012 Charter School Directory, normal school hours for KIPP High School are 8am-5pm and normal school hours for KIPP Infinity K-8 are 7:25am-4:00pm for kindergarten and 7:25am-5pm for grades 5-8. Normal hours for New School are 8:15am-3:12pm.

Cafeteria:

- KIPP Infinity K-8 and KIPP High School are allocated two 45 minute lunch periods from 11:15 a.m. to 12:00 p.m. and from 12:45 p.m. to 1:30 p.m., and I.S. 195 and New School are allocated one 45-minute lunch period. Thus, the proposal would result in each student from each school receiving an equal 45-minute lunch period.
- The cafeteria can accommodate up to 600 students. Given that KIPP Infinity K-8 is projected to serve 480-500 students in 2011-2012 and KIPP High School is projected to serve 500-550 students, there is sufficient capacity in the cafeteria to accommodate both KIPP Infinity K-8 and KIPP High School between the two periods listed above or some staggered variation of lunch periods within the times allotted.
- I.S. 195 and New School share one lunch period because both schools serve middle school students. KIPP Infinity K-8 and KIPP High School share two lunch periods because they are both managed by KIPP NYC. KIPP Infinity K-8 and KIPP High School can choose to use one lunch period for elementary and middle school students and one lunch period for high school students, or can make a different choice.
- The proposal would result in each student from each school receiving an equal 45-minute lunch period. Accordingly, the DOE believes that this proposed cafeteria schedule is equitable.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M195. Given that the cafeteria has the capacity to accommodate 600 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 as they deem necessary.

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.

¹⁵ <http://www.p12.nysed.gov/ciai/>

¹⁶ See DOE's School Food Website at <http://www.opt-osfns.org/osfns/>

¹⁷ Total projection for I.S. 195 is consistent with budget register projections for 2011-2012. Charter school enrollment is consistent with 2010 Audited Register data.

Gymnasium, Auditorium and Library

- Time in the library and gymnasium has been allocated to each school in proportion to its enrollment, taking into account the need to program the rooms in blocks of time and the different school hours of each school. A portion of KIPP High School's suggested gym time takes place before I.S. 195 and New School begin at 8am and 8:15 am, respectively.
- Time in the auditorium has been allocated to each school roughly in proportion to its enrollment, taking into account the need to program the room in blocks of time and the different school hours of each school. The proposed auditorium schedule also maintains current use of the room as agreed to by the principals of the schools currently in the building, and adds additional time when it was not programmed this year. Because the proposed schedule is roughly proportional and is based on a schedule collaboratively arrived at by the principals of the schools in the building, the DOE believes that the proposal is equitable. The Building Council may decide upon a different allocation.

Outside Playground

- Time in the playground has been allocated to each school in proportion to its enrollment. In addition, 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. Because I.S. 195 and New School have lunch together, their playground time during this period is shared as well. The same is true for KIPP High School and KIPP Infinity.

Dance Room

- Time in the dance room has been allocated to each school in proportion to its enrollment.

