

BUILDING UTILIZATION PLAN

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to 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.

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 would 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 (05MTBD, "New School") and the elementary and middle school grades of KIPP Infinity, 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 has 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. In another EIS published simultaneously with this one, the DOE has proposed to open a new middle school in M195 (05MTBD, "New School"). If the proposal to phase-out I.S. 195 and the proposal to co-locate New School in the M195 building were approved, there would be sufficient space to serve I.S. 195, New School, and KIPP Infinity Charter School 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 would be over-utilized relative to the baseline Footprint for each school, and there would not be sufficient full-size classrooms available. However, aside from the increased burdens on common spaces, this insufficiency would be borne entirely by KIPP Infinity/KIPP High School. Offsetting this reduced allocation of one full-size classroom will be two additional half-size classrooms; the schools will be able to determine the most efficient uses for all rooms in their allocation.

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

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

¹ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at:

http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/65901/NYCDOE_Instructional_Footprint_revisedMay2009_noco.pdf

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.

All schools receive a baseline of the approximate equivalent of 3.5 full-size classrooms² for student support services, resource rooms and administrative space when serving their entire grade span. Any space not allocated pursuant to the Footprint shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. 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 60 full-size classrooms/spaces,³ six full-size science demonstration labs, 10 half-size classrooms/spaces,⁴ the equivalent of 7.5 rooms of designed administrative office/space, and 45 quarter-size rooms which can be utilized as administrative offices/spaces.⁵ 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. 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.

² 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.
³ Full-size classrooms have an area of 500 square feet or more.
⁴ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.
⁵ Quarter-size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

2010-2011

I.S. 195 currently enrolls 398 students in grades 6-8.⁶ These students are served in 21 classes/sections.

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) ⁷	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 is an existing public charter school that currently serves 398 students in kindergarten and grades five through eight in M195.⁸ KIPP Infinity 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 is expected to serve 760-780 students in grades K-8 in M195.

The table below summarizes KIPP Infinity'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 is currently using.

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

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

⁶ 2010 Audited Register

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

⁸ 2010 Audited Register

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

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

If the proposal to phase out I.S. 195 is approved by the Panel for Education Policy ("PEP"), I.S. 195 would no longer serve sixth grade in 2011-2012. In 2011-2012, I.S. 195 would serve a projected enrollment of 200 students in eight classes/sections.

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

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 is projected to serve 480-500 students in grades K-1 and 5-8 in 22 sections.

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

2011-2012: 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	24	2	1.0	0	0	8	3.0

New School would 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

If the proposal to co-locate KIPP High School in the M195 building is approved by the PEP, KIPP High School would serve grades nine through eleven in 2011-2012. In 2011-2012, KIPP High School is projected to serve 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	19	1	0.0	0	1	12	3.5

After I.S. 195, KIPP Infinity, 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:

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	4	2	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.⁹ 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 ¹⁰	Additional Designed Admin (FSE)
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)				
I.S. 195	13	1	3.0	0	0	0	3.0	1	1	0	2.5
KIPP Infinity	24	2	1.0	0	0	8	3.0	1	0	7	0.0
New School	4	3	1.0	0	0	2	1.5	0	0	7	0.0
KIPP HS	19	1	0.0	0	1	12	3.5	2	1	8	0.0

2012-2013

In 2012-2013, the DOE will install a movable partition 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 now have 69 full-size classrooms (including six science demonstration labs), nine half-size classrooms, 5.5 designed administrative rooms and 44 quarter-size administrative spaces.

In 2012-2013, I.S. 195 is projected to serve 75 students in eighth grade in six sections.

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

⁹ This number is subject to change pending final enrollment projections.

¹⁰ For the M195 building, administrative offices/spaces assigned per the Footprint to each school may include the Designed General Office, full-size classrooms, half-size classrooms and quarter-size classrooms, as well. Any additional administrative offices/spaces provided above the baseline Footprint allocation will ONLY include quarter-size equivalent spaces/offices (less than 240 square feet).

