

## REVISED BUILDING UTILIZATION PLAN

### INTRODUCTION

On January 26, 2012, the New York City Department of Education (“DOE”) issued an Educational Impact Statement (the “January 26 EIS”) and a Building Utilization Plan (the “January 26 BUP”) describing a proposal to co-locate Launch Expeditionary Learning Charter School (84K360, “Launch Expeditionary”) in building K243 (“K243”), located at 1580 Dean Street, Brooklyn, NY 11206 in Community School District 16 beginning in the 2012-2013 school year.<sup>1</sup> Launch Expeditionary will be a public charter school that has been approved by its authorizer, the New York State Education Department to serve up to 461 students in sixth through tenth grade. Only Launch Expeditionary’s sixth through eighth grades will be co-located in K243. Launch Expeditionary will open with sixth grade in the 2012-2013 school year and will add one grade each year until it serves students in sixth through eighth grade in K243 in the 2014-2015 school year. Launch Expeditionary will be co-located with P.S. 243 The Weeksville School (16K243, “P.S. 243”), an existing DOE elementary school that serves students in kindergarten through fifth grade and offers a pre-kindergarten program. In addition, four community-based organizations (“CBOs”), Change for Kids, Brooklyn Arts Council, Fan-4-Fitness, and Madison Square Boys and Girl Clubs, also utilize space in K243.

On March 21, 2012, the Panel for Educational Policy (“PEP”) approved the co-location proposal as described in the January 26 EIS and January 26 BUP.

On April 25, 2012, the Brooklyn Director of Space Planning in the Office of Space Planning met with the K243 Building Council, which is comprised of the principals of Launch Expeditionary and P.S. 243, to discuss the allocations of space for the respective organizations for the 2012-2013 school year. The Building Council collaboratively determined to allocate space differently than was set forth in the January 26 BUP. Therefore, the DOE proposes to revise the January 26 BUP so that it will be consistent with the Building Council’s determination:

- In the 2012-2013 school year, Launch Expeditionary will receive 8 full-size, 1 half-size, and 2 quarter-size rooms more than it was allocated in the January 26 BUP.
- In the 2012-2013 school year, P.S. 243 will receive 8 full-size, 1 fewer half-size, and 2 fewer quarter-size rooms less than it was allocated in the January 26 BUP.

In addition, this revised BUP includes updated administrative space allocations for Launch Expeditionary consistent with the methodology discussed in the following section.

Pursuant to the New York Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between P.S. 243 and Launch Expeditionary. It also includes a proposal for the collaborative usage of shared resources and spaces, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, between P.S. 243 and Launch Expeditionary in a way that 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 January 26 EIS, available at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/Mar212012Proposals.htm>, for further information about the approved co-location.

### METHODOLOGY

The DOE has applied the Citywide Instructional Footprint (“Footprint”)<sup>2</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and has 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.

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<sup>1</sup> 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

<sup>2</sup> 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

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINSTRATIVE 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 a representative of the school organization.

For kindergarten through grade five and for pre-kindergarten programs, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint also assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size room for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size room to accommodate each self-contained (“SC”) special education section served by the school. In addition, schools serving kindergarten through fifth grade receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

At the elementary level, cluster classrooms are allocated as follows:

<b>Enrollment</b>	<b># of Cluster Rooms</b>
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

For grades six through twelve, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. 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. The Footprint allocates the number of baseline full-size equivalent (“FSE”) classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

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.

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empowering building occupants to make decisions that best meet the needs of all students in the building. Please visit the DOE’s website to access the Footprint, which guides space allocation and use in City schools: <http://schools.nyc.gov/community/planning/default.htm>. The Footprint can be found in the “Key Documents” section.

**Allocation of Classrooms and Administrative Space**

According to a building walkthrough and survey performed on November 23, 2011 by the Brooklyn Director of Space Planning, K243 has a total of 50 full-size classrooms/spaces<sup>3</sup> (including 1 full-size science demonstration room), 3 half-size classrooms/spaces,<sup>4</sup> 4 quarter-size rooms that can be used for administrative purposes, and 3.0 FSE rooms of designed administrative office/space. K243 also contains a gymnasium, an auditorium, a cafeteria, a library, and an outdoor play area. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- School nurse occupies 1.0 FSE room of designed administrative/office space
- Change for Kids occupies 1 full-size room
- Brooklyn Arts Council occupies 1 full-size room
- Fan-4-Fitness occupies 1 full-size room
- Madison Square Boys and Girls Clubs occupies 5 full-size rooms
- Custodian occupies 1 quarter-size room
- School Based Support Team (“SBST”) occupies 0.5 FSE room of designed administrative/office space
- The teacher’s lounge occupies 1 half-size room
- School Safety occupies 1 quarter-size room.

