

EDUCATIONAL IMPACT STATEMENT:

The Proposed Temporary Co-location of New School M.S. 311 (24Q311) with Existing Schools Civic Leadership Academy (24Q293), Pan American International High School (24Q296), VOYAGES Preparatory (24Q744), and Queens Transition Center (75Q752) in Elmhurst Educational Campus Building Q744 Beginning in the 2013-2014 School Year and Continuing through the 2014-2015 School Year, and the Proposed Re-siting and Co-location of M.S. 311 with a D75 School in New Building Q311 Beginning in the 2015-2016 School Year

I. Summary of Proposal

The New York City Department of Education (“DOE”) is proposing to temporarily co-locate M.S. 311 (24Q311, “M.S. 311”), a new district middle school, in Elmhurst Educational Campus building Q744 (“Q744”), located at 45-10 94th Street, Queens, NY 11373 in Community School District 24, in September 2013 before it moves to new construction building Q311 (“Q311”), located at 97-11 44th Avenue, Queens, NY 11368, by the 2015-2016 school year. M.S. 311 would be co-located temporarily in Q744 with Civic Leadership Academy (24Q293, “Civic Leadership”), an existing high school serving students in grades nine through twelve; Pan American International High School (24Q296, “Pan American”), an existing international high school serving students in grades nine through twelve; VOYAGES Preparatory (24Q744, “Voyages”), an existing transfer school serving students in grades nine and twelve; and P752@Q744, one site of a multi-site District 75 (“D75”) school (Queens Transition Center, “75Q752”), serving students in grades eight through twelve.¹ After two years in Q744, M.S. 311 would be re-sited and co-located with a yet-to-be determined D75 school (“75QTBD”) in new building Q311, which is designed to accommodate a middle school and a D75 school and is expected to be completed for occupancy by the 2015-2016 school year. A “co-location” means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias.

Civic Leadership is a limited unscreened high school serving 454 students in ninth through twelfth grades during the 2012-2013 school year.

Pan American is a screened international high school serving 358 students in ninth through twelfth grades who have lived in the United States for four years or fewer at the time of admission to high school and whose home language is not English. International schools are designed to provide quality education for recently arrived immigrant students through a unique educational model.

Voyages is a transfer school serving 250 students who are 16 years of age or older. Transfer schools are small, academically rigorous high schools designed to re-engage students who have dropped out of high

¹ 75Q752 is an existing D75 school that serves a combined total of 429 students in sixth through twelfth grades during the 2012-2013 school year. 75Q752 currently has five sites in Queens, including P752@Q744.

school or have fallen behind. These schools are designed to create a personalized learning environment and to provide students with connections to college. Students graduate with a high school diploma from the transfer school they attend.

P752@Q744 serves approximately 54 students in grades eight through twelve who are classified as intellectually disabled (“ID”), learning disabled (“LD”), or mentally retarded (“MR”) under an Individualized Education Program (“IEP”), in Self-Contained (“SC”) sections in 12:1:1 classrooms settings (ratio of students: teacher: paraprofessional).² Students are placed in D75 programs based on their individual needs and recommended special education services and are referred to D75 during a period that extends into summer.

M.S. 311 is a new zoned middle school that, if this proposal is approved, would open in September 2013 in Q744, where it would be co-located with Civic Leadership, Pan American, Voyages, and P752@Q744. In 2013-2014, M.S. 311 would enroll approximately 110-135 students in sixth grade. In 2014-2015, M.S. 311 would serve approximately 210-255 students in sixth and seventh grades. In 2015-2016, M.S. 311 would move to a long-term location in new building Q311 and complete its grade expansion, serving students in grades six through eight. In 2017-2018, when the school achieves “full scale,” it would serve approximately 800-825 students in sixth through eighth grades.

On September 24, 2012, Community Education Council 24 (“CEC 24”) voted to create a new temporary incubation³ zone for M.S. 311 beginning in September 2013 and a long-term zone for the school when it moves into Q311 beginning in September 2015.⁴ For the 2013-2014 and 2014-2015 school years, only students living in the incubation zone would be zoned to M.S. 311. The full M.S. 311 zone would take effect in September 2015, when M.S. 311 would be re-sited to Q311. If the proposal to co-locate M.S. 311 in Q744 is approved, beginning in September 2013, sixth grade students living in the M.S. 311 incubation zone would be zoned to M.S. 311.

Q744 has been identified as an under-utilized building. Q744 has the capacity to serve 1,482 students.⁵ In the 2012-2013 school year, the building will serve only 1,116 students⁶, yielding a utilization rate of 75%.⁷ If this proposal is approved, there will be sufficient space to accommodate Civic Leadership, Pan American, Voyages, P752@Q744, and M.S. 311. In the final year of M.S. 311’s incubation, the Q744 building would serve approximately 1,268-1,425 students, yielding a building utilization rate of 86%-96%.

If this proposal is approved, M.S. 311 would be re-sited to new building Q311 in September 2015, and would be co-located with 75QTBD. Because it will be a newly constructed facility, no school organization currently uses space at Q311. The building is projected to have the capacity to serve 785 students.⁸ If this proposal is approved, M.S. 311 students in sixth and seventh grades would be re-sited to Q311 for the 2015-2016 school year and co-located with 75QTBD. During the 2015-2016 school year, these organizations would serve approximately 525-590 students, yielding a projected building utilization rate of

² School-reported data as of September 28, 2012.

³ The word “incubation” in this context means that a school opens with one grade in a temporary location and gains a grade each year until it is re-sited to a long-term location where it can grow to scale.

⁴ The zone proposal for M.S. 311 is available at <http://schools.nyc.gov/community/planning/changes/queens/feedback?id=212>.

⁵ 2011-2012 Enrollment, Capacity, Utilization Report (“Blue Book”).

⁶ 2012-2013 Budgeted Register Projections.

⁷ Projected enrollment figures and anticipated utilization rates for Q744 are based on target capacity data from the 2011-2012 Blue Book and enrollment data from the 2012-2013 budgeted register projections. This methodology is consistent with the manner in which the DOE conducts planning and calculates space allocations and funding for all schools. In determining the space allocation for co-located schools, the Office of Space Planning will conduct a detailed site survey and space analysis of the building to assess the amount of space available in the building.

⁸ SCA Building Completions Report as of April 26, 2012.

