

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to open and co-locate KIPP NYC Washington Heights Academy charter school (84MTBD, "KIPP NYC Washington Heights Academy"), a new public charter school, in Building M090 ("M090"), located at 21 Jumel Place, New York, NY, 10032, in Community School District 6. KIPP NYC Washington Heights Academy is a new charter school that will open with fifth grade in 2012-2013. If this proposal is approved, KIPP NYC Washington Heights Academy would be co-located in M090, beginning with grade five and growing to serve grades four through eight, with M.S. 319 (06M319, "M.S. 319") and M.S. 324 (06M324, "M.S. 324"), two existing DOE district middle schools that serve sixth through eighth grade, and P.S. 318M, an existing District 75 school¹ (75M138, "P138M@M090") serving students with autism, mental retardation, and multiple handicaps in sixth through eighth grade.² A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, and cafeterias.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between M.S. 319, M.S. 324, P138M@M090, and KIPP NYC Washington Heights Academy. It also includes a proposal for the collaborative usage of shared resources and spaces between M.S. 319, M.S. 324, P138M@M090, and KIPP NYC Washington Heights Academy, 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.

As described throughout this document, the final shared space schedule would be collaboratively finalized by the Building Council if the proposed co-location has been approved by the Panel for Education Policy.

METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint")³ 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 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.

¹ 75M138 is sited at seven locations throughout Manhattan: P138M@P030M, located at 144 E. 128th St., New York, NY 10035; P138M@P033M, located at 281 Ninth Ave., New York, NY 10001; P138M@"47" American Sign Language and English School, located at 225 E. 23rd St., New York, NY 10010; P138M@School of the Future, located at 127 E. 22nd St., New York, NY 10010; P138M@Park West High School, located at 525 W. 50th St., New York, NY 10019; P138@P048M, located at 4360 Broadway, New York, NY 10033; P138M@I090, located at 21 Jumel Pl., New York, NY 10032. This proposal only refers to changes at P138M@I090 that is sited in Building M090.

² All references to 2010-2011 enrollment and beyond are for P138M@I090M and are based on the September 16, 2011 unaudited register.

³ 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/ronlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf

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 Integrated Co-Teaching (“ICT”) 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 classrooms⁴ 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.

Space is allocated to District 75 programs according to the DOE’s District 75 Instructional Footprint (“D75 Footprint”). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as OT/PT rooms, the nurse’s office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

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. Each principal, therefore, 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 10, 2010 by Richard Bocchicchio, Director of Space Planning, building M090 has a total of 72 full-size classrooms/spaces⁵ (including five full-size science demonstration labs and one full-size science lab), 37 half-size classrooms/spaces,⁶ 17 quarter-size spaces that can be used for administrative purposes, and the equivalent of 1.5 rooms of designed administrative office/space. M090 building also contains a gymnasium, auditorium, lunchroom, library, and two outdoor play areas (one designated for District 75 use). The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

⁴ Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of three full-size classrooms for student support services and one half-size resource room which could be equal to two full-size and three half-size classrooms or one full-size classroom and five half-size classrooms, etc.

⁵ Full-size classrooms have an area of 500 square feet or more.

⁶ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

- A CBO (Children's Aid Society) occupies one full-size space and four half-size spaces, and two quarter-size spaces
- School nurse occupies one full-size space
- School Safety occupies one quarter-size space
- Custodian's office occupies one quarter-size space
- School Based Support Team ("SBST") occupies one half-size space

Excluding the spaces outlined above, the M090 building has a total of:

70 full-size classrooms (including five full-size science demonstration labs and one full-size science lab), 32 half-size classrooms/spaces, 13 quarter-size spaces, and the equivalent of 1.5 full-size designed administrative office/space remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	72	37	17	1.5
SHARED SPACES or Building Services	2	5	4	0.0
Remaining Total to be Allocated	70	32	13	1.5

2011-2012 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at each school in 2011-2012.