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.

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

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

2012-2013: 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	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'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 with their full baseline Footprint allocation. Specifically, in 2012-2013, KIPP Infinity will receive two full-size dedicated cluster rooms rather than three. While KIPP Infinity 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	8	5	1.0	0	0	4	2.0
Adjusted Baseline Allocation	10	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 would serve its full grade span. KIPP High is projected to enroll 725-750 students in grades 9-12 in 25 sections.¹¹

¹¹ As discussed further below, this chart assumes a target class size of 32 students per class.

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 113-120% 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 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 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, 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	2	24	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.¹²

¹² This number is subject to change pending final enrollment projections.

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 Admin Designed Admin (FSE)
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)				
I.S. 195	7	1	2.0	0	0	0	2.0	0	0	2	1.5
KIPP Infinity	28	2	1.0	0	0	10	3.5	0	2	8	0.0
New School	10	3	1.0	0	0	4	2.0	0	0	6	0.0
KIPP HS	24	1	1.5	0	1	12	3.5	0	0	8	0.0

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 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 will enroll 667-687 students in grades K-3 and 5-8 in 30 sections.

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

2013-2014: 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	33	2	2.0	0	2	4	4.0

In 2013-2014 New School would 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				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
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 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	19	4	40	0.5

The M195 building has adequate capacity to accommodate the full expansion of New School and KIPP Infinity. 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 2014-2015 school year, the excess space would be allocated equitably between New School and KIPP Infinity 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

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 ¹⁴	Additional Admin Designed Admin (FSE)
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)				
KIPP Infinity	33	2	2.0	0	2	4	4.0	12	0	20	0.5
New School	17	3	3.0	0	0	0	3.0	7	2	20	0.0

2014-2015

In 2014-2015, KIPP Infinity 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'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

¹³ This number is subject to change pending final enrollment projections.

¹⁴ For the M195 building, Administrative Offices/spaces assigned per the Footprint to each school may include the Designed General Office, full-size classrooms, half-size classrooms and quarter-size classrooms, as well. Any additional administrative offices/spaces provided above the baseline Footprint allocation will ONLY include quarter-size equivalent spaces/offices (less than 240 square feet).

In 2014-2015, New School is projected to maintain its enrollment from the previous year 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 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	15	3	38	0.5

The M195 building has adequate capacity to accommodate the full expansion of New School and KIPP Infinity. 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 2015-2016 school year, New School and KIPP Infinity 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.¹⁵

The full 2014-2015 room allocation plan is summarized below:

2014-2015	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms ¹⁶	Additional Designed Admin (FSE)
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)				
KIPP Infinity	37	3	2.0	0	2	6	4.5	9	1	19	0.5
New School	17	3	2.5	-	1	-	3.0	6	2	19	0.0

In the event that the DOE does not propose any additional use for the M196 building, this will serve as the permanent allocation of space.

¹⁵ This number is subject to change pending final enrollment projections.

¹⁶ For the K308 building, Administrative Offices/spaces assigned per the Footprint to each school may include the Designed General Office, full-size classrooms, half-size classrooms and quarter-size classrooms, as well. Any additional administrative offices/spaces provided above the baseline Footprint allocation will ONLY include quarter-size equivalent spaces/offices (less than 240 square feet).

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 K308. 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 plan illustrates how the population size of each co-located school will be used to determine a proportional allotment of time in each shared space. Building Councils are free to deviate from the proportional allotment of time to accommodate the specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. If such accommodation results in an alteration to the proportional distribution of space, the Building Council shall explain the basis for such alteration. (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 which follows).