67%-75%.⁹ When M.S. 311 reaches full-scale in 2017-2018, it is anticipated to serve a total of approximately 800-825 students. 75QTBD is projected to serve approximately 50-60 students in 2017-2018, yielding a projected building utilization rate for both organizations of 108%-113%.

To address overcrowding and plan for efficient use of new buildings, the DOE frequently employs the strategy of incubating a school until it can be re-sited to new construction. Under this proposal, M.S. 311 would follow the same strategy. M.S. 311 would incubate grades six and seven in its temporary location in Q744 until September 2015, when it would be re-sited to Q311 and serve students in grades six to eight. The incubation of M.S. 311 in Q744 would help alleviate middle school overcrowding in Corona/Elmhurst in September 2013, two years before new construction is available. Q744 is located less than half a mile from Q311, and its facilities include science labs appropriate for middle-school aged students.

If re-siting M.S. 311 to new construction after the 2014-2015 school year is not feasible for any reason, the DOE will re-assess the space at Q744 and, if appropriate, extend the co-location, or propose an alternative siting plan. The DOE would issue a separate Educational Impact Statement (“EIS”) describing any alternate plan for M.S. 311 or Q744.

By temporarily co-locating a new school in Q744, an underutilized building located in an overcrowded middle school zone, the DOE seeks to alleviate overcrowding in Corona/Elmhurst and take advantage of available capacity to serve students zoned to this area. This proposal would help alleviate middle school overcrowding in Corona/Elmhurst in the coming year as well as plan for the efficient use of space when Q311 is completed so that Q311 can serve M.S. 311’s full grade span.

II. Proposed or Potential Use of Building

Building Q744 has a target capacity of 1,482 students. (The concept of “target capacity” is explained below.) In 2012-2013, the building will serve 1,116 total students, yielding an estimated utilization rate of 75%. If this proposal is approved, M.S. 311 would serve approximately 110-135 students in sixth grade during the 2013-2014 school year, and approximately 210-255 students in sixth and seventh grades during the 2014-2015 school year. In the following year it would be re-sited to new building Q311.

If this proposal is approved, the grade spans for all existing and proposed school organizations in the Q744 building over a three-year period would be:

Grade Spans				
DBN	School Name	2012-13	2013-14	2014-15
24Q311	M.S. 311	-	6	6-7
24Q293	Civic Leadership Academy	9-12	9-12	9-12
24Q296	Pan American International High School	9-12	9-12	9-12

⁹ Projected enrollment figures and anticipated utilization rates for Q311 are based on the seat target from the School Construction Authority Building Completions Report as of April 2012 and the forward promotion of cohorts by grade using the planned enrollment at M.S. 311 and 75QTBD. In determining the space allocation for co-located schools, the Office of Space Planning will conduct a detailed site survey and space analysis of the building to assess the amount of space available in the building.

24Q744	VOYAGES Preparatory	9-12	9-12	9-12
75Q752	Queens Transition Center	6-12	6-12	6-12

The chart below shows the projected enrollment and building utilization for building Q744, if this proposal is approved:

DBN	School Name	2012-2013 Projected Enrollment	2013-2014 Projected Enrollment	2014-2015 Projected Enrollment
24Q311	M.S. 311	-	110 - 135	210 - 255
24Q293	Civic Leadership Academy	454	435 - 475	435 - 475
24Q296	Pan American International High School	358	335 - 375	335 - 375
24Q744	VOYAGES Preparatory	250	240 - 260	240 - 260
75Q752	Queens Transition Center – P752@Q744 East Elmhurst Campus	54	48 - 60	48 - 60
Total Building Enrollment		1,116	1,168 – 1,305	1,268 – 1,425
Utilization		75%	79% - 88%	86% - 96%

If this proposal is approved, there will be approximately 1,268-1,425 total students served in Q744 in 2014-2015. The projected utilization for Q744 as a result of the co-location would be approximately 86%-96% during the last year of co-location. Therefore, the building has adequate capacity to accommodate the incubation of M.S. 311 alongside Civic Leadership, Pan American, Voyages, and P752@Q744.

If this proposal is approved, M.S. 311 will be re-sited to new building Q311 in September 2015, and will be co-located with 75QTBD in this building. Q311 has a target capacity of 785 students. The DOE anticipates that M.S. 311 will serve grades six through eight when it reaches full grade span, and will serve 475-530 students in the 2015-2016 school year. 75QTBD is expected to serve approximately 50-60 students that year, for a total of 525-590 students in Q311 and yielding an estimated building utilization rate of 67%-75%. In 2017-2018, when M.S. 311 reaches full-scale, the school is anticipated to serve 800-825 students. 75QTBD will serve 50-60 students that year, for a total of 850-885 students in Q311 and yielding an estimated building utilization rate of 108%-113%. At the time of this EIS, the D75 school has not been identified and is not referenced by name.

The chart below shows the projected enrollment and building utilization for building Q311, if this proposal is approved:

DBN	School Name	2015-2016 Projected Enrollment	2016-2017 Projected Enrollment	2016-2017 Projected Enrollment
24Q311	M.S. 311	475 - 530	630 - 670	800 - 825
75QTBD	New D75 School	50 - 60	50 - 60	50 - 60
Total Building Enrollment		525 - 590	680 - 730	850 - 885
Utilization		67% - 75%	87% - 93%	108% - 113%

As described in more detail in the Enrollment, Capacity, and Utilization Report (“Blue Book”),¹⁰ 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 standards 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 most recent year for which target capacity has been calculated for buildings is 2011-2012. As described above, the DOE’s projected utilization rates for the 2012-2013 school year and beyond are based on the 2011-2012 target capacity, which assumes that the components underlying that target capacity (scheduled use of classrooms, maximum classroom capacity, etc.) remain constant. Thus, projected utilization rates for 2012-2013 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 would result in a lower utilization rate. Similarly, if a room previously used as a kindergarten classroom is subsequently used as fifth grade classroom, the building’s target capacity would increase because we expect that a fifth grade class would have more students than a kindergarten class. This is reflected in the fact that the DOE’s standard 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 would decrease.

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.

¹⁰ Available at: http://www.nycsca.org/Community/CapitalPlanManagementReportsData/Enrollment/2011-2012_Classic.pdf.

Section III.B. sets forth the baseline number of rooms to be allocated to each school pursuant to the Footprint as well as the total number rooms in a building to provide a more complete picture of the availability of space in a building.