Excluding the spaces outlined above, K243 has a total of 42 full-size classrooms/spaces (including 1 full-size science demonstration room), 2 half-size classrooms/spaces, 2 quarter-size rooms, and 1.5 FSE rooms of designed administrative office/space remaining that can be allocated to schools.

Summary	Full-Size	Half-Size	Quarter-Size	Designed Admin (FSE)
Building Grand TOTAL	50	3	4	3.0
SHARED SPACES or Building Services	8	1	2	1.5
<b>Remaining Total to be Allocated</b>	<b>42</b>	<b>2</b>	<b>2</b>	<b>1.5</b>

**2011-2012**

The table below summarizes the total enrollment and sections served at P.S. 243 in 2011-2012:

2011-2012	Total Enrolled <sup>5</sup>	General Education (“GE”) / ICT Sections	SC Sections
P.S. 243	357	16	3

The table below summarizes P.S. 243’s baseline and adjusted baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that P.S. 243 is currently using. The DOE has adjusted P.S. 243’s baseline allocation because K243 does not have a sufficient number of half-size spaces.<sup>6</sup> Thus, P.S. 243 was allocated 2 full-size rooms in lieu of 2 half-size rooms for resource rooms, 3 full-size rooms in lieu of 3

<sup>3</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>4</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

<sup>5</sup> 2011-2012 audited register.

<sup>6</sup> P.S. 243’s baseline allocation has been so adjusted for each of the school years described in this document.

half-size rooms to serve its SC special education classes, and 2 half-size rooms and 2 quarter-size rooms in lieu of 1.5 FSE rooms of designed administrative/office space. Typically, SC special education classes are accommodated in half size classrooms.

2011-2012		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms		Quarter-size Rooms	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Designed Admin (FSE)
P.S. 243	Baseline Footprint Allocation	19	5	3.0	0	0	0	3.0	19	5	0	3.0
	Adjusted Baseline Allocation	24	0	1.5	0	2	2	3.0	24	2	2	1.5
	Current Space Allocation	42	0	1.5	0	2	2	3.0	42	2	2	1.5

As demonstrated in the table above, P.S. 243 is currently using many classrooms in excess of its adjusted baseline Footprint allocation. The table below summarizes the available space within K243 in the 2011-2012 school year after P.S. 243 received its adjusted baseline allocation:

2011-2012: Building K243	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocation	0	18	0	0

**2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION):**

Launch Expeditionary will serve sixth grade students in K243 beginning in the 2012-2013 school 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 <sup>7</sup>	GE/ICT Sections	SC Sections
P.S. 243	321-381	16	3
Launch Expeditionary	90-115	4	0 <sup>8</sup>

In the January 26 BUP, the DOE adjusted the baseline Footprint allocation of P.S. 243 because K243 does not have sufficient half-size spaces. P.S. 243 was allocated 2 full-size rooms in lieu of 2 half-size rooms for resource rooms, 3 full-size rooms in lieu of 3 half-size rooms necessary for its SC special education population, and 2 half-size rooms and 2 quarter-size rooms in lieu of 1.5 FSE rooms of designed administrative/office space. Additionally, in the January 26 BUP,

<sup>7</sup> The DOE's enrollment figures are based on projections.

<sup>8</sup> Launch Expeditionary has indicated their intent to serve students requiring special education services in integrated classroom settings. Therefore, while they have been allocated no full-size room for SC special education sections, Launch Expeditionary will serve students with special education needs.

the DOE adjusted the baseline Footprint allocation of Launch Expeditionary because K243 does not have a sufficient number of half-size spaces. Therefore, Launch Expeditionary's baseline Footprint allocation was adjusted for 2012-2013 to include 1 full-size room in lieu of 1 half-size resource room and 3 full-size rooms in lieu of 3.0 FSE rooms of designed administrative space.

In this revised space allocation, the DOE adjusted the baseline Footprint allocation of P.S. 243 due to the lack of half-size spaces in K243 differently than it did in the January 26 BUP. In this revised BUP, P.S. 243 is allocated 1 full-size room in lieu of 2 half-size rooms for resource rooms and 3 full-size rooms in lieu of 3 half-size rooms necessary for its SC special education population. The DOE did not adjust Launch Expeditionary's baseline Footprint allocation in this revised BUP.

