THIRD AMENDED EDUCATIONAL IMPACT STATEMENT: The Proposed Re-Siting of P.S. 191 (03M191) to New Building M342 in the 2017-2018 School Year

I. Summary of Proposal

On September 29, 2016, the New York City Department of Education ("DOE") issued an Educational Impact Statement ("EIS") proposing to re-site[1] P.S. 191 (03M191, "P.S. 191"), an existing district school that currently serves 440 students in kindergarten through eighth grade and a pre-kindergarten program,[2] to new building M342 ("M342"), located at 21 West End Avenue, New York, NY 10023 in Community School District 3 ("District 3"), in the 2017-2018 school year. P.S. 191 is currently located in building M191 ("M191") at 210 West 61st Street, New York, NY 10023 in District 3. M191 is 0.2 miles away from M342. If this proposal is approved, P.S. 191 will serve the entirety of its students in M342 beginning in the 2017-2018 school year. M191 also houses six community based organizations ("CBOs"); YMCA, Kids Creative, Hudson Guild, Reaching for the Arts, Counseling in Schools, and The Jewish Board for Family and Children Services. If this proposal is approved, all CBOs are expected to be re-sited with P.S. 191 and continue to provide services in M342.

On October 6, 2016, the EIS for this proposal was amended ("amended EIS") to correct information related to Community Education Council 3's ("CEC 3") resolution to re-site P.S. 191 to M342. The original EIS stated that on November 15, 2015, CEC 3 passed a unanimous resolution recommending that P.S. 191 be re-sited to M342 when it opens in the 2017-2018 school year. CEC 3 did pass a resolution with a majority vote to re-site P.S. 191 to M342 on November 15, 2015, however, the resolution was not passed unanimously. On December 15, 2015, there was a P.S. 191 stakeholder meeting at which the P.S. 191 community also requested that their school be re-sited to M342. The amended EIS did not change the purpose of the proposal, and the proposal still addressed the community's desire and the CEC's resolution to re-site P.S. 191 to M342.

On November 3, 2016, the DOE amended the amended EIS ("second amended EIS") to correct a typographical error describing the public engagement conducted in the course of creating this proposal. The amended EIS stated that the DOE met with the District 3 Superintendent, the Senior Leadership Team ("SLT") of P.S. 191, and the P.S. 191 Principal on September 21, 2016 to discuss and gather feedback on the proposal. The second amended EIS clarified that the District 3 Superintendent was not present at the September 21, 2016 meeting. Appendix B of the second amended EIS was also amended to reflect minor updates to school admissions information. These updates included adding a footnote listing choice districts, adding language to clarify kindergarten and pre-kindergarten priority groups, and adding language about the composite score admissions method. Additionally the second amended EIS updated wording in regards to Budget Register Projections.

The second amended EIS also clarified the future use of M191 if P.S. 191 is re-sited to M342. The amended EIS stated that if this proposal is approved, the space currently occupied by P.S. 191, M191, will be used for a new elementary school. The second amended EIS clarified that while the DOE still expects

[1] A "re-siting" means that part or all of a school will be located in a different building than the building the school is currently located in.
[2] All figures are from the 2016-2017 Budget Register Projections.

M191 to be used for elementary school seats if this proposal is approved, that may be accomplished through the opening of a new elementary school or through the re-siting of an existing district school.

The second amended EIS has been amended ("third amended EIS") to correct an error describing the future admissions process for the middle school grades of P.S. 191. The second amended EIS stated that P.S. 191 currently admits students through the middle school admissions process using an unscreened admissions method and will continue to do so. However, P.S. 191, will admit middle school students using a screened admissions method for the 2017-2018 school year.

The DOE is proposing to re-site P.S. 191 to M342 because of the enhanced resources that M342 will provide to P.S. 191, and in particular, P.S. 191's middle school grades. M342 is designed for a kindergarten through eighth grade school with a pre-kindergarten program, is only 0.2 miles away from M191, and is in P.S. 191's current elementary school zone. M342 will provide P.S. 191 with a building that is better suited for middle school instruction as it will have a science laboratory and demonstration room, a library, a medical suite, a gymatorium [3], and a uniquely designed music suite with a classroom, practice cubicles, and music storeroom that M191 does not provide. M342 will also provide the broader District 3 community with a new pre-kindergarten through eighth grade facility. Additionally, P.S. 191's ability to grow in M342 will add much needed elementary school capacity in an overcrowded portion of the district.[4]

On November 15, 2015, CEC 3 passed a resolution recommending that P.S. 191 be re-sited to M342 when it opens in the 2017-2018 school year. On December 15, 2015, there was a P.S. 191 stakeholder meeting at which the P.S. 191 community also requested that their school be re-sited to M342. The DOE's proposal to re-site P.S. 191 to M342 addresses the community's desire and the CEC's resolution.

Public Engagement

Public engagement was conducted in the course of creating this proposal, which included the following:

- P.S. 191 stakeholder meeting on December 15, 2015 with members of the P.S. 191 community and the District 3 Superintendent to discuss the potential re-siting and to respond to questions from the community.
- Meeting with representatives of the Office of District Planning, P.S. 191 Principal, and P.S. 191 SLT members on September 21, 2016 to discuss the proposal, respond to questions from the P.S. 191 community, and gather feedback on the proposal.