If this proposal is approved, the space occupied by M.S. 311 in Q744 would be available for use upon the re-siting of M.S. 311 in completed Q311. At that time, the DOE would begin engaging with the community to determine the best way to use the excess space in Q744 to meet the community's needs. The DOE would issue a separate EIS describing any plans for the use of excess space in Q744.

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

A. Students

M.S. 311 is a new zoned middle school, whose zone was approved on September 24, 2012 by CEC 24. The school would open in September 2013 in a temporary location in Q744 and would enroll general education and special education sixth graders who reside in the M.S. 311 incubation zone. M.S. 311 would expand to include seventh grade during the 2014-2015 school year in Q744. It would be re-sited to Q311 in September 2015, when it would enroll general education and special education sixth graders who reside in the M.S. 311 zone. Incubation in Q744 would provide students in the community with a facility that includes three gymnasiums, one library, three science labs, six science demo rooms, a nurse's office, and a weight room. Middle school students would benefit from the resources of the Q744 facility. Re-siting to Q311 would provide students with a new facility that includes a gymnasium, dance room, gymnasium, guidance suite, medical suite and a library, as well as two science labs, two art classrooms, and a music suite.

Impact on Students Attending High School in Q744

The proposed co-location of M.S. 311 is not expected to impact current or future student enrollment or instructional programming at Civic Leadership, Pan American, or Voyages.

Civic Leadership, Pan American, and Voyages currently serve general education students and students requiring special education services, including students enrolled in Integrated Co-Teaching ("ICT") classes and Self-Contained ("SC") special education classes, as well as students receiving Special Education Teacher Support Services ("SETSS"). The existing ICT, SC, and SETSS classes at each school will continue to be provided and students with disabilities will continue to receive mandated services in accordance with their Individualized Education Programs ("IEPs"). Services are tailored to meet the individual needs of the students with disabilities attending each school and, as such, may vary from year to year.

Additionally, Civic Leadership, Pan American, and Voyages serve English Language Learners ("ELLs"). ELL students at each school attend English as a Second Language ("ESL") classes. All current and future ELL students attending Civic Leadership, Pan American, and Voyages will receive ESL services in accordance with DOE policy.

Civic Leadership currently offers the following special programs and initiatives, extracurricular activities, and partnerships in Q744:¹¹

Special Programs & Initiatives: iZone, College Now at Queens College, Science Technology Entry Program (STEP) Academy at Baruch College, Kaplan SAT Prep, Regents Prep, Peer Tutoring, College Awareness, College Tours, Teacher Office Hours, Music, Art, Dance Programs, New York State School Music Association (NYSSMA) Competition, Science Olympiad, iMentor, Saturday ESL program for students and parents, and after-school programs Out of School Time (OST) and the After-School Corporation (TASC)

Extracurricular Activities: Community Service, ¡Cuidate! (Youth Development Program), After-School Tutoring, Young Men's Group, Young Women's Group, College Preparatory, Reading and Math Assistance, Homework Help, Music, Art

Clubs: Yearbook, Dance, Culinary, Poetry, Bowling, Step, Drama, Chorus

School Sports: Flag Football, Soccer, Volleyball, Basketball, Bowling, Mixed Martial Arts

Partnerships: Child Center of NY, Inc., Queens College, Baruch College STEP Academy, New York University STEP Academy, Syracuse Summer Program, ¡Cuidate!, iMentor, The After-School Corporation (TASC), The Possibility Project, Queens Community House, Weill-Cornell Medical College Youth Program

Pan American currently offers the following special programs and initiatives, extracurricular activities, and partnerships in Q744:¹²

Special Programs & Initiatives: Electives, After-school Activities, Internship, Community Involvement (through community organizations), Make the Road New York, College Now

Extracurricular Activities: Student Congress, Leadership Project, Peer Tutoring, Latino Youth for Higher Education Program (LYHEP), Advanced English, Math Regents Prep, Science Regents Prep, History Regents Prep, Talent Show, Family Festivals, Music, Dance, Drama Class, Art Design and Exhibition

Clubs: Sports, Comics, Guitar, Voice, Photography, Newspaper, Social Action Projects and Campaigns, Saturday Explorers

School Sports: Soccer, Baseball, Badminton, Floor Hockey, Football, Yoga, Fitness

Partnerships: Latino Youth for Higher Education Program (LYHEP), League of United Latin American Citizens (LULAC)

Voyages currently offers the following special programs and initiatives, extracurricular activities, and partnerships in Q744:¹³

Special Programs & Initiatives: Learning to Work, Individual & Small Group Advisory, College Exploration & Preparation, Accelerated Academic Program, Paid & Unpaid Internships, Peer Mediation, Student Council, Counseling

Extracurricular Activities: Dance, Drama, and Music Production

PSAL Alternative League Sports: Basketball, Co-ed Softball

Partnerships: Queens Community House, LaGuardia Community College, PENCIL, United Way

The DOE does not anticipate that this proposal would impact the current partnerships at Civic Leadership, Pan American, or Voyages. Similarly, each school would continue to offer special programs and initiatives, and extracurricular programs based on student interests, available resources, and staff support for those programs. However, the co-location may change the way those programs are configured. For example, some activities may need to share classroom space or the scheduling of these activities may change as a

¹¹ School-reported programs and partnerships as of October 25, 2012.

¹² School-reported programs and partnerships as of October 24, 2012.

¹³ Additional Ways to Graduate: High School Diploma & GED Programs 2012-2013 and school-reported partnerships as of October 12, 2012.

result of greater demands on the available space during or after school hours. Students would continue to have the opportunity to participate in a variety of extracurricular programs though the specific programs offered at a given school, which are always subject to change. That is true for any City student as all schools modify extracurricular offerings annually based on student demand and available resources.

Impact on Students Attending Queens Transition Center (P752@Q744)

The proposed co-location of M.S. 311 is not expected to impact current or future student enrollment or instructional programming at P752@Q744. P752@Q744 currently serves students placed through the District 75 placement process.

P752@Q744 does not currently offer inclusion classes, extracurricular activities, or partnerships.

P752@Q744 does not currently offer ESL services, a transitional bilingual program, or a dual-language program. Students with disabilities and ELL students would continue to receive all mandated services.

Impact on Future High School Students in District 24

The proposal to temporarily co-locate M.S. 311 in Q744 is not expected to impact the admissions process at Civic Leadership, Pan American, or Voyages.

Civic Leadership will continue to serve approximately 435-475 students in Q744 in the coming year though the High School admissions process. Civic Leadership admits students through a limited unscreened program. Limited unscreened schools give admissions priority to students who demonstrate interest in the school by attending an information session, open house event, or visiting the school's exhibit at any one of the High School Fairs.

