



The Co-location of New School Name (DBN) with Existing School Name(s) (DBN)

I. Summary of Proposal

- Identifying information:
 - o New school name, code, charter or non-charter status and grades served
 - o Projected enrollment of new school for first year of implementation and at scale
 - o If a charter school, identify the authorizer
 - o Existing school name(s), DBN, and grades served
 - o Community School District, building code and address
- Description of the action to be taken as a result of the proposal:
 - o Provide information about the implementation of the proposal including the grade(s) and the number of students added each year as the new school phases-in
- Description of the new school
- Rationale for the proposed action
 - o Explain the need for the co-location, and how the proposal addresses that need

II. Proposed or Potential Use of Building

- Information about the building:
 - o Capacity
 - o Current utilization
- Description of the proposed use of the building

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 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 (if applicable)

- If applicable, describe any other significant programmatic changes at the school

b. Schools

- The impact of the proposal on the schools in the building:
 - 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
 - Include a description of the proposed space allocation for the existing school(s) and new school each year for the duration of the proposed co-location or until the new school is at scale. If the new school is a charter school, include reference to the proposed Building Utilization Plan.
 - Indicate accessibility of specialty classrooms (i.e. computer labs, science labs) for each respective school
 - Describe the impact on shared spaces such as the gymnasium, cafeteria, library, and playground. Include an example of how such space can be shared between or among the proposed co-located schools
 - Describe the impact on the building's safety and security plan.
 - List planned capital improvements or facilities upgrades, if applicable

c. Community

- In the aggregate, describe the impact of the proposal on the community:
 - Impact on available seats and surrounding schools:
 - Enrollment trend
 - Capacity need
 - Number of projected new seats being created in the community as a result of new schools, grade expansions, and ongoing phasing in of schools
 - Impact on availability of programs:
 - List applicable High School Admissions programs, CTE Pathways and Middle School Choice programs available at the proposed new school
 - Describe the likely effect, if any, of proposed co-location 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, provide the following:
 - Enrollment data

- Current enrollment and grades served
- Projected enrollment of new schools (if applicable)
- 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
- 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. Facilities Upgrades (if charter school)

- Per the New York State Charter Schools Act of 1998 (as amended May 2010), any capital improvement or facility upgrade (in excess of \$5,000) made to a co-located charter school requires matching capital improvements or facility upgrades to each non-charter public school in the building. For more information on how proposed upgrades are evaluated please refer to Chancellor's Regulation A-190

f. 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