2011-2012	Total Enrolled ⁷	GE/ICT Sections	SC Sections
M.S. 319	635	20	4
M.S. 324	418	14	4
P138M@M090 ⁸	43 ⁹	0	7

⁷ 2011-2012 Register Projections

⁸ P138M currently serves 7 sections of students. Depending on the student-teacher ratio dictated by students' Individualized Education Programs (IEPs), projected enrollment and section count are subject to change. Therefore, P138M@M090 will be allocated space to accommodate up to 8 sections (which it has served in previous years).

⁹ Enrollment as of September 15, 2011 as reported by the District 75 Superintendent's office.

The table below summarizes M.S. 319's, M.S. 324's, and P138M@M090's baseline and/or adjusted footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that each school is currently using. The DOE has adjusted P138M@M090's baseline allocation for the following reason: the baseline Footprint has been adjusted to include full-size classrooms in lieu of half-size classrooms, as the M090 building contains some full-size classrooms designed to serve District 75 students. P138M@M090 has been allocated minimal administrative space because the main administrative offices for the entire multi-location P138M program are located in a different building.

2011-2012:		Non-Admin Spaces		Administrative Spaces				Grand Total Current Space Allocation				
		Full Size Class-rooms	Half Size Class-rooms	Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)	TOTAL FS	TOTAL HS	TOTAL QS	TOTAL DESIGN ADMIN
M.S. 319	Baseline Footprint Allocation	21	7	0	1	3	4	3.5	22	10	4	0
	Current Space Allocation	27	7	0	5	4	5	9.3	32	11	5	0
M.S. 324	Baseline Footprint Allocation	15	6	0	1	3	2	3.0	16	9	2	0
	Current Space Allocation	23	11	0	3	3	7	6.3	26	14	7	0
P138M@M090	Baseline Footprint Allocation	0	7	0	0	4	0	2.0	0	11	0	0
	Adjusted Baseline Allocation	7	0	0	0	4	0	0.0	7	4	0	0
	Current Space Allocation	8	0	0	0	4	0	2.0	8	4	0	0

As demonstrated in the table above, M.S. 319 and M.S. 324 are currently using many classrooms in excess of their baseline Footprint allocations. One of the excess spaces is a dance studio currently allocated to M.S. 319. This space will continue to be allocated to M.S. 319. Additional excess space also remains unallocated following the phase-out of 06M321, which was completed in June 2011. The table below summarizes the available space within M090 after each schools has received its baseline allocation, some of which will be allocated to KIPP NYC Washington Heights Academy for 2012-2013.

2011-2012: Building M090	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocation	1.5	25	15	6

2012-2013 (FIRST YEAR PROPOSED IMPLEMENTATION)

If approved, KIPP Washington Height's fifth grade students would be sited in M090 in the 2012-2013 school year.

This means that there would be 70 full-size classrooms/spaces to allocate between M.S. 319, M.S. 324, P138M@M090 and KIPP NYC Washington Heights Academy going forward. As discussed previously, the baseline Footprint for P138M@M090 has been adjusted to include full-size classrooms in lieu of half-size classrooms, because those rooms have been specifically designed for District 75 students. Additionally, KIPP NYC Washington Height's baseline Footprint has been adjusted for 2012-2013 to include a full-size room in lieu of a half-size resource room and one quarter-size administrative space in lieu of a half-size administrative space because half-size rooms are not available in the area of the building in which KIPP NYC Washington Heights Academy will be located that year.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2012-2013.

2012-2013	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
M.S. 319	610-655	20	4
M.S. 324	365-410	14	4
P138M@M090	42-96	N/A	8
KIPP NYC Washington Heights Academy	80-90	3	N/A

After M.S. 319, M.S. 324, P138M@M090, and KIPP NYC Washington Heights Academy have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building M090	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	18	12	6

The excess space will be allocated among M.S. 319, M.S. 324, KIPP NYC Washington Heights Academy, and P138M@M090 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.¹¹

¹⁰ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹¹ This number is subject to change pending final enrollment projections.