The DOE projects I.S. 195 to serve 200 students in 2011-2012. KIPP Infinity will serve 481-501 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. As enrollment changes year to year based on the above plan, this shared plan would be revised accordingly.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 600)	<u>BREAKFAST:</u> I.S. 195 7:45-8:15am KIPP Infinity 7:00-7:30am KIPP High School 7:00-7:30am New MS 7:45-8:15am <u>LUNCH:</u> I.S. 195 12:10-12:40pm KIPP Infinity 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New MS 12:10-12:40pm	<u>BREAKFAST:</u> I.S. 195 7:45-8:15am KIPP Infinity 7:00-7:30am KIPP High School 7:00-7:30am New MS 7:45-8:15am <u>LUNCH:</u> I.S. 195 12:10-12:40pm KIPP Infinity 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New MS 12:10-12:40pm	<u>BREAKFAST:</u> I.S. 195 7:45-8:15am KIPP Infinity 7:00-7:30am KIPP High School 7:00-7:30am New MS 7:45-8:15am <u>LUNCH:</u> I.S. 195 12:10-12:40pm KIPP Infinity 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New MS 12:10-12:40pm	<u>BREAKFAST:</u> I.S. 195 7:45-8:15am KIPP Infinity 7:00-7:30am KIPP High School 7:00-7:30am New MS 7:45-8:15am <u>LUNCH:</u> I.S. 195 12:10-12:40pm KIPP Infinity 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New MS 12:10-12:40pm	<u>BREAKFAST:</u> I.S. 195 7:45-8:15am KIPP Infinity 7:00-7:30am KIPP High School 7:00-7:30am New MS 7:45-8:15am <u>LUNCH:</u> I.S. 195 12:10-12:40pm KIPP Infinity 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New MS 12:10-12:40pm
Gymnasium (Capacity: 360)	KIPP Infinity 9:00-11:00am I.S. 195 12:00-3:00pm	New MS 9:00-11:00am KIPP HS 12:00-3:00pm	I.S. 195 9:00-11:00am KIPP Infinity 12:00-3:00pm	KIPP HS 9:00-11:00am New MS 12:00-3:00pm	KIPP HS 9:00-11:00am KIPP Infinity 12:00-3:00pm
Auditorium (Capacity: 584)	Schools will schedule time in the auditorium based on their programmatic needs.	Schools will schedule time in the auditorium based on their programmatic needs.	Schools will schedule time in the auditorium based on their programmatic needs.	Schools will schedule time in the auditorium based on their programmatic needs.	Schools will schedule time in the auditorium based on their programmatic needs.
Library	I.S. 195 9:00-11:00am KIPP Infinity 12:00-3:00pm	KIPP HS 9:00-11:00am New MS 12:00-3:00pm	KIPP Infinity 9:00-11:00am I.S. 195 12:00-3:00pm	New MS 9:00-11:00am KIPP HS 12:00-3:00pm	KIPP Infinity 9:00-11:00am KIPP HS 12:00-3:00pm
Playground (w/basketball courts)	New MS 9:00-12:00pm I.S. 195 12:10-12:40pm KIPP Infinity 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New MS 12:10-12:40pm KIPP Infinity 1:00-3:00pm	KIPP Infinity 9:00-12:00pm I.S. 195 12:10-12:40pm KIPP Infinity 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New MS 12:10-12:40pm I.S. 195 1:00-3:00pm	I.S. 195 9:00-12:00pm I.S. 195 12:10-12:40pm KIPP Infinity 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New MS 12:10-12:40pm KIPP HS 1:00-3:00pm	KIPP HS 9:00-12:00pm I.S. 195 12:10-12:40pm KIPP Infinity 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New MS 12:10-12:40pm KIPP Infinity 1:00-3:00pm	KIPP Infinity 9:00-12:00pm I.S. 195 12:10-12:40pm KIPP Infinity 11:15-12:00pm 12:45-1:30pm KIPP High School 11:15-12:00pm 12:45-1:30pm New MS 12:10-12:40pm New MS 1:00-3:00pm

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 2010,¹⁷ 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

¹⁷ Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.

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.