Pan American will continue to serve approximately 335-375 students in Q744 in the coming year. The school admits students as part of the High School Admissions Process and maintains a screened admissions process. As a screened international high school, Pan American is open only to New York City residents who have lived in the United States four years or fewer at the time of admission to high school and whose home language is not English. International schools are designed to provide quality education for recently arrived immigrant students through a unique educational model.

In New York City, high school admission is based on a Citywide choice process, with students ranking up to 12 high school programs in order of preference.

For high school admissions for the 2013-2014 school year, there are two rounds in the High School Admissions Process:

Round One: All eighth-grade and interested first-time ninth-grade students participate in this round. All students, including applicants to the Specialized High Schools, will receive match results in February 2013.

Round Two: All eighth-grade and first-time ninth-grade students are eligible to apply to schools in Round Two. Any student who does not receive a match in Round One must apply to the available programs in Round Two to receive a match. In addition, any student who receives a match in Round One may reapply to available programs in Round Two. A student who participates in Round Two and has already received a Round One match will have his or her Round One match nullified if the student receives a match in Round Two. The available programs

for Round Two include schools with remaining seats and new schools that will open the following September. Students will receive Round Two results at the end of April 2013.

For more information about the High School Admissions Process, please visit:

<http://schools.nyc.gov/ChoicesEnrollment/High>.

Voyages will continue to serve approximately 240-260 students in Q744 in the coming year through the transfer school admissions process. Transfer schools do not participate in the High School Admissions Process. Transfer schools accept students who have been enrolled in high school in New York City for at least one year and who are behind in high school or at risk of dropping out. Each transfer school determines admissions criteria individually. To enroll, students must contact a transfer school directly to schedule an intake interview. Students can refer to the following Web site for more information about applying to a transfer school: www.goingforme.org. Students can also visit a Referral Center for High School Alternatives or a Borough Enrollment Office, where an experienced New York City public school counselor or social worker can explain options to students.

High school students with IEPs, with the exception of those students recommended for D75 placements, are admitted in the same manner as general education students. Schools will create programs that meet the needs of all students, ensuring access to a general education curriculum to the greatest extent possible. Therefore, placement for students with IEPs is the same as described above.

Similarly, ELL students are admitted to high schools in the same manner as their non-ELL peers. Any students requiring ELL services will continue to receive appropriate services in accordance with DOE policy.

The New York City High School Directory, which is available in print at DOE middle schools, Borough Enrollment Offices, or on the DOE's Web site at:

<http://schools.nyc.gov/ChoicesEnrollment/High/Publications>, offers a full list of high schools Citywide.

In addition to the High School Admissions Process, some students may receive a placement at Civic Leadership, Pan American, or Voyages through the over-the-counter ("OTC") process.

OTC placement is a term that refers to 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 NYC school at the time school started. Most of these students fall into one of four categories:

- New to the New York City school system,
- Left the New York City school system and have returned,
- Are seeking transfers (based on the guidelines outlined in Chancellor's Regulation A-101),¹⁴ or
- Did not participate in the High School Admissions Process for some other reason.

When a student arrives for an OTC placement, his/her school assignment is determined by his/her interest, home address, which schools have available seats, and, where applicable, transfer guidelines. The student visits a Borough Enrollment Office where he/she meets with a counselor who reviews options that will meet the student's needs.

There is a peak enrollment period occurring just prior to and during the opening of the school year when thousands of students arrive. Prior to the start of the peak enrollment period, schools are reminded about the

¹⁴ As detailed in 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.

number of OTC students they can expect to arrive. This number is based on a school's enrollment projection and the results of the admissions process.

If the Division of Portfolio Planning 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.

Screened programs (those that have academic criteria) which have a two year track record of not meeting their enrollment targets through the High School Admissions Process are “de-screened” for OTC in order to increase the number of options for students. In addition, screened and audition schools, transfer schools, international schools, and alternative programs are offered through referral. In this way, the DOE is able to offer individual students the widest breadth of options across a large number of schools.

The number of schools that admit students during the peak enrollment period has grown steadily over time, which means that students arriving during this period are being offered more options than in the past.

Detailed information about new high schools is published annually in the new schools directory, available in print at a Borough Enrollment Center or on the DOE Web site:
<http://schools.nyc.gov/ChoicesEnrollment/High/Publications>.

Impact on Future D75 Students

The proposal to temporarily co-locate M.S. 311 in Q744 is not expected to impact the admissions process at P752@Q744.

Students will continue to be placed in D75 schools based on individual student needs and recommended special education services. D75 students who are in SC classes in elementary school and who are articulating into middle school work with their D75 school and placement staff to identify the middle school programs that best meet their needs. The following variables are taken into account when considering the best placement: whether the student needs a barrier-free site, whether the student requires nursing services, the student's home district, and whether the student has siblings in the articulating school. For additional information about D75 programs, please visit the DOE Web site at:
<http://schools.nyc.gov/Offices/District75/default.htm>.

Impact on Future Middle School Students in District 24

On September 24, 2012, CEC 24 voted to create a new temporary incubation zone for M.S. 311 beginning in September 2013 and a long-term zone for the school when it moves into Q311 beginning in September 2015. The creation of the incubation zone is contingent on the approval of this proposal. If this proposal to temporarily co-locate M.S. 311 in Q744 is approved, all current fifth grade students residing in the M.S. 311 incubation zone would be zoned to M.S. 311 in September 2013. For the 2013-2014 and 2014-2015 school years, only students living in the incubation zone would be zoned to M.S. 311. The full M.S. 311 zone would take effect in September 2015, when M.S. 311 would be re-sited to Q311. For a detailed description of the M.S. 311 zone, please visit the DOE's Web site at:
<http://schools.nyc.gov/community/planning/changes/queens/feedback?id=212>.

In September 2013, M.S. 311 would add approximately 110-135 sixth grade seats to the Corona/Elmhurst neighborhood. In September 2014, the school would add approximately 210-255 sixth and seventh grade seats to the Corona/Elmhurst neighborhood. In September 2015, new building Q311 will add approximately 785 seats (including D75 seats) to the Corona/Elmhurst neighborhood. If this proposal is

approved, M.S. 311 would enroll approximately 800-825 students in sixth through eighth grades in District 24 when it reaches full scale in the 2017-2018 school year. The proposal to re-site M.S. 311 in Q311 is not expected to impact the admissions process at M.S. 311; M.S. 311 would continue to give priority to students who live in its zone. However, re-siting M.S. 311 to new construction would allow for expansion of the school to include the full Q311 zone and thus offer more seats to middle school students in the Corona/Elmhurst neighborhood.