The table below summarizes the full 2012-2013 room allocation plan for M.S. 319, M.S. 324, P138M@M090 and KIPP NYC Washington Heights Academy based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

		Non-Admin Spaces		Administrative Spaces					ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Current Space Allocation			
		Full Size Class-rooms	Half Size Class-rooms	Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)	ADDTL FS	ADDTL HS	ADDTL QS	ADDTL TOTAL DESIGN ADMIN	TOTAL FS	TOTAL HS	TOTAL QS	TOTAL DESIGN ADMIN
M.S. 319	Baseline Footprint Allocation	21	7	0	1	3	4	3.5	12	4	2	0	34	14	6	0
M.S. 324	Baseline Footprint Allocation	15	6	0	1	3	2	3	5	5	4	0	21	14	6	0
P138M@M090	Baseline Footprint Allocation	0	8	1.5	0	1	0	2	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	0	1.5	0	1	0	2	0	3	0	0	8	4	0	1.5
KIPP NYC Washington Heights Academy	Baseline Footprint Allocation	4	1	0	1	1	0	1.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	5	0	0	1	0	1	1.25	1	0	0	0	7	0	1	0

In total, M.S. 319 will be allocated 34 full-size, 14 half-size, and six quarter-size spaces. M.S. 324 will be allocated 21 full-size, 14 half-size, and six quarter-size spaces. P138M@M090 will be allocated eight full-size and four half-size spaces, and 1.5 FSE in designed administrative office space. KIPP NYC Washington Heights Academy will be allocated seven full-size and one quarter-size spaces.

The room change is reflected below for the current school year 2011-2012 to the 2012-2013 school year.

Room Change (+/-)	CURRENT 2011-2012 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
Unallocated Space Due to Phase-Out of 06M321	4	3	1	1.5	-	-	-	-	-	-	-	-
M.S. 319	32	11	5	0	34	14	6	0	+2	+3	+1	0
M.S. 324	26	14	7	0	21	14	6	0	-5	0	-1	0
P138M@M090	8	4	0	0	8	4	0	1.5	0	0	0	+1.5
KIPP NYC Washington Heights Academy	N/A	N/A	N/A	N/A	7	0	1	0	+7	0	+1	0

2013-2014 (SECOND YEAR PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2013-2014.

2013-2014	Projected Enrollment ¹²	GE/ICT Sections	SC Sections
M.S. 319	615-660	20	4
M.S. 324	375-420	14	4
P138M@M090	42-96	N/A	8
KIPP NYC Washington Heights Academy	155-175	6	N/A

After M.S. 319, M.S. 324, P138M@M090, and KIPP NYC Washington Heights Academy have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building M090	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	15	11	7

The excess space will be allocated among M.S. 319, M.S. 324, KIPP NYC Washington Heights Academy, and P138M@M090 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.¹³

¹² The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

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

The table below summarizes the full 2013-2014 room allocation plan for M.S. 319, M.S. 324, P138M@M090 and KIPP NYC Washington Heights Academy based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

		Non-Admin Spaces		Administrative Spaces					ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Current Space Allocation			
		Full Size Class-rooms	Half Size Class-rooms	Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)	ADDTL FS	ADDTL HS	ADDTL QS	ADDTL TOTAL DESIGN ADMIN	TOTAL FS	TOTAL HS	TOTAL QS	TOTAL DESIGN ADMIN
M.S. 319	Baseline Footprint Allocation	21	7	0	1	3	4	3.5	7	2	1	0	29	12	5	0
M.S. 324	Baseline Footprint Allocation	15	6	0	1	3	2	3	5	5	4	0	21	14	6	0
P138M@M090	Baseline Footprint Allocation	0	8	1.5	0	1	0	2	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	0	1.5	0	1	0	2	0	3	0	0	8	4	0	1.5
Washington Heights	Baseline Footprint Allocation	7	1	0	2	0	0	2	3	1	2	0	12	2	2	0

In total, M.S. 319 will be allocated 29 full-size, 12 half-size, and five quarter-size spaces. M.S. 324 will be allocated 21 full-size, 14 half-size, and six quarter-size spaces. P138M@M090 will be allocated eight full-size and four half-size spaces, and 1.5 FSE in designed administrative office space. KIPP NYC Washington Heights Academy will be allocated 12 full-size, two half-size, and two quarter-size spaces.