In the January 26 BUP, P.S. 243 was allocated 31 full-size, 2 half-size, and 2 quarter-size rooms and 1.5 FSE rooms in designed administrative/office space in the 2012-2013 school year. This room allocation exceeded P.S. 243's baseline Footprint allocation by 7 full-size rooms. Launch Expeditionary was allocated 11 full-size rooms. This space allocation exceeded Launch Expeditionary's baseline Footprint allocation by 2 full-size rooms.

However, as discussed above, the DOE now proposes to revise the January 26 BUP so that it will be consistent with the Building Council's collaborative decision to re-allocate classrooms and P.S. 243 will occupy 23 full-size and 1 half-size rooms and 1.5 FSE rooms of designed administrative/office space. This space allocation does not exceed P.S. 243's adjusted baseline Footprint allocation. Launch Expeditionary will occupy 19 full-size, 1 half-size, and 2 quarter-size rooms. This space allocation exceeds Launch Expeditionary's baseline Footprint allocation by 12 full-size and 2 quarter-size rooms. Launch Expeditionary's baseline Footprint allocation of administrative space has also been revised from 3.0 FSE to 2.0 FSE to reflect the minimum administrative space allocation according to its enrollment.

After P.S. 243 and Launch Expeditionary have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K243	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	12	0	2

The table below summarizes the full revised 2012-2013 room allocation plan for P.S. 243 and Launch Expeditionary based on their respective baseline Footprint allocations, plus the excess space allocation:

2012- 2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
P.S. 243	Baseline Footprint Allocation	19	5	1.5	0	2	2	3.0	-	-	-	-	19	7	2	1.5
	Adjusted Baseline Footprint Allocation	23	0	1.5	0	1	0	2.0 <sup>9</sup>	0	0	0	0	23	1	0	1.5
Launch Expeditionary	Baseline Footprint Allocation	5	1	0.0	2	0	0	2.0	12	0	2	0	19	1	2	0.0

The changes between the proposed space allocation in the January 26 BUP and the revised proposed space allocation for the 2012-2013 school year are reflected below:

2012-2013 Comparison (+/-)	January 26 BUP				Revised BUP				DIFFERENCE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
P.S. 243	31	2	2	1.5	23	1	0	1.5	-8	-1	-2	0
Launch Expeditionary	11	0	0	0	19	1	2	0	+8	+1	+2	0

<sup>9</sup> In 2012-2013, P.S. 243 will not receive certain administrative space that it would otherwise receive under the Footprint. P.S. 243 agrees, however, that it can adequately operate within the administrative space allocated in this revised BUP.

The revised room change between the 2011-2012 and the 2012-2013 school years is reflected below:

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)
P.S. 243	42	2	2	1.5	23	1	0	1.5	-19	-1	-2	0
Launch Expeditionary	-	-	-	-	19	1	2	0	+19	+1	+2	0

**2013-2014 (SECOND YEAR OF PROPOSED IMPLEMENTATION):**

Launch Expeditionary's sixth and seventh grade students will be sited in K243 in the 2013-2014 school year. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2013-2014:

2013-2014	Projected Enrollment <sup>10</sup>	GE/ICT Sections	SC Sections
P.S. 243	311-371	16	3
Launch Expeditionary	171-219	8	0

After P.S. 243 and Launch Expeditionary have received their respective adjusted baseline and baseline allocations of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K243	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	8	0	0

In the January 26 BUP, the DOE adjusted the baseline Footprint allocation of P.S. 243 because K243 does not have sufficient half-size spaces. P.S. 243 was allocated 2 full-size rooms in lieu of 2 half-size rooms for resource rooms, 3 full-size rooms in lieu of 3 half-size rooms necessary for its SC special education

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

population, and 2 half-size rooms and 2 quarter-size rooms in lieu of 1.5 FSE rooms of designed administrative space. Additionally, in the January 26 BUP, the DOE adjusted the baseline Footprint allocation of Launch Expeditionary because K243 does not have a sufficient number of half-size spaces. Therefore, Launch Expeditionary's baseline Footprint allocation was adjusted for 2013-2014 to include 1 full-size room in lieu of 1 half-size resource room and 3 full-size rooms in lieu of 3.0 FSE rooms of designed administrative space.