M.S. 311 would be a zoned middle school, meaning the school admits students who reside in the school's zone. M.S. 311 would give priority to incoming sixth graders who reside in its zone, in accordance with the Chancellor's Regulation A-101.¹⁵ In 2013-2014 and 2014-2015, only students residing in the incubation portion of the zone would be zoned to M.S. 311. When the school is re-sited to Q311 in September 2015, students living in the full Q311 zone would be zoned to M.S. 311. Zoned schools are obligated to serve all students residing in their zone, space permitting, regardless of when families show up to register.

Pursuant to a 1980 court order, a minimum of 150 sixth grade seats at Louis Armstrong Middle School (30Q227, "Louis Armstrong"), located at 32-02 Junction Blvd in Queens, are reserved each year for students residing in the I.S. 61 middle school zone. Louis Armstrong enrolls students in grades 5-8 through a school-based application, and is open to fourth and fifth grade students in Queens who apply to the school. For more information about the admissions policy at Louis Armstrong, please visit the school's website at: <http://www.armstrong227q.com>.

If this proposal is approved, Louis Armstrong will continue to reserve a minimum of 150 sixth grade seats for students residing in the I.S. 61 middle school zone. Students who have been in the I.S. 61 zone and are not within the boundaries for the M.S. 311 zone will continue to be eligible for the reserved seats at Louis Armstrong, as well as the unreserved seats at Louis Armstrong. However, students who are in the zone for M.S. 311 (including the students in the temporary incubation zone for MS 311, while it is in effect, and students in the new long-term zone for M.S. 311, when it takes effect), will not be eligible for those reserved seats. Students in the M.S. 311 zone will still be eligible to apply for seats in Louis Armstrong that are not reserved for the I.S. 61 zone under the court order. This proposal is not expected to impact the racial demographics of students from the I.S. 61 zone attending Louis Armstrong.

Students in District 24 also have the option to complete an application for middle school if they are interested in attending a program in the district other than their zoned option. In that case, the zoned option becomes available on the middle school application for students to rank along with their other options. The application is not required and students who do not complete an application are list-noticed to their zoned middle school directly from their elementary school upon graduation.

Additionally, if this proposal is approved, M.S. 311 would admit students through the over-the-counter ("OTC") admissions process. OTC placement is a term that refers to 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,
- Left the New York City school system and have returned,

¹⁵ The full details of A-101 can be found at <http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm>.

- Are seeking transfers (based on the guidelines outlined in Chancellor's Regulation A-101),¹⁶ or
- Did not participate in the middle school admissions process for some other reason.

When a student eligible for middle school needs an OTC 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 are eligible to attend middle school based on the zone in which they attended elementary school or the school to which the student's address is zoned for middle school. In many districts, students may simply report to their zoned middle school at the start of the school year.

Middle school students with IEPs and ELLs are admitted to schools in the same manner as general education students. Schools will create programs that meet the needs of all students, ensuring them access to a general education curriculum to the greatest extent possible. Therefore, placement for students with IEPs and ELLs is the same as described above.

D75 students who are in a SC program in elementary school and are articulating into middle school work with D75 school and placement staff to identify the middle school program that best meets their needs. The following variables are taken into account when considering the best placement: whether the student needs a barrier-free site, whether the student requires nursing services, the student's home district, and whether the student has siblings in the articulating school.

New building Q311 will be less than half a mile from Q744. The proposed re-siting of M.S. 311 to Q311 in September 2015 is not expected to impact the educational options of sixth and seventh graders who would already be attending M.S. 311.

B. Schools

The proposed temporary co-location and re-siting of new school M.S. 311 would provide District 24 with an additional middle school. This additional capacity will help alleviate middle school overcrowding, particularly in the Corona/Elmhurst area of the district. The Q744 building would be used to incubate M.S. 311 until 2015-2016, when the school can be re-sited to new building Q311 where it will serve students in grades 6-8.

If this proposal is approved, M.S. 311 would be co-located with Civic Leadership, Pan American, Voyages, and P752@Q744 in Q744 for a two-year period starting in the 2013-2014 school year. The DOE does not anticipate that the enrollment of the existing schools in Q744 would be impacted by this proposal.

If this proposal is approved, the five schools are collectively projected to enroll 1,268-1,425 students in 2014-2015. At that point, M.S. 311 would be in its final year of incubation and the projected utilization for Q744 would be approximately 86%-96%. This means that Q744 has adequate capacity to accommodate all five schools for the duration of the incubation.

The estimated enrollment for all five organizations in Q744 over a three-year period is shown in Sections II and IV.

If this proposal is approved, there will be sufficient space to accommodate Civic Leadership, Pan

¹⁶ 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.

American, Voyages, P752@Q744, and M.S. 311 pursuant to the Citywide Instructional Footprint (the “Footprint”), throughout the period in which M.S. 311 phases in. Please visit the DOE’s Web site to access the Footprint, which guides space allocation and use in City schools:

http://schools.nyc.gov/NR/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf.

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 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 2 full-size classrooms¹⁷ for administrative services, student support services and resource rooms. Additional resource rooms and administrative rooms are allocated based on grade level and enrollment scale of each school. Any space remaining beyond the baseline 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.

According to the building walk-through conducted by the Queens Director of Space Planning on July 30, 2012, Q744 has 64 full-size instructional rooms, 16 half-size instructional rooms, 12 quarter-size spaces, and 9.5 full-size equivalent of designed administrative space. Additionally, the three gymnasiums, two cafeterias, one library, three science labs, six science demo rooms, nurse’s office, and weight room would be shared by all schools.

If this proposal is approved, the DOE projects the enrollment at Civic Leadership to be between 435 and 475 students during the 2013-2014 and 2014-2015 school years. Per the Footprint, Civic Leadership would be allocated a baseline of 17 full-size instructional rooms, 1 half-size instructional room, and the equivalent of 3.5 full-size administrative spaces.

If this proposal is approved, the DOE projects the enrollment at Pan American to be between 335 and 375 students during the 2013-2014 and 2014-2015 school years. Per the Footprint, Pan American would be allocated a baseline of 13 full-size instructional rooms, 1 half-size instructional room, and the equivalent of 3 full-size administrative spaces.