The room change is reflected below for the 2012-2013 to the 2013-2014 school year.

Room Change (+/-)	PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
M.S. 319	34	14	6	0	29	12	5	0	-5	-2	-1	0
M.S. 324	21	14	6	0	21	14	6	0	0	0	0	0
P138M@M090	8	4	0	1.5	8	4	0	1.5	0	0	0	0
KIPP NYC Washington Heights Academy	7	0	1	0	12	2	2	0	+5	+2	+1	0

2014-2015 (THIRD YEAR PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2014-2015.

2014-2015	Projected Enrollment ¹⁴	GE/ICT Sections	SC Sections
M.S. 319	615-660	20	4
M.S. 324	375-420	14	4
P138M@M090	42-96	N/A	8
KIPP NYC Washington Heights Academy	230-260	9	N/A

After M.S. 319, M.S. 324, P138K@M090, and KIPP NYC Washington Heights Academy have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building M090	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	13	7	7

The excess space will be allocated among M.S. 319, M.S. 324, KIPP NYC Washington Heights Academy, and P138M@M090 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.¹⁵

¹⁴ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

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

The table below summarizes the full 2014-2015 room allocation plan for M.S. 319, M.S. 324, P138M@M090 and KIPP NYC Washington Heights Academy based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

		Non-Admin Spaces		Administrative Spaces					ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Current Space Allocation			
		Full Size Class-rooms	Half Size Class-rooms	Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)	ADDTL FS	ADDTL HS	ADDTL QS	ADDTL TOTAL DESIGN ADMIN	TOTAL FS	TOTAL HS	TOTAL QS	TOTAL DESIGN ADMIN
M.S. 319	Baseline Footprint Allocation	21	7	0	1	3	4	3.5	7	2	0	0	29	12	4	0
M.S. 324	Baseline Footprint Allocation	15	6	0	1	3	2	3	5	2	4	0	21	11	6	0
P138M@M090	Baseline Footprint Allocation	0	8	1.5	0	1	0	2	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	0	1.5	0	1	0	2	0	3	0	0	8	4	0	1.5
Washington Heights	Baseline Footprint Allocation	10	1	0	1	4	0	3	1	0	3	0	12	5	3	0

In total, M.S. 319 will be allocated 29 full-size, 12 half-size, and four quarter-size spaces. M.S. 324 will be allocated 21 full-size, 11 half-size, and six quarter-size spaces. P138M@M090 will be allocated eight full-size and four half-size spaces, and 1.5 FSE in designed administrative office space. KIPP NYC Washington Heights Academy will be allocated 12 full-size, five half-size, and three quarter-size spaces.

The room change is reflected below for the 2012-2013 to the 2014-2015 school year.

Room Change (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
M.S. 319	29	12	5	0	29	12	4	0	0	0	-1	0
M.S. 324	21	14	6	0	21	11	6	0	0	-3	0	0
P138M@M090	8	4	0	1.5	8	4	0	1.5	0	0	0	0
KIPP NYC Washington Heights Academy	12	2	2	0	12	5	3	0	0	+3	+1	0

2015-2016 (FOURTH AND FINAL YEAR PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2015-2016.

2015-2016	Projected Enrollment ¹⁶	GE/CTT Sections	SC Sections
M.S. 319	615-660	20	4
M.S. 324	375-420	14	4
P138M@M090	42-96	N/A	8
KIPP NYC Washington Heights Academy	390-460	16	N/A

After M.S. 319, M.S. 324, P138M@M090, and KIPP NYC Washington Heights Academy have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016: Building M090	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	7	5	5

The excess space will be allocated among M.S. 319, M.S. 324, KIPP NYC Washington Heights Academy, and P138M@M090 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.¹⁷

¹⁶ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹⁷ This number is subject to change pending final enrollment projections.

