



## **The Grade Reconfiguration of School Name(s) (DBN)**

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### **I. Summary of Proposal**

- Identifying information:
  - o School name, code (DBN), grades currently served and grades proposed to be served after reconfiguration is complete
  - o Community School District, building code and address
  - o Currently co-located schools (if applicable)
- Description of the action to be taken as a result of the proposal
  - o Grades to be truncated or phased in each year
- Rationale for the proposed action
  - o Explain the need for a grade reconfiguration and how proposed reconfiguration addresses those needs

### **II. Proposed or Potential Use of Building**

- Information about the building:
  - o Capacity
  - o Current utilization
- Description of the proposed use of the building
  - o If the proposed use of the building includes the siting of an additional school, refer to the EIS for that proposed co-location.

### **III. Impact of the Proposal on the Impacted Students, Schools and Community**

#### ***a. Students***

- The impact on the students currently enrolled in the building.
  - o Describe any impact to Special Education (SE) and English Language Learner (ELL) students and the plan to support them going forward (if applicable)
  - o Explain enrollment options available to current students enrolled in the school including if students have an opportunity to transfer out of the school
  - o If applicable, describe any change in the High School Admissions programs, CTE Pathways, Middle School Choice programs and SE & ELL programs available to current students that are proposed as part of the proposal
  - o If applicable, describe any other significant programmatic changes at the school

#### ***b. Schools***

- The impact of the proposal on the schools in the building
  - o For each school in the building, describe how the allocation of instructional space will change as a result of the proposal. Also, describe if there will be a direct increase or decrease in enrollment of other schools in the building as a result of the proposal
  - o If space will become available as a result of the proposal, describe potential uses

**c. Community**

- In the aggregate, describe the impact of the proposal on the community.
  - o Rationale for overall impact on grade level capacity
  - o Net impact (from this proposal and other phase-outs and/or grade reconfigurations) on number of grade level seats in the district
    - Seat increase or decrease at each school, at each grade level
    - Describe the impact of available seats in district
  - o Describe the likely effect, if any, of proposed reconfiguration on the ability of community members to obtain school building use permits at the location pursuant to section 414 of the Education Law

**IV. Enrollment, Admissions and School Performance Information**

- For each impacted school, or school affected by the proposed reconfiguration, provide the following:
  - o Enrollment data
    - Current enrollment and grades served
    - Admissions and eligibility criteria
    - Demographic information
    - For the school proposed for closure, list the grades served and projected enrollment for each year from the start of the phase-out to closure
  - o Performance data:
    - Progress Report grade
    - Graduation rate and/or ELA/Math scores
    - State Accountability Status
    - Average attendance and link to attendance report

**V. Initial Costs and Savings**

- Provide information on the funding formula for schools
- Provide information on the cost of the move (if applicable)

## **VI. Effect on Personnel Needs, Costs of Instruction, Administration, Transportation and Other Support Services**

### ***a. Personnel Needs***

- Describe impact on the administrative staff, non-pedagogical, and pedagogical positions that will be created or eliminated as a result of the proposal
- Reference net impact on positions in the district and/or system

### ***b. Costs of Instruction***

- State the per capita funding amount and any additional funding the school will receive

### ***c. Administration***

- Describe impact on staffing of schools and expected increases or decreases of staff as a result of the proposal. If decreases are expected, explain what will happen to staff

### ***d. Transportation***

- Describe impact of the proposal – or lack thereof – on transportation provided to students (if applicable)

### ***e. Other Support Services***

- Describe impact of proposed grade reconfiguration on other support services

## **VII. Building Information**

- Type of building: primary, secondary
- Year built
- Overall BCAS rating
- Target utilization & target capacity
- FY 2009 Maintenance Costs:
  - o Labor:
  - o Materials:
  - o Maintenance and repair contracts:
  - o Service contracts:
  - o Custodial operations costs (materials, custodial allocation):
- FY 2009 Energy Costs:
  - o Electric
  - o Gas
  - o Oil

- Projects completed during current or prior school year:
- Projects proposed in capital plan:
- Note if fully accessible:
- List of building attributes: gymnasium, auditorium, science labs, cafeteria, library