If this proposal is approved, the DOE projects the enrollment at Voyages to be between 240 and 260 students during the 2013-2014 and 2014-2015 school years. Per the Footprint, Voyages would be allocated a baseline of 10 full-size instructional rooms, 1 half-size instructional room, and the equivalent of 2 full-size administrative spaces.

The DOE projects that P752@Q744 will serve between 48 and 60 students in five sections during the 2013-2014 and 2014-2015 school years. Per the Footprint, P752@Q744 would be allocated an adjusted baseline

¹⁷ Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 2 full size classrooms for student support services resource rooms, which could be equal to 1 full size classroom and 2 half size classrooms or 0 full size classrooms and 4 half size classrooms, etc.

of 7 full-size classrooms, 1 half-size instructional room, and the equivalent of 1.5 full-size administrative spaces. The footprint for P752@Q744 was adjusted due to the shortage of half-size rooms available in its location in the building.

In 2013-2014, M.S. 311 would serve between 110 and 135 students in four sections in sixth grade. Per the Footprint, M.S. 311 would be given a baseline space allocation of 5 full-size classrooms, 2 half-size instructional rooms, and the equivalent of 2 full-size administrative spaces. In the 2014-2015 school year, when M.S. 311 expands to include four sections of seventh grade, M.S. 311 would serve between 210 and 255 students in sixth and seventh grades. M.S. 311 would then have a baseline allocation of 9 full-size classrooms, 2 half-size instructional rooms, and the equivalent of 2.5 full-size administrative spaces.

In 2013-2014, after Civic Leadership, Pan American, Voyages, P752@Q744, and M.S. 311 have received the baseline allocation of full-size classrooms according to the Footprint, 12 excess full-size instructional rooms and 10 excess half-size classrooms would remain in the Q744 building. In 2014-2015, after Civic Leadership, Pan American, Voyages, P752@Q744, and M.S. 311 have received the baseline allocation of full-size classrooms according to the Footprint, 8 excess full-size instructional rooms and 10 excess half-size classrooms would remain in the Q744 building. The Building Council would determine the equitable distribution of excess rooms among existing schools in the building.

The allocation of space over the two years of incubation is detailed in the chart below:

		Baseline and Adjusted Footprint for 2013-2014 ¹⁸		
DBN	School Name	Non-Admin Spaces		Administrative Spaces
		Full Size Rooms	Half Size Rooms	Total Admin (FSE)
24Q311	M.S. 311	5	2	2.0
24Q293	Civic Leadership Academy	17	1	3.5
24Q296	Pan American International High School	13	1	3
24Q744	VOYAGES Preparatory	10	1	2
75Q752	Queens Transition Center	7	1	1.5
Total		52	6	12

¹⁸ The footprint for P752@Q744 was adjusted due to the shortage of half-size rooms available in its location in the building.

Baseline and Adjusted Footprint for 2014-2015				
DBN	School Name	Non-Admin Spaces		Administrative Spaces
		Full Size Rooms	Half Size Rooms	Total Admin (FSE)
24Q311	M.S. 311	9	2	2.5
24Q293	Civic Leadership Academy	17	1	3.5
24Q296	Pan American International High School	13	1	3
24Q744	VOYAGES Preparatory	10	1	2
75Q752	Queens Transition Center	7	1	1.5
Total		56	6	12.5

There would be sufficient instructional space in Q744 for Civic Leadership, Pan American, Voyages, P752@Q744, and M.S. 311, as M.S. 311 phases in.

As in other situations where schools are co-located, the schools would need to share large common and specialty rooms in the building; namely, the three gymnasiums, two cafeterias, one library, three science labs, six science demo rooms, nurse’s office, and weight room. Specific decisions regarding the allocation of the shared space will be made by the Building Council, consisting of principals from all co-located schools, in conjunction with the DOE Office of Space Planning.

If this proposal is approved, the Office of Space Planning would work with the Building Council to ensure an equitable allocation of the excess space. In determining an equitable allocation, the Office of Space Planning 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. In addition, the Office of Space Planning would work with the schools in building Q744 to ensure a smooth transition, if necessary, of any rooms currently being used above schools’ footprint allocations. During the course of M.S. 311’s phase-in, the number of excess rooms would decrease as M.S. 311’s baseline Footprint allocation increases to reflect its larger population.

M.S. 311 would develop a safety and security plan for Q744 prior to the first day of school in September 2013.

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

- Best Practice 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 NYPD),
- Technical assistance when incidents occur via the Borough Safety Directors,
- Professional development and support to CFN Safety Liaisons,
- Professional development and kits for Building Response Teams, and
- Monitoring and certifying School Safety Plans annually.

In 2015-2016, when M.S. 311 would be re-sited to new building Q311, the Building Council would determine the distribution of excess space among the schools in building Q744.

Beginning in 2015-2016, M.S. 311 would be re-sited and co-located with 75QTBD in the new building Q311. According to the Program of Requirements (“POR”), the middle school portion of the new building Q311 has 32 full-size rooms and 2 half-size rooms. The POR allocates designed D75 space for 75QTBD. There are 5.0 FSE of administrative spaces in the building that include an administrative suite. Moreover, Q311 has shared spaces, including a gymnasium, dance room, gymnasium, library, guidance suite, medical suite, and a cafeteria.

The footprint for each school would be based on the enrollment and number of sections at each school. At scale, M.S. 311 would serve approximately nine class sections per grade. The adjusted Footprint allocation, adjusted due to a limited number of half-size instructional rooms, includes 29 full-size classrooms, 2 half-size classrooms, and the equivalent of 5 full size administrative spaces. Therefore, given the number of middle school rooms outlined in the POR, there will be sufficient capacity in Q311 for M.S. 311 to be sited there long-term.

The Building Council for Q311 would determine the distribution of excess space among the schools in the building.

If this proposal is approved, a relocation planning committee consisting of the Office of Space Planning, Division of School Facilities, and representatives and staff at M.S. 311 would work together to keep the M.S. 311 community informed and help plan the relocation to the new facility.

M.S. 311 would develop a safety and security plan for Q311 prior to the first day of school in September 2015.