The DOE will provide additional public engagement opportunities following this posting, including:

- An optional community meeting open to the public prior to the Joint Public Hearing for this proposal where representatives from the DOE will meet with the school community (upon its request) to discuss the proposal further and take questions, comments, and feedback.

[3] A gymatorium is an auditorium that retains adequate space for physical education.

[4] In addition to this proposal to re-site P.S. 191, the DOE plans to submit a rezoning proposal to CEC 3 and present the proposal at a public meeting in fall 2016. This rezoning proposal will likely include changes to P.S. 191's zone that expand the size of P.S. 191's zone. The school is projected to serve more students and the building utilization rate is projected to increase over time, beginning in the 2017-2018 school year. CEC 3 is expected to vote on this rezoning proposal in fall 2016, and must approve the rezoning proposal before it can take effect. If passed, the successful implementation of the rezoning is contingent upon the re-siting of P.S. 191 out of M191; however, the re-siting of P.S. 191 is not contingent on the approval of the P.S. 191 rezoning, and if approved by the Panel for Educational Policy ("PEP"), would be implemented regardless of the outcome of the rezoning proposal. The projected enrollment figures are not expected to change if the rezoning is not passed by CEC 3 in fall 2016.

- A Joint Public Hearing to be held at M191. This meeting is open to the public and attendees are encouraged to provide comment on this proposal as part of the public comment portion of the hearing.
- Dedicated phone line and email address for this proposal to accept public comment at any time following the posting of this proposal. Comments can be submitted in any language by calling 212-374-3466 or emailed in any language to D03Proposals@schools.nyc.gov.
- A PEP meeting at which PEP members are anticipated to vote on several proposals, including this one, prior to implementation of the proposal. This meeting is also open to the public and attendees are welcomed to provide comment on this proposal. All comments received at the above-noted Joint Public Hearing or through the dedicated phone line or email address by 6:00 p.m. on the day before the PEP meeting will be addressed by the DOE in a public comment analysis, which will be made available to the public after 6:00 p.m. on the day before the PEP meeting.

More information on the Joint Public Hearing and PEP meeting can be found on the DOE website at: http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2016-2017/November162016SchoolProposals

M342 is anticipated to be completed by September 2017. The re-siting of P.S. 191 is contingent upon completion of this construction. If M342 is not ready for student occupancy in the 2017-2018 school year, the DOE may issue a new proposal for an alternative siting in accordance with Chancellor's Regulation A-190. Because the building is currently under construction, M342 is currently unoccupied. According to the School Construction Authority ("SCA")'s Program of Requirements ("POR"), M342 is projected to have the capacity to serve 692 students.[5]

If this proposal is approved, beginning in the 2017-2018 school year, P.S. 191's kindergarten through eighth grade and pre-kindergarten program will be served in M342. In the 2017-2018 school year, M342 will have an estimated building utilization rate of 62%-75%.[6] By the 2022-2023 school year, when P.S. 191's enrollment is projected to grow to scale, M342 will have an estimated building utilization rate of 82%-95%.

II. Proposed or Potential Use of Building

As referenced above, M342 is expected to have the capacity to serve 692 students. If this proposal is approved, in the 2017-2018 school year, P.S. 191 is projected to serve 432-522 students in M342, yielding an estimated building utilization rate of 62%-75%. In the 2022-2023 school year, when P.S. 191's growth is expected to reach full–scale, P.S. 191 is projected to serve 567-657 students. At this point, M342 is expected to have an estimated building utilization rate of 82%-95%.

The chart below depicts the grade spans for all school organizations and programs that would be served in M342 over seven years, if this proposal is approved:

[5] The SCA develops a POR for all new construction buildings, which describes the rooms available in the building.
[6] All references to building utilization rates in the 2017-2018 school year and beyond are based on the designed capacity of M342 as per the POR from the SCA.

		Grade Spans in M342						
DBN	**School Name**	**2016-2017**	**2017-2018**	**2018-2019**	**2019-2020**	**2020-2021**	**2021-2022**	**2022-2023**
03M191	P.S. 191[7]	-	K-8	K-8	K-8	K-8	K-8	K-8

The chart below shows the projected enrollment and building utilization for M342, if this proposal is approved:

DBN	**School Name**	**2016-2017 Budget Register Projections**	**2017-2018 Projected [8] Enrollment**	**2018-2019 Projected Enrollment**	**2019-2020 Projected Enrollment**	**2020-2021 Projected Enrollment**	**2021-2022 Projected Enrollment**	**2022-2023 Projected Enrollment[9]**
03M191	P.S. 191[10]	-	432 - 522	467 - 557	502 - 592	527 - 617	547 - 637	567 - 657
Total Building Enrollment		-	432 - 522	467 - 557	502 - 592	527 - 617	547 - 637	567 - 657
Utilization[11]		-	62% - 75%	67% - 80%	73% - 86%	76% - 89%	79% - 92%	82% - 95%

The SCA calculated the target capacity for M342 for the 2017-2018 school year. An official building utilization rate for M342 will not be available until after the school building opens. At that time, the utilization rate will be described in more detail in the Enrollment, Capacity, and Utilization Report (the "Blue Book"), which is available at http://www.nycsca.org/Community/Capital-Plan-Reports-Data#Enrollment-Capacity-Utilization-69. More information on target capacity and utilization is available in Appendix A of this third amended EIS. More details about space allocation are available in Appendix C and Section III.B of this third amended EIS.