The table below summarizes the full 2015-2016 room allocation plan for M.S. 319, M.S. 324, P138M@M090 and KIPP NYC Washington Heights Academy based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

		Non-Admin Spaces		Administrative Spaces					ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Current Space Allocation			
		Full Size Class-rooms	Half Size Class-rooms	Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)	ADDTL FS	ADDTL HS	ADDTL QS	ADDTL TOTAL DESIGN ADMIN	TOTAL FS	TOTAL HS	TOTAL QS	TOTAL DESIGN ADMIN
M.S. 319	Baseline Footprint Allocation	21	7	0	1	3	4	3.5	3	0	0	0	25	10	4	0
M.S. 324	Baseline Footprint Allocation	15	6	0	2	1	2	3	1	4	4	0	18	11	6	0
P138M@M090	Baseline Footprint Allocation	0	8	1.5	0	1	0	2	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	0	1.5	0	1	0	2	0	3	0	0	8	4	0	1.5
Washington Heights	Baseline Footprint Allocation	18	2	0	0	5	2	3	1	0	1	0	19	7	3	0

In total, M.S. 319 will be allocated 25 full-size, 10 half-size, and four quarter-size spaces. M.S. 324 will be allocated 18 full-size, 11 half-size, and six quarter-size spaces. P138M@M090 will be allocated eight full-size and four half-size spaces, and 1.5 FSE in designed administrative office space. KIPP NYC Washington Heights Academy will be allocated 19 full-size, seven half-size, and three quarter-size spaces.

The room change is reflected below for the 2014-2015 to the 2015-2016 school year.

Room Change (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
M.S. 319	29	12	4	0	25	10	4	0	-4	-2	0	0
M.S. 324	21	11	6	0	18	11	6	0	-3	0	0	0
P138M@M090	8	4	0	2	8	4	0	1.5	0	0	0	0
KIPP NYC Washington Heights Academy	12	5	3	0	19	7	3	0	+7	+2	0	0

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 M090. 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 EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate 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. (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 will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>).

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, the unique needs of the District 75 population and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁸ Where possible, the proposed schedule maintains schools' current allocation of time for each shared space and re-distributes remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year, based on the 2011 Campus Audit Template submitted by the Building Council.¹⁹ Because KIPP NYC Washington Heights Academy would be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school year.

In planning how KIPP NYC Washington Heights Academy, M.S. 319, M.S. 324 and P138M@M090 may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably:

Cafeteria and Outdoor Play Yard:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's current use of the cafeteria, projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- In the proposed plan below, KIPP NYC Washington Heights Academy, M.S. 324, and P138M@M090 each receive 50 minutes daily, or 4 hours and 10 minutes weekly for lunch. To accommodate its enrollment, which exceeds capacity of the cafeteria, M.S. 319 will receive two 50-minute periods daily, or 8 hours and 20 minutes weekly for lunch. M.S. 324 and P138M@M090 will maintain the same amount of time that they are currently allocated for lunch in the cafeteria this year based on their current schedule. Even though P138M@M090 enrolls the least number of students, it has been allocated the same amount of time in the cafeteria for lunch based on the current school schedule. The DOE notes that this may be because P138M@M090 is required to serve students in small classes. Regardless, none of the schools are gaining or losing time in these shared spaces next year. In addition, the DOE notes that the schedule calls for each individual student to receive the same amount of time in the cafeteria during customary lunch hours, regardless of which school he or she attends. Thus, the DOE believes that this plan treats all schools equitably and comparably. The Building Council is empowered to make alternative arrangements to the below proposal.

¹⁸ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

¹⁹ Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

- The DOE notes that many of the lunch times for the co-located schools overlap during the day because the cafeteria has the space to accommodate 554 students. For example, KIPP NYC Washington Heights Academy could serve all its students together with all the P138M@M090 students because combined both schools will only serve approximately 162 students, far less than the cafeteria's capacity.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M090. Given that the capacity of the cafeteria is 554 students, the DOE has allocated the same duration and time to M.S 319, M.S. 324, and P138M@M090 for breakfast. Since KIPP NYC Washington Heights Academy will likely start its school day before the other schools, it has been allocated a separate period for breakfast and therefore is scheduled to serve breakfast alone. This means that KIPP NYC Washington Heights Academy will begin school as the other schools begin to serve breakfast, and thus will not affect the current schools' current breakfast schedule.