In this revised space allocation, the DOE adjusted the baseline Footprint allocation of P.S. 243 due to the lack of half-size spaces in K243 differently than it did in the January 26 BUP. In this revised BUP, P.S. 243 is allocated 1 full-size room in lieu of 2 half-size rooms for resource rooms and 3 full-size rooms in lieu of 3 half-size rooms necessary for its SC special education population. The DOE did not adjust Launch Expeditionary's baseline Footprint allocation in this revised BUP.

In the January 26 BUP, P.S. 243 was allocated 28 full-size, 2 half-size, and 2 quarter-size rooms and 1.5 FSE rooms in designed administrative/office space in the 2013-2014 school year. This room allocation exceeded P.S. 243's baseline Footprint allocation by 4 full-size rooms. Launch Expeditionary was allocated 14 full-size rooms. This space allocation exceeded Launch Expeditionary's baseline Footprint allocation by 1 full-size room.

However, as discussed above, the DOE now proposes to revise the January 26 BUP so that it will be consistent with the Building Council's collaborative decision to re-allocate classrooms and P.S. 243 will occupy 23 full-size and 1 half-size rooms and 1.5 FSE rooms of designed administrative/office space. This space allocation does not exceed P.S. 243's adjusted baseline Footprint allocation. Launch Expeditionary will occupy 19 full-size, 1 half-size, and 2 quarter-size rooms. This space allocation exceeds Launch Expeditionary's baseline Footprint allocation by 8 full-size rooms. Launch Expeditionary's baseline Footprint allocation of administrative space has also been revised from 3.0 FSE to 2.5 FSE to reflect the minimum administrative space allocation according to its enrollment.

The table below summarizes the full revised 2013-2014 room allocation plan for P.S. 243 and Launch Expeditionary based on their respective baseline Footprint allocations, plus the excess space allocation:

2013- 2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
P.S. 243	Baseline Footprint Allocation	19	5	1.5	0	2	2	3.0	-	-	-	-	19	7	2	1.5
	Adjusted Baseline Footprint Allocation	23	0	1.5	0	1	0	2.0 <sup>11</sup>	0	0	0	0	23	1	0	1.5
Launch Expeditionary	Baseline Footprint Allocation	9	1	0.0	2	0	2	2.5	8	0	0	0	19	1	2	0.0

<sup>11</sup> In 2013-2014, P.S. 243 will not receive certain administrative space that it would otherwise receive under the Footprint. P.S. 243 agrees, however, that it can adequately operate within the administrative space allocated in this revised BUP.

The changes between the proposed space allocation in the January 26 BUP and the revised proposed space allocation for the 2013-2014 school year are reflected below.

2013-2014 Comparison (+/-)	January 26 BUP				Revised BUP				DIFFERENCE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
P.S. 243	28	2	2	1.5	23	1	0	1.5	-5	-1	-2	0.0
Launch Expeditionary	14	0	0	0.0	19	1	2	0.0	+5	+1	+2	0.0

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

Room Change (+/-)	PROPOSED 2012-2013				PROPOSED 2013-2014				CHANGE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
P.S. 243	23	1	0	1.5	23	1	0	1.5	0	0	0	0.0
Launch Expeditionary	19	1	2	0.0	19	1	2	0.0	0	0	0	0.0

**2014-2015 (THIRD AND FINAL YEAR OF PROPOSED IMPLEMENTATION):**

Launch Expeditionary will serve students in sixth through eighth grades in K243 in the 2014-2015 school year. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2014-2015:

2014-2015	Projected Enrollment <sup>12</sup>	GE/ICT Sections	SC Sections
P.S. 243	296-356	15	3
Launch Expeditionary	244-312	12	0

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

After P.S. 243 and Launch Expeditionary have received their respective adjusted baseline and baseline allocations of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K243	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	4	0	0

In the January 26 BUP, the DOE adjusted the baseline Footprint allocation of P.S. 243 because K243 does not have sufficient half-size spaces. P.S. 243 was allocated 2 full-size rooms in lieu of 2 half-size rooms for resource rooms, 3 full-size rooms in lieu of 3 half-size rooms necessary for its SC special education population, and 2 half-size rooms and 2 quarter-size rooms in lieu of 1.5 FSE rooms of designed administrative space. Additionally, in the January 26 BUP, the DOE adjusted the baseline Footprint allocation of Launch Expeditionary because K243 does not have a sufficient number of half-size spaces. Therefore, Launch Expeditionary's baseline Footprint allocation was adjusted for 2014-2015 to include 1 full-size room in lieu of 1 half-size resource room and 4 full-size rooms in lieu of 4.0 FSE rooms of designed administrative space.