There are currently no other proposed uses for M342. Any future significant changes to school utilization in M342 would be proposed in a future EIS and be subject to separate approval by the PEP, in accordance with Chancellor's Regulation A-190.

[7] P.S. 191 also serves pre-kindergarten, which is not included in the school's grade span.
[8] Projected figures are based on the 2016-2017 Budget Register Projections, and in future years, P.S. 191's expected growth due to the re-siting.
[9] P.S.191's projected enrollment figures are expected to increase over a period of seven years as a result of the re-siting, until the 2022-2023 school year at which time enrollment is expected to stabilize. The projected enrollment figures are not expected to change if the rezoning is not passed by CEC 3 in fall 2016.
[10] P.S. 191's current and projected enrollment figures include enrollment in P.S. 191's pre-kindergarten program.
[11] Utilization rates are calculated based on projected enrollment for P.S. 191 and the designed capacity for M342.

III. Impact of the Proposal on Affected Students, School, and Community

A. Students

If this proposal is approved, in the 2017-2018 school year, P.S. 191's kindergarten through eighth grade students and pre-kindergarten program will be served in M342. P.S. 191 currently serves students in M191, which is located 0.2 miles away from M342. This re-siting will allow P.S. 191 to serve more students and will also provide its middle school students with a building that has enhanced amenities such as a science laboratory, a new library that encourages hands-on learning, a medical suite, a gymatorium, and a uniquely designed music suite with a classroom, practice cubicles, and music storeroom.

Impact on Current and Future Students at P.S. 191

If this proposal is approved, all students currently enrolled in P.S. 191 will have the right to continue attending P.S. 191 when it moves to M342 in the 2017-2018 school year. This proposal is not expected to impact current enrollment or instructional programming at P.S. 191. P.S. 191's enrollment is expected to increase over time as a result of this re-siting.

P.S. 191 serves general education students and students requiring special education services, including students currently enrolled in Integrated Co-Teaching ("ICT") classes and students receiving Special Education Teacher Support Services ("SETSS"). ICT classes and SETSS will continue to be provided at P.S. 191 if this proposal is approved. Students with disabilities will continue to receive services in accordance with their Individualized Education Programs ("IEPs"). IEP services are tailored to meet the individual needs of the students with disabilities currently enrolled and, as such, may vary from year to year. In addition, English Language Learner ("ELL") students who are enrolled at P.S. 191 receive English as a New Language ("ENL") services. All current and future students enrolled at P.S. 191 will continue to receive all mandated special education and/or ELL services if this proposal is approved.

P.S. 191 currently offers the following instructional programs, extra-curricular activities, after school programs, sports and partnerships:[12]

- **Instructional Programs**: Big Day for PreK, Dance, Music, Project Based Learning, Interactive Centers, Physical Education, NYC Scope, Second Step, Teachers College Reading and Writing Project, Expeditionary Learning, Terc Investigations, Connected Mathematics Project, Engage New York, Word Generation, Performing Arts, Common Core Algebra and Living Environment Regents Courses, Spanish, Differentiated Reading Classes

- **Extra-curricular Activities:** Dance, Choir, Strings, Band, Visual Arts, Performing Arts, Robotics, Student Council, Mindcraft and Live Circuits, Debate Team

- **After School Program:** Hudson Guild, YMCA, Kids Creative, Reaching for the Arts

- **CHAMPS Sports:** Basketball, Soccer

- **Other Sports**: Volleyball, Softball, Mo-motion Basketball

[12] Information obtained from school self-reported data as of September 22, 2016 and the District 3 Middle School Directory, available on the DOE Website at: http://schools.nyc.gov/NR/rdonlyres/888B69BC-5F0F-4E42-8C66-518B6D7DCC67/0/2017NYCMiddleSchoolDirectoryDistrict3.pdf.

- **Partnerships:** Lincoln Center Education, NYC Philharmonic, Urban Advantage, NYC Master Chorale, Ballet Tech, Alvin Ailey, Lincoln Center Cinema Society, MakerState, Folk Art Museum, Museum of Natural History, New York Botanical Gardens, New York Aquarium, Counseling in Schools, The Jewish Board of Family and Children Services

The DOE does not anticipate that this proposal will impact the current programs, extra-curricular activities, sports or partnerships at P.S. 191. P.S. 191 will continue to offer special programs, initiatives, extra-curricular programs and partnerships based on students' interests and available resources, though the specific programs offered are always subject to change. That is true at any City school, as all schools modify extra-curricular offerings annually based on student demand and available resources.

If this proposal is approved, the DOE expects that P.S. 191 will increase the programmatic opportunities available to students due to an increase in enrollment and resources at the school. M342 will offer many new amenities to the P.S. 191 community including a science laboratory, a new library that encourages hands-on learning, a medical suite, a gymatorium, and a uniquely designed music suite with a classroom, practice cubicles, and music storeroom. The DOE expects that these amenities and resources will result in increased instructional and extra-curricular programming.

As mentioned above, P.S. 191's proposed new location is approximately 0.2 miles away from its current location. While the move to M342 will be more convenient for many students, it is possible that some students will have to travel a greater distance to reach the new school building, depending on the locations of their homes. P.S. 191 students will continue to be provided with transportation in accordance with Chancellor's Regulation A-801.