Outdoor Playground

- The DOE notes that the outdoor playground is a shared space; however specific time in the outdoor playground is not currently allocated to any of the existing schools according to the 2011 Campus Audit document. The DOE proposes in the schedule below that time in the outdoor playground should be allocated to all schools based on the relative projected enrollment for each school.
- In the schedule below, the playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess before, during or after the proposed lunch period. P138M@M090 is not allocated any time on the shared playground because it has its own dedicated playground designed to meet the needs of its student population. While the proposed allocation of time is not directly proportional to enrollment because of the need to align playground time with lunch schedules, M.S 319 is allocated the most time (2 hours daily) since it will serve more students than M.S. 324 or KIPP NYC Washington Heights Academy. M.S. 324 is allocated the second largest amount of time (1 hour daily) and KIPP NYC Washington Heights Academy the least time (30 minutes daily) because of their respective enrollments and schedules.
- Because the proposed allocations give the most time to the largest schools in the building, the DOE believes that the proposed allocation is equitable and feasible
- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.

Gymnasium, Library, and Auditorium

M.S. 319 will be allocated the largest amount of time in the library, gymnasium, and auditorium because it will serve the largest number of students and grade levels compared to the other schools.

Gymnasiums

- There is one gymnasium in the building.
- The DOE further proposes that the gymnasium be allocated based on the relative projected enrollment of each school.
- In the current shared space plan, M.S. 324 and M.S. 319 are allocated overlapping times in the gymnasium, which has a capacity of 353 students. As such, the proposed schedule below continues to allocate overlapping time. Overlapping times may be accommodated by dividing the gymnasium in half.
- The current shared space plan also allocates gymnasium time for adaptive physical education with no school specified. In the proposed plan below, this time has remained unallocated, and therefore available for adaptive physical education use.

- In the proposed schedule below, M.S. 319 is allocated the largest amount of time in the gymnasium (16 hours weekly), while KIPP NYC Washington Heights Academy is allocated 4 hours weekly, M.S. 324 is allocated 11 hours weekly, and P138M@M090 is allocated 5 hours weekly. Although it has comparable enrollment to KIPP NYC Washington Heights Academy, P138M@M090 is allocated slightly more time because those students are required to be served in smaller class sizes.
- Because the proposed schedule maintains the current schools' current use of the space, and because the proposed allocations give the most time to the largest schools in the building, the DOE believes that the proposed allocation is equitable and feasible.

Library

- The DOE notes that the library is a shared space; however specific time in the library is not currently allocated to any of the existing schools according to the 2011 Campus Audit document. The DOE proposes in the schedule below that time in the library should be allocated to all schools based on the relative projected enrollment for each school.
- M.S. 319 is allocated the largest amount of time in the library based on its projected enrollment (14.5 hours weekly). M.S. 324 is allocated 12.5 hours weekly. KIPP NYC Washington Heights Academy is allocated 3 hours weekly. Although it has comparable enrollment to KIPP NYC Washington Heights Academy, P138M@M090 is allocated 4.5 hours a week because those students are required to be served in smaller class sizes.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the library on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Auditorium

- The DOE notes the auditorium is a shared space. However time in the auditorium is not currently allocated to P138M@M090. The DOE proposes that the auditorium be allocated based on the relative projected enrollment of each school.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the auditorium on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.
- The DOE proposes that M.S. 319 receive the greatest amount of time in the auditorium (17 hours and 30 minutes weekly) based on the fact that it will serve the most number of students as compared to all other schools in the building. KIPP NYC Washington Heights Academy and P138M@M090 have been allocated five hours minutes weekly since they are projected to serve a similar number of students as noted above. M.S. 324 has been allocated 10 hours weekly. Given that the capacity of the auditorium is 539, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium. For example, M.S. 319 may wish to utilize the auditorium in two periods of 105 minutes, serving approximately 325 students at a time; or in three periods of 70 minutes, serving approximately 215 students at a time.