C. Community

By temporarily co-locating M.S. 311 in Q744, which is located in an overcrowded middle school zone, the DOE seeks to alleviate overcrowding in Corona/Elmhurst and add needed capacity for zoned students to this area. This proposal would help alleviate middle school overcrowding in Corona/Elmhurst in the coming year as well as plan for efficient use of space when Q311 is completed so that the building can serve M.S. 311 at full grade span. The DOE strives to ensure that all students in New York City have access to a high-quality school at every stage of their education. This proposal is intended to add a high quality middle school to the Corona/Elmhurst neighborhoods.

In 2012-2013, Q744 has a projected utilization rate of 75% and is thus underutilized. The community would be better served if a new school that provided needed middle school seats were opened temporarily in the building. If this proposal is approved, the DOE projects the building would have a utilization rate of

79%-88% in 2013-2014, and 86%-96% in 2014-2015, still below the capacity of the building. This means that, under this proposal, the available space in the Q744 building would be more efficiently used than in the 2012-2013 school year, and would provide 110-135 sixth grade seats in 2013-2014 and 210-255 sixth and seventh grade seats in 2014-2015 in the Corona/Elmhurst neighborhood. New building Q311 is expected to open in September 2015, adding an anticipated 785 middle school seats, including D75 seats, to the Corona/Elmhurst neighborhood in District 24.

This proposal is not expected to impact the ability of community members and organizations to obtain school building use permits at Q744. This proposal is not expected to impact the partial site accessibility of Q744.

If this proposal is approved, all students who would be enrolled in M.S. 311 could continue to attend M.S. 311 at its new location, and the DOE would work with the community to determine the best use for building Q744. M.S. 311 would continue to admit students in accordance with the Chancellor’s Regulation A-101 regarding middle school admissions. The full details of A-101 can be found at: <http://docs.nycenet.edu/docushare/dsweb/Get/Document-11/A-101%20Final.pdf>.

If this proposal is approved, community members and organizations would be able to obtain school building use permits at Q311 when it opens.

IV. Enrollment, Admissions and School Performance Information

A. M.S. 311

Admissions Data

Current Admissions	N/A
Admissions after Co-location	Zoned

Projected Enrollment Data at Q744¹⁹

	Grade 6	Grade 7	Total Enrollment
2012-13 (projections)	-	-	-
2013-14 (projections)	110-135	-	110-135
2014-15 (projections)	100-120	110-135	210-255

¹⁹ All M.S. 311 projections referenced for the 2012-2013 school year and beyond reflect the forward promotion of cohorts by grade using the planned section count of four GE/ICT sections per grade and an average class size of 30 students for the base year.

Projected Enrollment Data at Q311²⁰

	Grade 6	Grade 7	Grade 8	Total Enrollment
2015-16 (projections)	265-275	100-120	110-135	475-530
2016-17 (projections)	265-275	265-275	100-120	630-670
2017-18 (projections)	270-275	265-275	265-275	800-825

Demographic Data

M.S. 311 has no current enrollment, and therefore, there is no demographic data for the school.

Performance Data

M.S. 311 has no current enrollment, and therefore, there is no school performance data for the school.

B. 24Q293, Civic Leadership

Admissions Data

Current Admissions	Limited Unscreened
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Enrollment Data²¹

	Total Enrollment
2012-13 (projections)	454
2013-14 (projections)	435-475
2014-15 (projections)	435-475

Demographic Data²²

²⁰ All M.S. 311 projections referenced for the 2015-2016 school year and beyond reflect the forward promotion of cohorts by grade using the planned section count of nine GE/ICT sections per grade and an average class size of 30 students for the base year.

²¹ All high school projections referenced for the 2012-2013 school year and beyond assume that enrollment figures at each grade level, based on the 2012-2013 Budget Register Projections, will be sustained.

²² All figures are a percentage of total students from the 2011 audited register.

Percentage of Students Receiving ICT or SC Services	10%
Percentage of Students with Individualized Education Plans	19%
Percentage of English Language Learner Students	9%
Percentage of Students Eligible for Free or Reduced Lunch	74%

School Performance Data

24Q293 Civic Leadership Academy	2008-2009	2009-2010	2010-2011
School Performance and Progress			
Overall Progress Report Grade	- ²³	-	-
Quality Review Score	- ²⁴	P ²⁵	-
Key Components of Performance and Progress			
% 10+ Credit Accumulation in Year 1	84%	87%	90%
4 Year Graduation Rate	-	-	-
6 Year Graduation Rate	-	-	-
% Graduating with a Regents Diploma	-	-	-
Attendance Rate	92%	90%	88%
2010-2011 State Accountability Status²⁶			
In Good Standing			

C. 24Q296, Pan American

Admissions Data

Current Admissions	Screened: Language
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Enrollment Data

²³ High Schools receive a progress report grade once graduation rates are available. Civic Leadership Academy opened in September 2008. It will receive a grade for the 2011-2012 school year, when it graduated its first class.

²⁴ Not all schools receive a Quality Review every year.

²⁵ Quality Reviews rate school on the following four-point scale: “Underdeveloped” or “U” (the lowest possible rating), “Developing” or “D,” “Proficient” or “P,” and “Well Developed” or “WD” (the highest possible rating). For more information about Quality Reviews, please visit the DOE’s Web site at: <http://schools.nyc.gov/Accountability/tools/review>.

²⁶ For more information about New York State Accountability, please visit the State Education Department’s website at: <http://www.p12.nysed.gov/irs/accountability/>.

	Total Enrollment
2012-13 (projections)	358
2013-14 (projections)	335-375
2014-15 (projections)	335-375

Demographic Data

Percentage of Students Receiving ICT or SC Services	0%
Percentage of Students with Individualized Education Plans	1%
Percentage of English Language Learner Students	92%
Percentage of Students Eligible for Free or Reduced Lunch	87%

School Performance Data

24Q296 Pan American International High School	2008-2009	2009-2010	2010-2011
School Performance and Progress			
Overall Progress Report Grade	-	-	D
Quality Review Score	-	P	-
Key Components of Performance and Progress			
% 10+ Credit Accumulation in Year 1	96%	83%	78%
4 Year Graduation Rate	-	-	48%
6 Year Graduation Rate	-	-	-
% Graduating with a Regents Diploma	-	-	30%
Attendance Rate	92%	92%	92%
2010-2011 State Accountability Status			
In Good Standing			

D. 24Q744, Voyages

Admissions Data

Current Admissions	Transfer school; rolling, school-based admissions
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Enrollment Data

	Total Enrollment
2012-13 (projections)	250
2013-14 (projections)	240-260
2014-15 (projections)	240-260