Impact on the Pre-Kindergarten Program

This proposal is not expected to impact the pre-kindergarten program at P.S. 191. Incoming pre-kindergarten students can apply to the pre-kindergarten program through the centralized pre-kindergarten admissions process. As with all pre-kindergarten programs, the availability of pre-kindergarten at P.S. 191 is subject to continued funding, availability, and demand. Students will continue to be offered placement in pre-kindergarten programs based on the priorities outlined in Chancellor's Regulation A-101. The full details of Chancellor's Regulation A-101 can be found at:
http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm.

Please see Appendix B of this third amended EIS for more information on pre-kindergarten admissions.

Impact on Future Elementary and Middle School Students in District 3

If this proposal is approved, students in District 3 will continue to have access to a broad range of elementary and middle school options, including P.S. 191. As previously mentioned, P.S. 191 will be able to increase enrollment and offer more seats to students in District 3 starting in the 2017-2018 school year. P.S. 191 currently admits elementary students through the kindergarten admission process for zoned schools and middle school students through the middle school admissions process using an unscreened admissions method. If this proposal is approved, P.S. 191 will continue to admit students through the same admission process for its elementary school grades. For the 2017-2018 school year, P.S. 191's middle school students will be admitted through a screened admissions method using the following selection criteria:

- Attendance
- Demonstrated interest: school visit or written contact
- Group interview
- Portfolio of student work

Continuing fifth grade elementary school students will continue to be given priority to P.S. 191's middle school.

As mentioned above, the DOE intends to propose a revised zone for P.S. 191 to be implemented in the 2017-2018 school year. If this re-zoning proposal is approved by CEC 3, incoming kindergarten students who reside in the new P.S. 191 zone will be given priority to the school. If CEC 3 does not approve the re-zoning, P.S. 191 will continue to give priority to students in its current zone. Also, as mentioned above, the DOE anticipates that if is this proposal is approved, M191 will be used for elementary school seats, which may be accomplished through a new school or through the re-siting of an existing district school. As such, future elementary school students in District 3 will have access to additional elementary school seats at M191.

See Appendix B of this third amended EIS for more information on elementary and middle school admissions.

Enrollment Impact for Future Over-the-Counter ("OTC") Students

In addition to admitting students through the middle school admissions process, P.S. 191 currently admits some students through the OTC placement process. If this proposal is approved, P.S. 191 will continue to admit students through the OTC placement process. The re-siting is not expected to impact P.S. 191's or the DOE's ability to accommodate future OTC middle school students in the district as P.S. 191 will continue to have adequate capacity to serve these students. Please see Appendix B of this third amended EIS for more information on the OTC process.

Impact on CBOs

M191 houses six CBOs: YMCA, Kids Creative, Hudson Guild, Reaching for the Arts, Counseling in Schools, and The Jewish Board for Family and Children Services. The YMCA, Kids Creative, Hudson Guild, and Reach for the Arts all provide after school programs for students. Counseling in Schools and The Jewish Board for Family and Children Services provide counseling and support services for students. It is not expected that any of the CBOs will lose space or reduce their services if P.S. 191 is re-sited to M342 in the 2017-2018 school year.

B. School

If this proposal is approved, P.S. 191 will serve students in grades kindergarten through eight and a pre-kindergarten program in M342 beginning in the 2017-2018 school year. The DOE anticipates that being re-sited to M342 will allow P.S. 191 to increase enrollment. If this proposal is approved, P.S. 191 is projected to enroll an estimated 432-522 students in M342 in the 2017-2018 school year, resulting in a projected utilization rate of approximately 62%-75%. By the 2022-2023 school year, if this proposal is approved, P.S. 191 is projected to serve an estimated 567-657 students in M342, at which point the projected utilization of M342 would be approximately 82%-95%.

If this proposal is approved, there will be sufficient instructional and administrative space in M342 to accommodate P.S. 191's Instructional Footprint ("Footprint'). P.S. 191 will receive its baseline or adjusted baseline allocation of space pursuant to the Footprint. Please see Appendix C of this third amended EIS for more information on the Footprint, which guides space allocation and use in city schools, or visit the DOE's website to access the Footprint at:
http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional Footprint.

According to the SCA's POR and floor plans, which describes the facilities that will be available at M342, M342 will have a total of 35 full-size ("FS") rooms, 2 half-size ("HS") rooms, and the full-size equivalent ("FSE") of 6.00 rooms of designed administrative space. The building will also have the following areas: a

gymatorium, a cafeteria, and a library. In addition, M342 will have a medical suite, which will occupy 1.0 FSE room, a CBO shared office space, which will occupy 1 FS room, and a teachers' cafeteria, which will occupy 1 FS room.

Excluding the spaces mentioned above, a total of 33 FS rooms, 2 HS rooms, and the FSE of 5.00 administrative spaces remain to be allocated to P.S. 191.

If this proposal is approved, P.S. 191's enrollment is expected to increase each year until it stabilizes in the 2022-2023 school year. In 2017-2018, during the first year of the proposed re-siting to M342, P.S. 191's baseline Footprint allocation is 26 FS rooms, 4 HS rooms, and 4.5 FSE administrative spaces. Due to a lack of HS rooms in M342, the adjusted baseline Footprint allocation for P.S. 191 will be 28 FS rooms, 2 HS rooms, and 4.5 FSE administrative spaces. When P.S. 191 reaches stable enrollment in the 2022-2023 school year, the school's baseline Footprint allocation will be 31 FS rooms, 4 HS rooms and 5.0 FSE administrative spaces. Due to a lack of HS rooms in the building, the school's adjusted baseline instructional Footprint will be 33 FS rooms, 2 HS rooms, and 5.0 FSE administrative spaces.