After School Programs

- The DOE notes that currently the shared spaces are not allocated for after school hours. In the schedule below, the DOE does not allocate this space beyond 3:00 pm. Thus, the building council should allocate this space as needed for after school programs.
- As noted above, KIPP NYC Washington Heights Academy is a new school that has not opened yet, and as a result it does not yet have an after-school schedule. The DOE notes that KIPP charter schools often offer extended school days during part of the week. KIPP would have to schedule its extended day programs in its classroom allocation, and would have to manage scheduling of shared spaces using the process outlined below.

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively. This agreement could result in the current schools in the building changing their use of the shared space once KIPP NYC Washington Heights Academy is co-located in the building.

In 2012-2013, the DOE projects M.S. 319 will serve 610-655 students, M.S. 324 will serve 365-410 students, and P138M@M090 will serve 36-72 students in M090. According to its charter, KIPP NYC Washington Heights Academy will serve a total of 80-90 students in 2012-2013 at M090. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, M.S. 319's school day runs from approximately 8:00 a.m. to 2:57 p.m., M.S. 324's school day runs from approximately 8:30 a.m. to 3:40 p.m., and P138M@M090's school day runs from approximately 8:00 a.m. to 2:50 p.m.²⁰ Since KIPP NYC Washington Heights Academy is a new school, it does not have a current school start or end time. However the DOE notes that many of the other KIPP middle schools (84K357, 84X704, 84M336, 84M726) which are part of the same charter network organization, begin between 7:00 and 7:30 a.m. and end between 4:00 and 5:00 p.m.

Based on the schedule below and the explanations provided above the DOE believes that the proposed Shared Space Plan is feasible and that each school is being treated equitably and comparably in its ability to use all the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 554)	Breakfast: KIPP NYC Washington Heights Academy 7:15am-7:45am All Other Schools 7:45am-8:20am	Breakfast: KIPP NYC Washington Heights Academy 7:15am-7:45am All Other Schools 7:45am-8:20am	Breakfast: KIPP NYC Washington Heights Academy 7:15am-7:45am All Other Schools 7:45am-8:20am	Breakfast: KIPP NYC Washington Heights Academy 7:15am-7:45am All Other Schools 7:45am-8:20am	Breakfast: KIPP NYC Washington Heights Academy 7:15am-7:45am All Other Schools 7:45am-8:20am
	Lunch: KIPP NYC Washington Heights Academy & P138M@M090 11:30am-12:20pm M.S. 324 12:20pm-1:10pm M.S. 319: 12:20pm-1:50pm	Lunch: KIPP NYC Washington Heights Academy & P138M@M090 11:30am-12:20pm M.S. 324 12:20pm-1:10pm M.S. 319: 12:20pm-1:50pm	Lunch: KIPP NYC Washington Heights Academy & P138M@M090 11:30am-12:20pm M.S. 324 12:20pm-1:10pm M.S. 319: 12:20pm-1:50pm	Lunch: KIPP NYC Washington Heights Academy & P138M@M090 11:30am-12:20pm M.S. 324 12:20pm-1:10pm M.S. 319: 12:20pm-1:50pm	Lunch: KIPP NYC Washington Heights Academy & P138M@M090 11:30am-12:20pm M.S. 324 12:20pm-1:10pm M.S. 319: 12:20pm-1:50pm