After School Programs

- KIPP HS and KIPP Infinity K-8 both run an extended school day. The Building Council will address any requests to use all shared spaces/resources after I.S. 195 and New School school hours. The Building Council is free to deviate from the proposed schedule 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.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 600)	<p><u>BREAKFAST:</u> I.S. 195 7:30-8:00am KIPP Infinity K-8 7:00-7:30am KIPP High School 7:00-7:30am New School 7:30-8:00am</p> <p><u>LUNCH:</u> I.S. 195 12:00-12:45pm KIPP Infinity K-8 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New School 12:00-12:45pm</p>	<p><u>BREAKFAST:</u> I.S. 195 7:30-8:00am KIPP Infinity K-8 7:00-7:30am KIPP High School 7:00-7:30am New School 7:30-8:00am</p> <p><u>LUNCH:</u> I.S. 195 12:00-12:45pm KIPP Infinity K-8 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New School 12:00-12:45pm</p>	<p><u>BREAKFAST:</u> I.S. 195 7:30-8:00am KIPP Infinity K-8 7:00-7:30am KIPP High School 7:00-7:30am New School 7:30-8:00am</p> <p><u>LUNCH:</u> I.S. 195 12:00-12:45pm KIPP Infinity K-8 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New School 12:00-12:45pm</p>	<p><u>BREAKFAST:</u> I.S. 195 7:30-8:00am KIPP Infinity K-8 7:00-7:30am KIPP High School 7:00-7:30am New School 7:30-8:00am</p> <p><u>LUNCH:</u> I.S. 195 12:00-12:45pm KIPP Infinity K-8 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New School 12:00-12:45pm</p>	<p><u>BREAKFAST:</u> I.S. 195 7:30-8:00am KIPP Infinity K-8 7:00-7:30am KIPP High School 7:00-7:30am New School 7:30-8:00am</p> <p><u>LUNCH:</u> I.S. 195 12:00-12:45pm KIPP Infinity K-8 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New School 12:00-12:45pm</p>
Gymnasium (Capacity: 360)	<p>KIPP High School: 7:30am-9am 2-3:30pm New School: 9-10am I.S. 195: 10-11:30am KIPP Infinity K-8: 11:30am-2pm</p>	<p>KIPP High School: 7:30am-9am 2-3:30pm I.S. 195: 10-11:30am KIPP Infinity K-8: 9-10am 11:30am-2pm</p>			
Auditorium (Capacity: 584)	<p>KIPP Infinity K-8 7:30-9am 2-3pm New School 10:30-11:30am I.S. 195 9-10:30am 3-3:30pm KIPP High School 11:30am-2pm</p>				
Library	<p>I.S. 195 8:00am-12pm KIPP Infinity K-8 12pm-3pm</p>	<p>KIPP High School 8:00am-11:30am New School 11:30am-3:00pm</p>	<p>KIPP Infinity K-8 8:00-12:00am I.S. 195 12:00-3:00pm</p>	<p>KIPP High School 8am-3:00pm</p>	<p>KIPP Infinity K-8 8:00-1:00pm KIPP High School 1:00pm-3:00pm</p>

<p>Playground (w/basketball courts)</p>	<p>7:30-9:30am: KIPP High School 9:30-11am: KIPP Infinity K-8 11am-12pm: KIPP High School and KIPP Infinity K-8 12-1pm: I.S. 195 and New School 1-1:30pm: KIPP High School and Kipp Infinity K-8 1:30-2:30pm: I.S. 195 2:30-3pm: New School</p>	<p>7:30-9:30am: KIPP High School 9:30-11am: KIPP Infinity K-8 11am-12pm: KIPP High School and KIPP Infinity K-8 12-1pm: I.S. 195 and New School 1-1:30pm: KIPP High School and Kipp Infinity K-8 1:30-2:30pm: I.S. 195 2:30-3pm: New School</p>	<p>7:30-9:30am: KIPP High School 9:30-11am: KIPP Infinity K-8 11am-12pm: KIPP High School and KIPP Infinity K-8 12-1pm: I.S. 195 and New School 1-1:30pm: KIPP High School and Kipp Infinity K-8 1:30-2:30pm: I.S. 195 2:30-3pm: New School</p>	<p>7:30-9:30am: KIPP High School 9:30-11am: KIPP Infinity K-8 11am-12pm: KIPP High School and KIPP Infinity K-8 12-1pm: I.S. 195 and New School 1-1:30pm: KIPP High School and Kipp Infinity K-8 1:30-2:30pm: I.S. 195 2:30-3pm: New School</p>	<p>7:30-9:30am: KIPP High School 9:30-11am: KIPP Infinity K-8 11am-12pm: KIPP High School and KIPP Infinity K-8 12-1pm: I.S. 195 and New School 1-1:30pm: KIPP High School and Kipp Infinity K-8 1:30-2:30pm: I.S. 195 2:30-3pm: New School</p>
<p>Dance Room</p>	<p>KIPP High School: 8am-3pm</p>	<p>I.S. 195: 8am-3pm</p>	<p>KIPP Infinity K-8: 8am-3-m</p>	<p>New School: 8am-12pm KIPP High School: 12pm-3pm</p>	<p>KIPP High School: 8am-10am KIPP Infinity K-8: 10am-3pm</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 KIPP High School will be part of the M195 School Safety Committee. As a member of the School Safety Committee, the leader/designee of KIPP High School 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 KIPP High School will be addressed on an ongoing basis. Moreover, the Safety Plan for the M195 school

building will be modified as appropriate to meet any changing security needs associated with the co-location. KIPP High School will enter information in the M195 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 M195 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 2010,¹⁸ 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. 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, 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 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 are good for all students and schools on the campus. They make decisions by consensus and they work to ensure collaboration on all campus implementation issues. To the extent 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.

¹⁸ Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.