If this proposal is approved, there will be sufficient space in M342 pursuant to the Footprint to accommodate P.S. 191 up through and including the point at which it reaches full-scale enrollment in the 2022-2023 school year. The adjusted baseline allocation of FS instructional rooms is detailed in the chart below:

Adjusted Baseline Footprint Allocation for FS Classrooms

DBN	School Name	2016-2017[13]	2017-2018	2018-2019	2019-2020	2020-2021	2022-2023	2022-2023
03M191	P.S. 191	-	28	29	30	31	32	33
	FS ROOMS AVAILABLE FOR ALLOCATION	**-**	**33**	**33**	**33**	**33**	**33**	**33**
	FS ROOMS IN EXCESS OF ADJUSTED BASELINE ALLOCATION OF FS INSTRUCTIONAL ROOMS	**-**	**5**	**4**	**3**	**2**	**1**	**0**

There are currently no other proposed uses for M342.

Building Safety and Security

If this proposal is approved, P.S. 191 will develop a safety and security plan for M342 prior to the first day of school in September 2017.

The DOE makes available the following supports to schools around safety and security:

[13] No students are being served in M342 in the 2016-2017 school year.

- Providing "Best Practices Standards for Creating and Sustaining a Safe and Supportive School" as a resource guide;
- Reviewing and monitoring school occurrence data and crime data (in conjunction with the Criminal Justice Coordinator and the New York City Police Department);
- Providing technical assistance via the Borough Safety Directors when incidents occur;
- Providing professional development and kits for Building Response Teams; and
- Monitoring and certifying School Safety Plans annually.

C. Community

The opening of M342 will provide 692 pre-kindergarten through eighth grade seats, which will help address elementary school overcrowding in District 3. If this proposal is approved, the DOE anticipates the space currently occupied by P.S. 191, M191, will be used for elementary school seats. This may be accomplished through the opening of a new elementary school or through the re-siting of an existing district school. As mentioned above, the DOE intends to propose a new zone for P.S. 191 to be implemented in the 2017-2018 school year. If this re-zoning proposal is approved, incoming kindergarten students who reside in the new P.S. 191 zone will be given priority to the school. The DOE plans to include sibling grandfathering in any re-zoning proposal submitted to the CEC, such that siblings who no longer reside in P.S. 191's zone are treated as in zone students and given a priority at the school. This re-zoning is anticipated to alleviate overcrowding across the district.

As mentioned above, M342 will provide a new home for P.S. 191, an existing District 3 kindergarten through eighth grade school with a pre-kindergarten program. This proposed re-siting to M342 is expected to have a positive impact on P.S. 191 by providing a new facility that has more space than its current facility and has specific spaces designed to support pre-kindergarten through eighth grade instruction. Unlike P.S. 191's current space in M191, M342 will have specialized instructional spaces, such as a science laboratory and demonstration room, a dedicated library space, and a combined gymnasium and auditorium, among other features. M342 will also provide enhanced resources to P.S. 191, and in particular, P.S. 191's middle school grades. If this proposal is approved, all students currently enrolled in P.S. 191 can continue to attend P.S. 191 at its new location, which is 0.2 miles away from M191.

If this proposal is approved, community members and organizations will be able to obtain school building use permits at M342. This proposal is not expected to impact the ability of community members and organizations to obtain school building use permits at M191. This proposal is not expected to impact the accessibility of M342, which is expected to be fully accessible once construction is complete.

IV. Enrollment, Admissions, and School Performance Information

P.S. 191

Admissions Data

Current Admissions	**Pre-Kindergarten**: Standard universal pre-kindergarten admissions process **Grades K-5:** Kindergarten Admission Process: Zoned **Grades 6-8:** Middle School Admission Process for Choice District; Unscreened
Admissions after Re-siting	**Pre-Kindergarten**: Standard universal pre-kindergarten admissions process **Grades K-5:** Kindergarten Admission Process: Zoned[14] **Grades 6-8:** Middle School Admission Process for Choice District; Screened

Enrollment Data[15]

	PK	Grade KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Total Enrollment
2016-2017 (budget register projections)	72	44	46	40	39	35	33	41	43	47	440
2017-2018 (projected)	72	60-70	40-50	40-50	35-45	35-45	30-40	45-55	35-45	40-50	432-522
2018-2019 (projected)	72	60-70	60-70	40-50	40-50	35-45	35-45	45-55	45-55	35-45	467-557
2019-2020 (projected)	72	60-70	60-70	60-70	40-50	40-50	35-45	45-55	45-55	45-55	502-592
2020-2021 (projected)	72	60-70	60-70	60-70	60-70	40-50	40-50	45-55	45-55	45-55	527-617
2021-2022 (projected)	72	60-70	60-70	60-70	60-70	60-70	40-50	45-55	45-55	45-55	547-637
2022-2023 (projected)	72	60-70	60-70	60-70	60-70	60-70	60-70	45-55	45-55	45-55	567-657

[14] P.S. 191's zone may change as a result of a re-zoning.
[15] Projected figures are based on the 2016-2017 Budget Register Projections, and in future years, P.S. 191's expected growth due to the re-siting.