In this revised space allocation, the DOE adjusted the baseline Footprint allocation of P.S. 243 due to the lack of half-size spaces in K243 differently than it did in the January 26 BUP. In this revised BUP, P.S. 243 is allocated 2 full-size rooms in lieu of 2 half-size rooms for resource rooms and 3 full-size rooms in lieu of 3 half-size rooms necessary for its SC special education population. The DOE did not adjust Launch Expeditionary's baseline Footprint allocation in this revised BUP.

In the January 26 BUP, P.S. 243 was allocated 25 full-size, 2 half-size, and 2 quarter-size rooms and 1.5 FSE rooms in designed administrative/office space in the 2014-2015 school year. This room allocation exceeded P.S. 243's baseline Footprint allocation by 2 full-size rooms. Launch Expeditionary was allocated 17 full-size rooms. This space allocation did not exceed Launch Expeditionary's baseline Footprint allocation.

However, as discussed above, the DOE now proposes to revise the January 26 BUP so that it is consistent with the Building Council's collaborative decision to re-allocate classrooms and P.S. 243 will occupy 23 full-size and 1 half-size rooms and 1.5 FSE rooms of designed administrative/office space. This space allocation does not exceed P.S. 243's adjusted baseline Footprint allocation. Launch Expeditionary is now proposed to occupy 19 full-size, 1 half-size, and 2 quarter-size rooms. This space allocation exceeds Launch Expeditionary's baseline Footprint allocation by 4 full-size rooms. Launch Expeditionary's baseline Footprint allocation of administrative space has also been revised from 3.0 FSE to 2.5 FSE to reflect the minimum administrative space allocation according to its enrollment.

The table below summarizes the full revised 2014-2015 room allocation plan for Launch Expeditionary and P.S. 243 based on their respective baseline and adjusted baseline Footprint allocations:

2014- 2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
P.S. 243	Baseline Footprint Allocation	18	5	1.5	0	2	2	3.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Footprint Allocation	23	0	1.5	0	1	0	2.0 <sup>13</sup>	0	0	0	0	23	1	0	1.5
Launch Expeditionary	Baseline Footprint Allocation	13	1	0	2	0	2	2.5	4	0	0	0	19	1	2	0

The changes between the proposed space allocation in the January 26 BUP and the revised proposed space allocation for the 2014-2015 school year are reflected below.

2014-2015 Comparison (+/-)	January 26 BUP				Revised BUP				DIFFERENCE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
P.S. 243	25	2	2	1.5	23	1	0	1.5	-2	-1	-2	0.0
Launch Expeditionary	17	0	0	0.0	19	1	2	0.0	+2	+1	+2	0.0

The revised room change is reflected below for the 2013-2014 to the 2014-2015 school year:

<sup>13</sup> In 2014-2015, P.S. 243 will not receive certain administrative space that it would otherwise receive under the Footprint. P.S. 243 agrees, however, that it can adequately operate within the administrative space allocated in this revised BUP.

Room Change (+/-)	PROPOSED 2013-2014				PROPOSED 2014-2015				CHANGE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
P.S. 243	23	1	0	1.5	23	1	0	1.5	0	0	0	0.0
Launch Expeditionary	19	1	2	0.0	19	1	2	0.0	0	0	0	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 K243. 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 Educational 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, the Building Council is 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 and Nutrition website,<sup>14</sup> the total capacity of each shared space, the grades served by each of the co-located schools, and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.<sup>15</sup> 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.<sup>16</sup> Because Launch Expeditionary is co-located in the building for the first time, it may be necessary to 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 Launch Expeditionary and P.S. 243 may use the shared spaces, the DOE has applied these factors as described below to develop a proposed plan that allocates time in each space equitably:

<sup>14</sup> See the DOE's School Food and Nutrition website at: <http://www.opt-osfns.org/osfns/>

<sup>15</sup> See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<sup>16</sup> 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.