²⁰ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<p>Library</p>	<p>KIPP NYC Washington Heights Academy 8:00am-9:00am P138M@M090 9:00am-10:30am M.S. 319 10:30am-1:00pm M.S. 324 1:00pm-3:00pm</p>	<p>M.S. 319 8:00am-1:00pm M.S. 324 1:00pm-3:00pm</p>	<p>KIPP NYC Washington Heights Academy 8:00am-9:00am P138M@M090 9:00am-10:30am M.S. 319 10:30am-1:00pm M.S. 324 1:00pm-3:00pm</p>	<p>M.S. 319 8:00am-1:00pm M.S. 324 1:00pm-3:00pm</p>	<p>KIPP NYC Washington Heights Academy 8:00am-9:00am P138M@M090 9:00am-10:30am M.S. 319 10:30am-1:00pm M.S. 324 1:00pm-3:00pm</p>
<p>Gymnasium (Capacity: 353)</p>	<p>P138M@M090 9:00am-10:00am M.S. 324 10:00am-11:00am M.S. 319 11:00am-1:00 pm KIPP NYC Washington Heights Academy 1:00 pm-3:00 pm</p>	<p>P138M@M090 9:00am-10:00am M.S. 324 10:00am-11:00am; 1:00pm-3:00pm M.S. 319 11:00am-3:00pm</p>	<p>P138M@M090 9:00am-10:00am M.S. 324 10:00am-11:00am M.S. 319 11:00am-1:00 pm KIPP NYC Washington Heights Academy 1:00 pm-3:00 pm</p>	<p>P138M@M090 9:00am-10:00am M.S. 324 10:00am-11:00am; 1:00pm-3:00pm M.S. 319 11:00am-3:00pm</p>	<p>P138M@M090 9:00am-10:00am M.S. 324 10:00am-11:00am; 1:00pm-3:00pm M.S. 319 11:00am-3:00pm</p>
<p>Auditorium (Capacity: 539)</p>	<p>M.S. 319 8:00am-11:00am M.S. 324 11:00am-1:30pm P138M@M090 1:30pm-3:00pm</p>	<p>M.S. 319 8:00am-11:00am M.S. 324 11:00am-1:00pm KIPP NYC Washington Heights Academy 1:00pm-3:00pm</p>	<p>M.S. 319 8:00am-11:00am M.S. 324 11:00am-1:30pm P138M@M090 1:30pm-3:00pm</p>	<p>M.S. 319 8:00am-11:00am M.S. 324 11:00am-1:00pm KIPP NYC Washington Heights Academy 1:00pm-3:00pm</p>	<p>M.S. 319 8:00am-11:00am M.S. 324 11:00am-1:30pm P138M@M090 1:30pm-3:00pm</p>
<p>Outdoor Playground</p>	<p>KIPP NYC Washington Heights Academy 11:00 am-11:30am M.S. 319 11:30am-12:30pm M.S. 324: 12:30 pm-2:30pm</p>	<p>KIPP NYC Washington Heights Academy 11:00 am-11:30am M.S. 319 11:30am-12:30pm M.S. 324: 12:30 pm-2:30pm</p>	<p>KIPP NYC Washington Heights Academy 11:00 am-11:30am M.S. 319 11:30am-12:30pm M.S. 324: 12:30 pm-2:30pm</p>	<p>KIPP NYC Washington Heights Academy 11:00 am-11:30am M.S. 319 11:30am-12:30pm M.S. 324: 12:30 pm-2:30pm</p>	<p>KIPP NYC Washington Heights Academy 11:00 am-11:30am M.S. 319 11:30am-12:30pm M.S. 324: 12:30 pm-2:30pm</p>

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 NYC Washington Heights Academy will be part of the M090 School Safety Committee. As a member of the School Safety Committee, the leader/designee of KIPP NYC Washington Heights Academy 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 NYC Washington Heights Academy will be addressed on an ongoing basis. Moreover, the Safety Plan for the M090 school building will be modified as appropriate to meet any changing security needs associated with the co-location. KIPP NYC Washington Heights Academy will enter information in the M090 schools' overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team (BRT) 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 M090 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 2011,²¹ co-located schools on campuses must actively participate in a Building Council (BC), 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 BC. The BC 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 BC 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 (SSC) shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or District 75 schools by the principals of the schools, 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

²¹ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".

Charter School Act, the SSC is to review the implementation of the Building Utilization Plan (BUP) 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 SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet minimally four times per year.

The SSC 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 SSC members shall be selected 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. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the BUP and its campus implementation.