Demographic Data[16]

% Students with Disabilities (any student receiving an IEP)	27%
% English Language Learners	8%
% Students qualifying for free or reduced price lunch or eligible for Human Resources Administration (HRA) benefits	73%

School Performance Data

	2013-14	2014-15	2015-16
School Quality Indicators[17] [18]			
1.1 Curriculum	N/A	Proficient	N/A
1.2 Pedagogy	N/A	Developing	N/A
2.2 Assessment	N/A	Developing	N/A
3.4 High Expectations	N/A	Proficient	N/A
4.2 Teacher Teams and Leadership Development	N/A	Proficient	N/A
Performance Data[19]			
English Language Arts % Proficient (Levels 3 and 4)	10%	11%	24%
Math % Proficient (Levels 3 and 4)	9%	10%	7%
Other Key Performance Indicators			
Attendance Rate	92%	91%	N/A[20]
2016-2017 State Accountability Status[21]	Focus School		

V. Initial Impact on Budget and Cost of Instruction

[16] Based on the 2015-2016 Audited Register as of October 31, 2015, as reported in the citywide Demographic Snapshot, which is available at: http://schools.nyc.gov/AboutUs/schools/data/default.htm

[17] The 2015-2016 Quality Review Report formally reports on these five Quality Indicators. Full descriptions of these Quality Indicators can be found in the 2016-2017 Quality Review Rubric, which is available at: http://schools.nyc.gov/NR/rdonlyres/8C11A001-7E78-469D-996F-B0C3703CEA81/0/201617QualityReviewRubric.pdf.

[18] Not all schools receive Quality Reviews every year. P.S. 191 did not have a Quality Review for the 2013-2014 and the 2015-2016 school years.

[19] Performance data for the 2013-2014 school year and the 2014-2015 school year is from the School Quality Reports available at: http://schools.nyc.gov/Accountability/tools/report/default.htm. Because School Quality Reports are not available for the 2015-2016 school year, 2015-2016 performance data is from the New York State data available at: http://schools.nyc.gov/Accountability/data/TestResults/ELAandMathTestResults.

[20] Attendance data for the 2015-2016 school year is not yet available.

[21] This status is determined by State Education Department ("SED") under the New York State waiver for the No Child Left Behind Act. For more information, please visit the SED website at: http://www.p12.nysed.gov/accountability/ESEADesignations.html.

The estimated cost to re-site P.S. 191 to M342 is $105,500. This cost will include moving all existing materials and furniture from the current site.[22]

This proposal should not otherwise impact the operating budget or costs of instruction at P.S. 191, although as P.S. 191's enrollment increases as described above, its budget will increase as well. Most funding in schools' budgets is allocated on a per pupil basis, based on Fair Student Funding ("FSF") per capita allocation levels. Schools receive additional funds for students with disabilities, ELL students, and students with additional academic needs.

Please refer to the FSF Guide[23] and FY16 School Allocation Memoranda[24] for additional information on cost of instruction and how the changes to FSF funding and other school allocations will be impacted as a result of register changes at P.S. 191. Staffing changes are at the discretion of the school within the limits of contractual and mandated obligations.

Should this proposal create a need for additional administrative space or function, the cost of voice and data lines will be fully covered by the DOE. This allocation is subject to approval by the Office of Space Planning.

VI. Effect on Personnel Needs, Administration, Transportation, and Other Support Services

A. Personnel Needs

The proposed re-siting is not expected to change the number of personnel positions currently assigned to P.S. 191 or alter the duties of current staff at P.S. 191, although if this proposal is approved, beginning in 2017-2018, all P.S. 191 staff would report to M342 rather than M191.

P.S. 191 may hire additional teachers after its re-siting as the total number of students enrolled in the school is projected to increase in the 2017-2018 school year and beyond. The precise number of positions needed for the 2017-2018 school year would be determined once annual enrollment projections are released in the spring of 2017. The hiring of new staff and personnel for P.S. 191 will be conducted consistent with the procedures set forth in the collective bargaining agreement between the DOE and United Federation of Teachers ("UFT").

B. Administration

The proposed re-siting is not expected to alter the duties of administrative staff and non-pedagogical positions at P.S. 191, although if this proposal is approved, beginning in 2017-2018, all P.S. 191 staff would report to M342 rather than M191.

P.S. 191 may hire additional administrative staff and non-pedagogical positions at P.S. 191 after its re-siting as the total number of students enrolled in the school is projected to increase in the 2017-2018 school year and beyond. Those decisions would be made by the school based on need and budgetary considerations.

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[22] Based on average per pupil re-siting costs.
[23] Available on the DOE website at:
http://schools.nyc.gov/offices/d_chanc_oper/budget/dbor/allocationmemo/fy15_16/FY16_PDF/FSF_Guide.pdf
[24] Available on the DOE website at:
http://schools.nyc.gov/offices/d_chanc_oper/budget/dbor/allocationmemo/fy15_16/AM_FY16_pg1.html.

C. Transportation

If this proposal is approved, P.S. 191 will be re-sited to M342, approximately 0.2 miles from its current location, beginning in the 2017-2018 school year. This may result in changed eligibility for transportation services for certain P.S. 191 students. P.S. 191 students will continue to be provided with transportation according to Chancellor's Regulation A-801: http://docs.nycenet.edu/docushare/dsweb/Get/Document-39/A-801.pdf.

D. Other Support Services

The provision of certain support services is described above. Other support services would be provided as consistent with Citywide policy.