## **Cafeteria and Outdoor Play Yard:**

### Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, capacity of the cafeteria, grade levels served and the current schedule of P.S. 243. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- P.S. 243 currently utilizes the cafeteria from 11:00 am to 1:35 pm. The proposed schedule below allocates time in the cafeteria to P.S. 243 from 11:00 am to 1:15 pm, thereby shortening P.S. 243's lunch schedule by twenty minutes daily.
- In the proposed plan below, P.S. 243 receives 2 hours and 15 minutes daily in the cafeteria for lunch and Launch Charter School receives 45 minutes daily in the cafeteria for lunch. Because P.S. 243 will serve a larger share of the students in building K243 in the 2012-2013 school year, more time in the cafeteria has been allocated to students at P.S. 243. Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.
- The DOE notes that the cafeteria has the space to accommodate 450 students and, therefore, both P.S. 243 and Launch Charter School can serve the entirety of their student bodies in the cafeteria at one time.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 243. Currently P.S. 243 serves breakfast from 7:45 a.m.-8:20 a.m. and the proposed plan below maintains this schedule. Since Launch Charter School plans to start its school day before P.S. 243, it has been allocated a separate period for breakfast and therefore is scheduled to serve breakfast alone. This means that Launch Charter School will begin school as P.S. 243 begins to serve breakfast, and thus it will not affect P.S. 243's current breakfast schedule.

### Outdoor Playground

- In the schedule below, the playground time is loosely aligned to the cafeteria schedule to provide the schools with the option of offering students a recess before, during, or after the proposed lunch period. While the proposed allocation of time is not directly proportional to enrollment because of the need to align playground time with lunch schedules, P.S. 243 is allocated the most time (210 minutes daily) since it will serve the greatest percentage of students. Launch Charter School has been allocated 75 minutes daily. Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.

## **Gymnasium and Auditorium**

P.S. 243 will be allocated the largest amount of time in the gymnasium and auditorium because it will serve the greatest number of students and grade levels compared to Launch Charter School.

### Gymnasiums

- There is one gymnasium in the building.
- In the proposed schedule below, P.S. 243 is allocated the greatest amount of time in the gymnasium (210 minutes daily), while Launch Charter School is allocated 75 minutes daily. Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.

Auditorium

- The DOE proposes that P.S. 243 receive the greatest amount of time in the auditorium (240 minutes daily) based on the fact that it will serve the largest share of students in the building. Launch Charter School has been allocated 180 minutes daily. Given that the capacity of the auditorium is 416, 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.

Library

- The DOE proposes that P.S. 243 receive the greatest amount of time in the library (240 minutes daily) based on the fact that it will serve the largest share of students in the building. Launch Charter School has been allocated 90 minutes daily. Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.

**After School Programs**

- Currently, Madison Square Boys and Girls Club offers after school programming to P.S. 243 students each weekday from 3:30 p.m. to 6:30 p.m. This programming is offered in the full-size classrooms occupied by this CBO, not in a shared space. If this proposal is approved, the DOE does not anticipate that this program would be impacted by this proposed co-location.
- In the schedule below, the DOE does not allocate this space beyond 3:00 p.m. Thus, the Building Council should allocate this space as needed for after school programs and 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 Launch Charter School is co-located in the building.

In 2012-2013, the DOE projects that P.S. 243 will serve 321-381 students and that Launch Charter School will serve 90-115 students in K243. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, the school days of P.S. 243 run from approximately 8:15 a.m. to 3:25 p.m. Since Launch Charter School is a new school, it does not have a current school start or end time.

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
<b>Cafeteria</b> (Capacity: 450)	<b>Breakfast:</b> <b>Launch Charter School</b> 7:15am-7:45am <b>P.S. 243</b> 7:45am-8:20am  <b>Lunch:</b> <b>P.S. 243</b> 11:00am-1:15pm <b>Launch Charter School</b> 1:15pm-2:00pm				
<b>Gymnasium</b> (Capacity: 250)	<b>P.S. 243</b> 9:00am-12:30pm <b>Launch Charter School</b> 12:30pm-2:30pm				
<b>Auditorium</b> (Capacity: 416)	<b>Launch Charter School</b> 8:00am-11:00am <b>P.S. 243</b> 11:00am-3:00pm				
<b>Library</b>	<b>Launch Charter School</b> 9:00am-10:30am <b>P.S. 243</b> 10:30am-2:30pm				
<b>Outdoor Playground</b>	<b>P.S. 243</b> 9:30am-1:00pm <b>Launch Charter School</b> 1:15pm-2:30pm				

**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 Launch Charter School will be part of the K243 School Safety Committee. As a member of the School Safety Committee, the leader(s)/designee(s) of Launch Charter School and P.S. 243 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 Launch Charter School will be addressed on an ongoing basis. Moreover, the Safety Plan for the K243 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Launch Charter School and P.S. 243 will enter information in the K243 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 K243 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,<sup>17</sup> 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 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 School Leadership Team 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.

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<sup>17</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."