Demographic Data

Percentage of Students Receiving ICT or SC Services	6%
Percentage of Students with Individualized Education Plans	6%
Percentage of English Language Learner Students	4%
Percentage of Students Eligible for Free or Reduced Lunch	71%

School Performance Data

24Q744 VOYAGES Preparatory	2008-2009	2009-2010	2010-2011
School Performance and Progress			
Overall Progress Report Grade	-	B	B
Quality Review Score	-	WD	-
Key Components of Performance and Progress			
Average Credits Earned for Students who Entered VOYAGES with 0-11 Credits	-	-	6.27
4 Year Graduation Rate	-	-	-
6 Year Graduation Rate	-	53%	50%
Regents Completion Rate	25%	18%	27%
Change in Attendance Rate	6%	5%	0%
2010-2011 State Accountability Status	Improvement (year 1) Comprehensive		

E. P752@Q744, Queens Transition Center, East Elmhurst Campus

Admissions Data

Current Admissions	Placement based on individual student needs/recommended special education services
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Enrollment Data²⁷

	Total Enrollment
2012-13 (projections)	54
2013-14 (projections)	48-60
2014-15 (projections)	48-60

Demographic Data²⁸

Percentage of Students Receiving CTT or SC Services	100%
Percentage of Students with Individual Education Plans	97%
Percentage of English Language Learner Students	18%
Percentage of Students Eligible for Free or Reduced Lunch	56%

School Performance Data

Performance data is not available for 75Q752 Queens Transition Center.

²⁷ All P752@Q744 projections referenced for the 2012-13 school year and beyond assume that total enrollment, based on school-reported data as of September 28, 2012, will be sustained.

²⁸ These percentages are not site-specific and represent program 75Q752 as a whole.

F. 75QTBD, New D75 School

Admissions Data

Current Admissions	N/A
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Projected Enrollment Data²⁹

	Total Enrollment
2015-16 (projections)	50-60
2016-17 (projections)	50-60
2017-18 (projections)	50-60

Demographic Data

75QTBD does not yet enroll students, and therefore, there is no demographic data for the school.

Performance Data

75QTBD does not yet enroll students, and therefore, there is no school performance data for the school.

V. Initial Impact on Budget and Cost of Instruction

New district schools are provided with a fixed per-school allocation and a variable per-pupil Other Than Personal Services (“OTPS”) allocation of funds to cover start-up costs. Based on current one-time allocations for new schools, M.S. 311 will receive a fixed allocation of \$80,000 and approximately \$48,730 – \$59,805 in new school OTPS start-up per-pupil allocations during its first year.³⁰

In addition, New School’s basic operating budget will be determined by the Fair Student Funding (“FSF”) formula used at all other New York City district public schools. Under FSF, schools receive City tax levy funding on a per pupil basis. Each student receives a per-pupil entitlement based on the grade level of the student, as well as other factors such as whether the student is an English Language Learner or a student with a disability.

The estimated cost to relocate M.S. 311 to Q311 is \$41,013.00-\$49,801.50, which may change in 2015 when M.S. 311 is re-sited. This cost will include moving all existing materials and furniture from the current site.

²⁹ All 75QTBD projections referenced for the 2015-2016 school year and beyond assume the school will operate based on the seat target estimated in the SCA Building Completions Report as of April 26, 2012.

³⁰ [FY13 School Allocation Memorandum 21: Other Than Personal Services “OTPS” for New Schools.](#)

The re-siting proposal should not otherwise impact the operating budget or costs of instruction at M.S. 311.

Please refer to the FSF Guide and FY13 School Allocation Memoranda 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 M.S. 311. The FSF Guide is available at:

http://schools.nyc.gov/offices/d_chanc_oper/budget/dbor/allocationmemo/fy12_13/FY13_PDF/FSF_Guide.pdf. The FY13 School Allocation Memoranda is available at:

http://schools.nyc.gov/offices/d_chanc_oper/budget/dbor/allocationmemo/fy12_13/AM_FY13_CAT.html.

Staffing changes are at the discretion of the school within the limits of contractual and mandated obligations.

If grade appropriate furniture is not available onsite, the school may receive additional furniture packages. 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.

This proposal is not expected to impact initial costs or allocations at Civic Leadership, Pan American, Voyages, or P752@Q744 in Q744.

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

A. Personnel Needs

The proposed temporary co-location and re-siting is not expected to change the number of personnel positions assigned to Civic Leadership, Pan American, Voyages, or P752@Q744, nor is it expected to significantly alter the duties of current staff at Civic Leadership, Pan American, Voyages, or P752@Q744.

New administrative staff and non-pedagogical positions will be created at M.S. 311 over the course of the school's phase-in. M.S. 311 is expected to hire additional teachers as each new grade is added. The precise number of positions needed for the 2013-2014 school year would be determined once annual enrollment projections are released in the spring of 2013. Similarly, the number of new positions created to serve students in sixth through eighth grades would be determined based on annual enrollment projections that become available as the school grows to serve those grades.

B. Administration

No change in school supervisory or administrator positions at Civic Leadership, Pan American, Voyages, or P752@Q744 is expected as a result of this proposal.

M.S. 311 is expected to hire school supervisors and/or administrator personnel as needed throughout the course of the school's phase-in.

C. Transportation

Transportation will be provided according to Chancellor’s Regulation A-801:
<http://schools.nyc.gov/NR/rdonlyres/21A1B11A-886B-4F74-9546-E875EE82A14C/40303/A801.pdf>.
 There will be no change to existing transportation practices at Civic Leadership, Pan American, Voyages, or P752@Q744.

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		Q744 ³¹
Type of Building		MIDDLE
Year Built		2008
Overall BCAS rating		1.12
2011-2012 Target Building Utilization		76%
2011-2012 Target Building Capacity		1,482
FY 2011 Maintenance Costs	Labor	\$4,369
	Materials	\$0
	Maintenance and repair contracts	\$31,545
	Service contracts	\$4,500
	Custodial operations costs— Materials	N/A
	Custodial operations costs— Custodial Allocation	\$681,684
FY 2012 Energy Costs	Electric	\$499,430
	Gas	\$76,856
	Oil	N/A
Projects completed during the current or prior school year		None
Projects proposed in the capital plan		None
Accessibility of the building		Functionally Fully Programmatically Accessible
Building attributes		Art Room, Cafeteria, Computer Room, Library, Multi-purpose Rooms, Nurse's Office, Science Lab

³¹ Q744 is a leased site.