VII. Building Information

Building data does not exist for M342, as the building is still under construction.

Appendix A: Target Capacity and Utilization

As described in more detail in the Blue Book, available online at: http://www.nycsca.org/Community/Capital-Plan-Reports-Data#Enrollment-Capacity-Utilization-69, a building's target utilization rate is calculated by dividing the aggregated enrollment of all the school organizations in the building by the aggregated "target capacities" of those organizations. Each school organization's "target capacity" is calculated based upon the scheduled use of individual rooms as reported by principals during an annual facilities survey, the DOE's goals for maximum classroom capacities (which are lower than the United Federation of Teachers ("UFT") contractual class sizes and differ depending on grade level), and the efficiency with which classrooms are programmed (i.e., the frequency with which classes are scheduled in a given classroom). The target capacity assumes that the components underlying that target capacity (scheduled use of classrooms, goal maximum classroom capacity, etc.) remain constant.

The most recent year for which target capacity has been calculated for buildings is 2014-2015. As described above, the DOE's projected utilization rates for the 2016-2017 school year and beyond are based on the designed capacity of M342 as per the POR from the SCA, which assumes that the components underlying that target capacity (scheduled use of classrooms, maximum classroom capacity, etc.) remain constant. Thus, projected utilization rates for 2016-2017 and beyond provide only an approximation of a building's usage because each of the factors underlying target capacity may be adjusted by principals from year to year to better accommodate students' needs. For example, changing the use of a room from an administrative room to a homeroom at the high school level will increase a building's overall target capacity because for high schools administrative rooms are not assigned a capacity. Holding enrollment constant, this change will result in a lower utilization rate. Similarly, if a room previously used as a kindergarten classroom is subsequently used as a fifth-grade classroom, the building's target capacity will increase because we expect that a fifth-grade class will have more students than a kindergarten class. This is reflected in the fact that the DOE's goal for maximum classroom capacity is higher for fifth-grade classrooms than for kindergarten classrooms. In this example, as well, assuming enrollment is constant, the utilization rate will decrease.

Appendix B: School Admissions

Elementary School Admissions

The DOE offers zoned, non-zoned and choice elementary schools.[25] A student's zoned school is determined by his or her home address in accordance with Chancellor's Regulation A-101. The full details of A-101 can be found at: http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm.

Zoned schools are obligated to serve all students residing in their zone, space permitting, regardless of when families show up to register. Applicants must be admitted to kindergarten at zoned schools in the following order of priority:

a. Zoned students whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following school year;
b. Zoned students other than those in (a) above applying to the zoned school

If space allows, and as the Office of Student Enrollment deems appropriate based on district needs, additional offers may be authorized for the following priority groups, in the below order. Only the Office of Student Enrollment may authorize the placement of non-zoned students out of this priority order; for example, for students who cannot be accommodated at their zoned school or for special programs such as dual language or inclusion classes for students with Autism Spectrum Disorders.

c. Students whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following school year who are not zoned to the school, but are residents of that district;
d. Students whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 at the start of the following school year who are residents of another district;
e. Students currently attending the school's pre-kindergarten program who reside outside the school's zone but in the school's district, without a sibling who will be in grades K-5 at the school in the following school year;
f. Students currently attending the school's pre-kindergarten program who reside outside the school's zone and district, without a sibling who will be in grades K-5 at the school in the following school year;
g. Students other than those in (c) and (e) above who are residents of that district;
h. Students other than those in (d) and (f) above who are residents of another district.

Applicants are admitted to kindergarten at non-zoned schools in the following order of priority:

a. Students who reside in the school's district whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following school year;
b. Students who reside outside the school's district whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following school year;
c. students currently attending the school's pre-kindergarten program who reside in the school's district, without a sibling who will be in grades K-5 at the school in the following school year;

[25] District 1 (Lower East Side, Manhattan), District 7 (South Bronx) and District 23 (Brownsville, Brooklyn) are choice districts, which means they do not have any zoned schools.

d. students currently attending the school's pre-kindergarten program who reside outside the school's district, without a sibling who will be in grades K-5 at the school in the following school year;

e. Students other than those in (a) and (c) above who are residents of that district;

f. Students other than those in (b) and (d) above who are residents of another district.

Elementary school students with IEPs, with the exception of those recommended for placement in a District 75 school,[26] a Non-Public School Placement, or specialized programs,[27] are admitted to schools in the same manner as general education students. Schools ensure that students with disabilities receive mandated programs and services in accordance with their IEPs while also ensuring such students have opportunities to learn alongside their non-disabled peers to the greatest extent possible. In accordance with DOE policy, ELL students are also admitted to elementary schools in the same manner as their non-ELL peers. Any students requiring ELL services will receive appropriate services in accordance with DOE policy.

Pre-kindergarten applicants are considered for placement in schools based on standard admissions priorities, as outlined below and in accordance with Chancellor's Regulation A-101:

a. Zoned students whose verified siblings are pre-registered or enrolled at the time of applications submission and will be in grades K-5 in the school at the start of the following September;

   In some cases, dependent upon the timing of the approval of a rezoning plan, a student's zoned district school may change during the application period. In such cases, the student continues to have priority to the original zoned school.

b. Zoned students other than those in (a);

c. Students whose verified siblings are pre-registered or enrolled at the time of application submission and will be enrolled in grades K-5 in the school at the start of the following September who are residents of that district;

d. Out-of-district students whose verified siblings will be enrolled in grades K-5 at the start of the following September;

e. In-district students;

f. Out-of-district students

For both kindergarten and pre-kindergarten, if there are more applicants than available seats within a priority group, seats will be assigned by random selection to members of that group.

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[26] District 75 provides citywide educational, vocational, and behavior support programs for students who are on the autism spectrum, have significant cognitive delays, are severely emotionally challenged, are sensory impaired and/or are multiply disabled. District 75 provides services to students in a variety of settings, including elementary, middle, and high schools, students' homes, hospitals, and agencies. These programs are located at more than 349 sites in the Bronx, Brooklyn, Manhattan, Queens, Staten Island, and Syosset, New York. Please visit the DOE website for additional information about District 75 programs at: http://schools.nyc.gov/Offices/District75/default.htm.

[27] Specialized programs refer to a set of programs that are not in every district school. These programs include bilingual special education programs and programs for students with Autism Spectrum Disorder. If a student is identified as requiring a specialized program, s/he may be offered a program as an alternative to the placement offered through the admissions and enrollment processes. For more information please visit http://schools.nyc.gov/Academics/SpecialEducation/enrolling/specializedprograms/default.htm or email specializedprograms@schools.nyc.gov.

Middle School Admissions

Through the middle school admissions process, students are offered the opportunity to apply to a range of middle schools within their district, as well as to schools with borough-wide or Citywide eligibility. Students may also choose to apply to a number of schools that manage their own admission process. Information about all of these options is printed in each district's Middle School Directories, which can be found at: http://schools.nyc.gov/ChoicesEnrollment/Middle/Publications/default.htm. Please note that these directories are updated yearly. General information about the middle school admissions process can be found on the DOE's website at: http://schools.nyc.gov/ChoicesEnrollment/Middle/default.htm.

With the middle school admissions process, students rank their preferences from among their eligible choices, which are pre-populated on each student's customized middle school application. These options may include

- Middle schools or programs with a screened admissions method (admission is based on criteria designated by the school); or composite score admissions method (a combination of factors are used to create one score for each applicant
- Middle schools or programs with an unscreened or limited unscreened admissions method (limited unscreened schools admit students on the same basis as unscreened schools except that they give preference to students who have attended a school information session);
- Zoned middle schools;
- K-8 schools with a zoned, screened, limited unscreened, or unscreened admissions method for the middle school grades that have available seats for middle school students;
- 6-12 schools with an unscreened, limited unscreened, or screened admissions method for middle school students;
- Schools with borough-wide or Citywide eligibility with unscreened, limited unscreened, or screened admissions methods.

The Citywide deadline for fifth-grade students to submit middle school applications for the 2017-2018 school year will be in December 2016. Additionally, new middle schools designated to open throughout the city for the 2017-2018 school year will be available for students to consider in early 2017. Eligible students will have the opportunity to submit a "new schools" application at that time. Information about middle school application deadlines is available at the following link: http://schools.nyc.gov/ChoicesEnrollment/Calendar.

Middle school students with IEPs, with the exception of those recommending placement in a District 75 school, are admitted to schools in the same manner as general education students. Schools ensure that students with disabilities receive mandated services in accordance with their IEPs while also ensuring such students have opportunities to learn alongside their non-disabled peers to the greatest extent possible.

In accordance with DOE policy, ELL students are admitted to middle school in the same manner as their peers who are not ELL students. Any students requiring ELL services receive appropriate services in accordance with DOE policy.

Over-the-Counter ("OTC") Placement

OTC is the method of enrolling students who need a school assignment because they were not part of any admissions process for entry grades and/or were not enrolled in a New York City school at the time school started. These students fall into one of four categories:

- New to the New York City school system; or
- Left the New York City school system and have returned;[28] or
- Are seeking transfers (based on the guidelines outlined in Chancellor's Regulation A-101); or
- Did not participate in the middle school or high school admissions processes for some other reason.

When a student eligible for middle or high school arrives for placement, his or her school assignment is determined by his or her interest, home address, which schools have available seats, and, where applicable, transfer guidelines. Students requiring an OTC middle school placement are eligible to attend middle school based on their district of elementary school attendance or the district to which the student's address is zoned for middle school. In un-zoned districts, the middle school student visits a Family Welcome Center where he or she meets with a counselor who reviews options that will meet the student's needs. In many districts, middle students may simply report to their zoned middle school. A high school student visits a Family Welcome Center directly.

There is a peak enrollment period occurring just prior to and into the beginning of the school year when thousands of students arrive. Prior to the start of the peak enrollment period, schools are reminded about the number of OTC students they can expect. This number is based on a school's enrollment projection and the results of the admissions process.

If the Office of Student Enrollment determines that additional OTC seats may be needed, the number of seats available are reviewed and – if space allows – adjusted in those schools where the admissions methods are limited unscreened, educational option, or unscreened.

[28] Per Chancellor's Regulation A-101, students have the "right to return" to their prior school following discharge within one calendar year of discharge, subject to available seats. Therefore, it is possible that non-zoned students arriving for an OTC placement may be granted admission to a zoned school.

Appendix C: Instructional Footprint

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 a school's representative.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size room for each general education or ICT section and a full-size or half-size room to accommodate each SC special education section served by the school. In addition to these rooms, schools serving grades kindergarten through five receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

For grades six through twelve, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

The Footprint allocates the number of baseline classrooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.